

# Policy Council Minutes

February 6, 2009

Time 10:00 A.M.

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium met in session on Friday, February 6, 2009 at the Lafayette Traditional School, 245 North Lombardy, South Bend, IN 46619.

## **Those present:**

Frank Miller - Chairperson  
Lakia Simmons – Vice Chairperson  
Traci Johnson  
Matt Miller  
Marisa Alibar  
Kim Wagner  
Delma Granados  
Kathy Guajardo – Executive Director  
Christine Gregorich – Parliamentarian  
Regin Johnson – Recorder, Consultant

## **Those absent:**

Janine Larkin - Secretary  
Heather Lantz  
Todd Lewis  
Angel Rink  
Elizabeth Tellez  
Nikki Kyle – Community Representative  
Angie Smous  
Mariana Strizheus  
Yeymy Santos  
Brandy Trosper  
Brandi Taberski

## **Call to Order:**

The meeting was called to order at 10:13 A.M.

## **Roll Call:**

Roll Call was taken by Vice Chairperson and acting secretary, Lakia Simmons. 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 Matt Miller, seconded by Traci Johnson. Motion was carried by a unanimous vote.

### **Communications:**

### **Executive Director's Report**

Kathy Guajardo's information is enclosed with the packet and she discussed the following:

- The January 9, 2009 Policy Council meeting was canceled due to a winter storm. The Board met on January 21, 2009.
- We are funded for 1020 children and we are at full enrollment for November and December. The average daily attendance was 90.02% in November and 88.39% for December.
- We are at 10% of children with IEP's (Individual Education Plans) (102 children), we service 144 children with IEP's.
- The wait list for enrollment was discussed. St. Joseph County has 223 children and Elkhart County has 210 on the wait list.
- 45 day monitoring and 90 day monitoring was summarized.
- Early Years Count Community Foundation of St. Joseph report was discussed.
- PQA – Program Quality Assessment was discussed.
- Head Starts Needs Assessment was discussed.
- Early Childhood Center Pre-Focus Group through Indiana University was discussed.
- St Joseph County Family Summit had 100 parents and 60 children attend.
- Since November 2008, we have 76 MOU's (Memorandum of Understanding) for parents to use as resources. In December 2008, local churches have been generous to the Head Start children with donations. Oaklawn Mental Health Center in Elkhart County will be working on developing a grant to help meet the needs for parents.
- 19 teachers are enrolled in Bethel College to enhance their teaching credentials.
- The Audit from the Federal Office preparations was discussed.
- Notre Dame and IUSB are working with Head Start on free dental cleanings for the children.
- Reviewed the remaining reports that were included in the packet.

### **Chairperson and Board Member Reports:**

Board Member minutes are included in the packet.

**Action Agenda:**

Kathy the Director explained the procedures for the action items.

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

Kathy the Director reviewed the Distribution of Payroll and Summary of Actual Expenditures Report. A motion to approve the budget was made by Traci Johnson and seconded by Lokia Simmons. There was no discussion. A motion was passed unanimously.

No new business was brought to the table.

**Adjournment:**

The Frank Miller the Chairperson asked for a motion for adjournment. A motion was made to adjourn the meeting by Traci Johnson and seconded by Matt Miller. A motion was passed unanimously.

The meeting was adjourned at 11:00 A.M. for training on Parent Advocacy.

Respectfully Submitted,  
Regin Johnson, Consultant

# Policy Council Minutes

February 6, 2009

Time 11:25 A.M.

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium reopened the meeting at 11:25 a.m. to discuss new business.

## **Those present:**

Frank Miller - Chairperson  
Lakia Simmons – Vice Chairperson  
Traci Johnson  
Matt Miller  
Marisa Alibar  
Kim Wagner  
Delma Granados  
Kathy Guajardo – Executive Director  
Christine Gregorich – Parliamentarian  
Regin Johnson – Recorder, Consultant

## **Call to Order:**

The request was made by Traci Johnson to the Chairperson, Frank Miller that we reopen the meeting and it was seconded by Matt Miller. The meeting was called to order at 11:25 A.M.

## **Communications:**

Traci Johnson gave a report about the Elkhart Family Summit. The event went well overall, there were some issues with the childcare and Kathy will discuss them with the superintendent involved.

Financial items were discussed.

Kathy discussed the Parent Activity Fund training that will take place after the Policy Council meeting.

Kathy discussed that due to a complaint about the toothpaste, the children feel the toothpaste was too hot or spicy in their mouth, a toothpaste taste test was performed.

Kathy discussed the Advisory Boards: Social Services, Health, and Education. Representatives for these boards are as follows: Social Services– Lakia Simmons and Traci Johnson, Health – Nikki Kyle and Education – Marisa Alibar and Kim Wagner. Matt Miller volunteered to serve on the Health Board.

A motion was made by Tracy Johnson and seconded by Kim Wagner to set the next meeting as February 20, 2009 at 10:00 A.M. The motion passed unanimously.

**Adjournment:**

The Chairperson invites a motion for adjournment. A motion was made to adjourn the meeting by Traci Johnson and seconded by Matt Miller. A motion was passed unanimously. The next meeting will be February 20, 2009 at 10:00 A.M.

Meeting was adjourned at 12:15 PM.

Respectfully Submitted,  
Regin Johnson, Consultant