



Elkhart and St. Joseph Counties Head Start Consortium  
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Toll Free: (866) 440-8843 Web Site: [www.headstartesj.com](http://www.headstartesj.com)  
Dr. Kathy Guajardo, Executive Director  
*This institution is an equal opportunity provider*

June 20, 2017

3:00 P.M.

### Policy Council Meeting

#### I. Call to Order

The meeting was called to order at 3:13 p.m. by Jennifer Allen, Chairperson.

#### II. Roll Call

Jennifer requested the roll call be taken. It was stated that we have 5 excused absences, three were dismissed due to attendance, and we do have a quorum.

##### Those present were:

Jennifer Allen	Policy Council <b>Chairperson</b>
Marie Jones	Policy Council Representative
Osmara Ortega	Policy Council Representative
Sara White	Policy Council Representative
Linda Layman	Policy Council Representative
Dr. Tom Neat	Policy Council Elkhart County Member at Large
Dr. Kathy Guajardo	Head Start Executive Director
Chris Gregorich	Head Start Executive Secretary

##### Those absent were:

Camielle Mankowski	Policy Council Representative
Patricia Vickers	Policy Council St. Joseph County Member at Large
Sande Schutz	Policy Council St. Joseph County Member at Large
Andrea Travis	Policy Council <b>Vice Chairperson</b> - excused
Terence Hunter	Policy Council Representative - excused
Veronica Spaulding	Policy Council Representative - excused
Sarah Ruszkowski	Policy Council Representative - excused
Rev. Terrell Jackson	Policy Council St. Joseph County Member at Large - excused

#### III. Approval of Minutes

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

#### IV. Communication

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

As included in packet.

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

Last board meeting was a good meeting and the board members changed.

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

None at this time.

**(D.) Policy Council Site Meeting Report**

None at this time.

**V. Action Agenda**

- 17-0621-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**  
The motion for approval was made by Dr. Tom Neat and was seconded by Marie Jones. All were in favor.
- 17-0621-02 Approval of Personnel Actions included in Human Resources Report**  
The motion for approval was made by Marie Jones and was seconded by Osmara Ortega. All were in favor.
- 17-0621-03 Approval of the COLA (Cost of Living Adjustment)**  
The motion for approval was made by Marie Jones and was seconded by Sara White. All were in favor.
- 17-0621-04 Approval for the Amendment of the Employee Handbook**  
The motion for approval was made by Dr. Tom Neat and was seconded by Marie Jones. All were in favor.
- 17-0621-05 Approval of the Potential Contractors/Vendors for Training for the 2017-2018 School Year**  
The motion for approval was made by Marie Jones and was seconded by Linda Layman. All were in favor.

**VI. New Business and Reports**

Dr. Neat wanted to thank Dr. Guajardo for her hard work.

**VII. Adjournment**

A motion for adjournment was made by Marie Jones and seconded by Linda Layman. All were in favor. The meeting was adjourned at 3:55 p.m.

Submitted by:

Chris Gregorich