

Policy Council Minutes

September 11, 2009

11:30 a.m.

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium met in session on Friday, September 11, 2009 at the Lafayette Traditional School, 245 North Lombardy, South Bend, IN 46619.

Those present:

Lakia Simmons – Vice Chairperson
Janine Larkin – Secretary
Traci Johnson
Todd Lewis
Brandi Taberski
Brandy Trosper
Kim Wagner
Kathy Guajardo – Executive Director
Christine Gregorich – Executive Secretary
Melody Thomas – Data Collector

Those absent:

Frank Miller – Chairperson
Marisa Albiar
Heather Lantz
Matt Miller
Delma Granados
Elizabeth Tellez
Nikki Kyle – Community Representative

Call to Order:

The meeting was called to order at 11:30 A.M. Vice Chairperson, Lakia Simmons, presided in the absence of the Chairperson.

Roll Call:

Roll Call was taken by Chris Gregorich. A quorum was met for the purpose of conducting business.

Approval of Minutes:

A motion to approve the minutes as included in the packet was made by Janine Larkin and seconded by Traci Johnson. Motion was carried by unanimous vote.

Communications:

Executive Director's Report

Kathy Guajardo, Executive Director, reviewed the information in the attached Executive Director's report. After review of the report, there was discussion regarding the time frame for implementation of the grants.

Chairperson and Board Member Reports

There were no Chairperson or Board Member Reports

Action Agenda:

Approval of Human Resources Report

Kathy Guajardo reviewed the Human Resources Report.

There was no discussion. A motion to approve the Human Resources Report was made by Janine Larkin and seconded by Traci Johnson. A motion was passed unanimously.

Approval of Distribution of Payroll and Summary of Actual Expenditures Report

After review of the Distribution of Payroll and Summary of Actual Expenditures Report by Kathy Guajardo, a motion to approve the budget was made by Traci Johnson and seconded by Janine Larkin. There was no discussion. A motion was passed unanimously.

Approval to Amend the Elkhart and St. Joseph Counties Head Start Consortium Budget

After review by Kathy Guajardo, a motion to approve the Approval to Amend the Elkhart and St. Joseph Counties Head Start Consortium was made by Brandi Trosper and seconded by Traci Johnson. A motion was unanimously passed.

New Business:

Discussion of Next Meeting

Kathy discussed the upcoming November 13th Policy Council meeting where the current Policy Council will be honored and the new Policy Council will be seated. Kathy asked the present council how they would like to conduct this meeting. It was decided by mutual consensus that there will be a breakfast at 9:30 a.m. in honoring the present council, followed by the seating of the new council. The present council will reside over the November meeting.

Transportation Issue

A concern was raised by a Policy Council Parent regarding the amount of time their child was on the bus at the close of the school day. The parent stated that the child was on the bus in excess of one hour. The reason for the length of time on the bus was not known. Kathy said this will be researched and corrected.

Transition to Kindergarten.

A parent raised a concern regarding the transition from Head Start to Kindergarten. The child was having trouble remaining seated for extended periods of time, and the question was raised whether enough time was spent working on this during Head Start. After discussion of the situation, it was suggested that the Kindergarten teacher's expectations for new Kindergarten students may be too high.

Adjournment:

Lakia Simmons, acting chairperson, asked for a motion for adjournment. Motion was made by Jamie Hunt and seconded by Todd Lewis. Motion for adjournment was unanimously passed.

The meeting was adjourned at 12:35 PM.

Respectfully submitted,
Melody Thomas, Data Collector