

Elkhart and St. Joseph Counties Head Start Consortium
245 North Lombardy Drive, Suite A, South Bend, IN. 46619

The Policy Council of the Elkhart and St. Joseph Counties Head Start Consortium met in a regular session on Friday, September 12, 2008 at the Lafayette Center.

Those present were:

Richard Darling	Woodview * Chairperson
Maribel Romero	Waterford * Vice-Chairperson
Janine Larkin	Twin Branch
Jasmine Torres	Beardsley
Chris Gregorich	Executive Secretary to the Executive Director
Kathy Guajardo	Head Start Executive Director
Pastor Greg Robertson	Parliamentarian

Absent from the meeting were:

Heather Saunders	Lafayette * Secretary
Misty Mraz	Bristol
Dwight Noble	LaVille
Tanya Plencher	Liberty
Sherri Lovings	Roosevelt
Jody Auer	Walkerton
Lorena Rojas	West Side
Nikki Kyle	York
Brandy Trosper	Jimtown

I. Call to Order

The meeting was called to order by Chairperson, Richard Darling at 12:30 p.m.

II. Roll Call

Roll Call was taken by Head Start Executive Secretary, Chris Gregorich. A quorum was met for the purpose of conducting business.

III. Approval of Minutes

A motion to approve the minutes was made by Janine Larkin, seconded by Maribel Romero. Motion was carried by a unanimous vote.

IV. Communications

Executive Director's Report

Kathy reviewed her report that was enclosed in the packet.

Policy Council Chairperson's Report

Richard discussed that he hasn't been able to attend the meetings due to him being ill. He discussed that his health should be fine now and he would like to thank Kathy for all the hard work she has done with the new regulations coming down, and on behalf of the Policy Council, thank you.

Board Members Report

No board members were present to give a report. Minutes from previous meeting enclosed in packet.

V. Action Agenda

08-0917-01 Approval of Personnel Actions included in Human Resources Report

A motion to approve the Personnel actions was made by Janine Larkin, seconded by Jasmine Torres, motion was carried by a unanimous vote.

08-0917-02 Approval of Distribution of Payroll, Summary of Actual Expenditures

A motion to approve was made by Janine Larkin, seconded by Maribel Romero, motion was carried by a unanimous vote.

Kathy asked the Policy Council members if they had any ideas for things that can be purchased.

Maribel discussed that the teachers need to look for a sponsor for one of the families in Waterford for the Christmas season for presents. Kathy said that we will see what we can do to help.

Kathy discussed that the special education department requested to purchase two types of hearing devises for testing the children to help out with the testing at different sites.

Maribel was wondering if Kathy would think about looking into a translation devise that can be used for Spanish speaking parents that goes in their ears for easy translation. Kathy discussed we do need more because the family summits etc. will be coming up and it would be easier for the parents to follow along instead of talking in English and then stopping for the Spanish translations. Kathy will look into it.

08-0917-03 Approval to Amend the Elkhart and St. Joseph Counties Head Start Consortium Budget

A motion to approve was made by Janine Larkin, seconded by Maribel Romero, motion was carried by a unanimous vote.

VI. New Business and Reports

Kathy discussed that Pastor Greg has been transferred to a church in Missouri.

Richard asked if there will be a more formal training for the next Policy Council. Kathy discussed that herself and Pastor Greg have a training track for this years training.

Families First will be offering fatherhood training under our umbrella. We are trying to coordinate it where it will be a community outreach program where anyone can attend. Families First will be in partnership with Head Start so we can provide better training. Families First will also be training our staff on literacy. Head Start will drive the initiative and Families First will be offering the training on Dr. Dad and 24 Hour Dad. Babysitting and caring for your child and yourself. Love languages, healthy relationships etc. will also be involving the community.

Richard said that he was concern as well as Maribel about the site meetings, will they have more training. Richard discussed that they all should be structured the same. Kathy discussed that this summer she sat down with Pastor Greg and the team and came up with some topics. Each month there will be a focus and the FACS will be coming in on Friday's to sit through the training and they will have to model the training, hopefully this will work. Richard asked if the site meetings will be ran by the FACS as they choose. Kathy said no, they will get the agenda

and training for each site meeting. Richard asked if it will be run like the Policy Council meetings. Pastor Greg discussed that yes it will, but it will not be run as tight. It will be structured and the parents will be required to run a portion of the meeting and the FACS will be in charge of the subject matter and special guests. Janine asked if the FACS will be getting with the site parent before the meeting to discuss the agenda. Pastor Greg discussed that yes the FACS will be getting together with the parent before each site meeting to assist and mentor the parents. The FACS have all been trained and are all on board. Richard asked who will be making sure that the FACS stay on track. Kathy discussed that the Program Services Managers will keep them on track. The FACS will be attending the parent governance training along with the parents so they will be hearing it along with the parents and it will be the FACS' second time having the training.

Pastor Greg discussed that the last business that needed to be discussed was in the Rules of Operations, item 4, now that Richard is an employee he needs to step down and resign. Richard discussed that his resignation is effective as of now.

The next meeting along with the changing of the guard, as well as the parent leadership meeting will be November 14, 2008 at 9:00 AM.

Janine was wondering if each position had a description of the duties for the Policy Council members. Pastor Greg said that it is not required by the Rules of Operations for the site level. Janine was wondering if the site elected chairperson etc. needed to attend the parent leadership meetings. Pastor Greg said that the only one that needed to attend was the Secretary, so they can attend the training on how to take minutes and that would be the only meeting they needed to attend.

VII. Adjournment

A motion was made by Janine Larkin for adjournment and seconded by Jasmine Torres. A vote was taken and all were in favor. The meeting was adjourned at 1:40 pm.

Respectfully Submitted by,
Chris Gregorich,
Head Start Executive Secretary