

**Elkhart and St. Joseph Counties Head Start Consortium**  
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**Dr. Kathy Guajardo, Executive Director**

**December 11, 2015**

**12:00 P.M.**

**Policy Council Meeting**

**I. Call to Order**

The meeting was called to order at 12:16p.m. by Henry Bradley, Chairperson.

**II. Roll Call**

Bradley requested the roll call be taken. It was stated that we have 4 excused absences and we do have a quorum.

Those present were:

Henry Bradley	Policy Council <b>Chairperson</b>
Patricia Vickers	Policy Council St. Joseph Cty. Community Rep. <b>Vice Chairperson</b>
Robyn Gable	Policy Council <b>Secretary</b>
Tiana Webb	Policy Council Representative
Virginia Banda	Policy Council Representative
Maria Garcia	Policy Council Representative
Veronica Dollahan	Policy Council Representative
Tricia Bencsics	Policy Council Representative
Cennie Pyburn	Policy Council Representative
Briseda Gonzalez	Policy Council Representative
Denise Swihart	Policy Council Representative
Dr. Tom Neat	Policy Council Elkhart County Community Representative
Sande Schutz	Policy Council St. Joseph County Community Representative
Rev. Terrell Jackson	Policy Council St. Joseph County Community Representative
Dr. Kathy Guajardo	Head Start Executive Director
Chris Gregorich	Head Start Executive Secretary

Those absent were:

Denise Maldonado	Policy Council Representative - excused
Kassandra Proffitt	Policy Council Representative - excused
Jaclyn Gutierrez	Policy Council Representative – excused
LeFemme Thomas	Policy Council Representative

**III. Approval of Minutes**

The motion for approval was made by Dr. Tom Neat and was seconded by Patricia Vickers. All were in favor.

**IV. Communication**

**(A.) Executive Director's Report**

As included in packet.

**(B.) Policy Council Chairperson's Report**

Policy Council Chairperson did not have a report since this is his first meeting as Chairperson and he did not attend the last board meeting. Vice Chairperson Patricia Vickers attended the last board meeting and informed the council that there was a discussion to create a better policy/procedure for children and parents to meet and interact with teachers before school begins.

**(C.) Board Member's Communication**

**V. Action Agenda**

**15-1211-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**

The motion for approval was made by Rev. Terrell Jackson and was seconded by Sande Schutz. All were in favor.

**15-1211-02 Approval of Personnel Actions included in Human Resources Report**

The motion for approval was made by Sande Schutz and was seconded by Patricia Vickers. All were in favor.

**VI. New Business and Reports**

**VII. Adjournment**

A motion for adjournment was made Patricia Vickers and seconded by Sande Schutz. All were in favor. The meeting was adjourned at 12:52 p.m.

Submitted by:

Robyn Gable