



**Elkhart and St. Joseph Counties Head Start Consortium**

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Dr. Kathy Guajardo, Executive Director

*This institution is an equal opportunity provider*

**January 15, 2020**

**Regular Session – 9:00 A.M.**

**Consortium Board Meeting**

Baugo Community Schools  
Concord Community Schools  
Elkhart Community Schools  
John Glenn School Corporation  
Goshen Community Schools  
Middlebury Community Schools  
Penn-Harris-Madison  
School City of Mishawaka  
South Bend Community Schools  
Union-North United Schools  
Wa-Nee Community School

**I. Call to Order**

The meeting was called to order by Dr. Jerry Thacker at 9:01 a.m. He then asked for roll call to be taken, we do have a quorum.

**II. Roll Call**

|                 |                      |                                                          |
|-----------------|----------------------|----------------------------------------------------------|
| <b>Present:</b> | Dr. Jerry Thacker    | PHM Community Schools - <b>Chairperson</b>               |
|                 | Dr. Diane Woodworth  | Goshen Community Schools – <b>Vice Chairperson</b>       |
|                 | Jane Allen           | Middlebury Community Schools                             |
|                 | Byron Sanders        | Baugo Community Schools                                  |
|                 | Christopher Winchell | John Glenn Community Schools                             |
|                 | Dr. Denise Seger     | Concord Community Schools                                |
|                 | Sarah Hickle         | School City of Mishawaka                                 |
|                 | Kari Bone            | Policy Council Parent Representative – arrived 9:05 a.m. |
|                 | Dr. C. Todd Cummings | South Bend Community School Corporation                  |
|                 | Dr. Kathy Guajardo   | Head Start Executive Director                            |
|                 | Amy Fox              | Attorney                                                 |
|                 | Gregg Hixenbaugh     | HR Consultant                                            |
| <b>Absent:</b>  | Dr. Scot Croner      | Wa-Nee Community Schools                                 |
|                 | Mitch Mawhorter      | Union-North United Schools                               |
|                 | Anthony England      | Board Representative, Elkhart Community Schools          |

Also present at the meeting were Chris Gregorich, Head Start Operations Manager.

**III. Public Speakers**

None at this time.

**IV. Adoption of the Agenda**

The motion for approval to adopt the agenda was made by Byron Sanders and was seconded by Jane Allen. All were in favor.

**V. Approval of Minutes**

The motion for approval was made by Dr. Diane Woodworth and was seconded by Jane Allen. All were in favor.

**VI. Communication**

**A.) Executive Director’s Report**

As reported in the packet.

**B.) Policy Council Chairperson’s Report**

Kari stated they met this past Friday and discussed everything that we are about to discuss.

**C.) Board Member’s Communication**

None at this time.

## **VII. Action Agenda**

- 20-0115-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**  
The motion for approval was made by Jane Allen and was seconded by Dr. Diane Woodworth. All were in favor.
- 20-0115-02 Approval of Personnel Actions included in Human Resources Report**  
The motion for approval was made by Byron Sanders and was seconded by Dr. Denise Seger. All were in favor.
- 20-0115-03 Approval for the Amendment of the Employee Handbook, Code of Conduct, Cell Phone Policy**  
The motion for approval was made by Dr. Diane Woodworth and was seconded by Dr. C. Todd Cummings. All were in favor.
- 20-0115-04 Approval to Conduct an Annual Self-Assessment for all Consortium Programs**  
The motion for approval was made by Christopher Winchell and was seconded by Dr. C. Todd Cummings. All were in favor.
- 20-0115-05 Approval to Submit the SF425**  
The motion for approval was made by Christopher Winchell and was seconded by Jane Allen. All were in favor.

## **VIII. Adjournment**

The motion for adjournment was made by Dr. C. Todd Cummings and was seconded Sarah Hickle and the meeting was adjourned at 9:10 a.m.

Submitted by:

Chris Gregorich