



Elkhart and St. Joseph Counties Head Start Consortium

245 North Lombardy Drive, Door 1 ~ South Bend, IN 46619

Office Phone: (574) 393-5864 ~ Fax: (574) 283-8108

Web site: www.headstartesj.com

Dr. Kathy Guajardo, Executive Director

This institution is an equal opportunity provider

May 17, 2023

Regular Session – 9:00 a.m.

Board Meeting – In Person/Virtual

I. Call to Order

The meeting was called to order by Dr. Croner at 9:02 a.m. He then asked for roll call to be taken, we do have a quorum.

II. Roll Call

Present:	Dr. Scot Croner	Wa-Nee Community Schools – President – in person
	Dr. Brandon White	Board Representative, SB Community School Corporation –
		Vice President – via zoom
	Dan Funston	Board Representative, Concord Community Schools – in person
	Dr. Sarah Hickie	Board Representative, School City of Mishawaka – in person
	Dr. Alan Metcalfe	Board Representative, Goshen Community - in person
	Dr. Angela Piazza	Union-North United Schools – in person
	Byron Sanders	Baugo Community Schools – in person
	Dr. Jason Snyder	Middlebury Community Schools - in person
	Dr. Theodore Stevens	School City of Mishawaka – in person
	Dr. Jerry Thacker	PHM Community Schools – in person
	Christopher Winchell	John Glenn Community Schools – in person at 9:10 am
	Tiffany Conley	Parent Policy Council Representative – in person at 9:07 am
	Dr. Kathy Guajardo	Head Start Executive Director – in person
	Amy Fox	Attorney – via zoom

Absent:

Dr. Steve Thalheimer Elkhart Community Schools

Also present at the meeting were Gregg Hixenbaugh, HR Consultant, via zoom, and Chris Gregorich, Business Manager, in person.

III. Public Speakers

None at this time.

IV. Adoption of the Agenda

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

V. Approval of Minutes

The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Alan Metcalfe. All were in favor.

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

VI. Communication:

- A.) Executive Director's Report**
As reported in the packet
- B.) Policy Council Chairperson's Report**
None at this time.
- C.) Board Member's Communication**
None at this time.

VII. Action Agenda

- 23-0517-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Sarah Hickle. All were in favor.
- 23-0517-02 Approval of Personnel Actions included in Human Resources Report**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Tiffany Conley. All were in favor.
- 23-0517-03 Approval of the Consortium Programs Service Area Plans and Policies and Procedures for Content Areas and Request to Adjust Accordingly**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Jason Snyder. All were in favor.
- 23-0517-04 Approval of the (Tentative) 2023-2024 School Calendar**
The motion for approval was made by Byron Sanders and was seconded by Dr. Alan Metcalfe. All were in favor.
- 23-0517-05 Approval of the Organizational Chart for the Early Head Start, Early Head Start Community Childcare Partnership, and Head Start Grantee**
The motion for approval was made by Dr. Sarah Hickle and was seconded by Dr. Alan Metcalfe. All were in favor.
- 23-0517-06 Approval for the Amendment of the Employee Handbook**
The motion for approval was made by Dan Funston and was seconded by Christopher Winchell. All were in favor.
- 23-0517-07 After reviewing and participating in making recommendations regarding the items for the refunding application, the Board of Directors approves the submission of the HS/EHS Refunding Application due August 1, 2023, to be submitted to the Office of Head Start for approval**
The motion for approval was made by Dr. Jason Snyder and was seconded by Dr. Alan Metcalfe. All were in favor.
- 23-0517-08 Approval to Move Forward with Minor Renovations at the Lafayette School and Other Locations as Needed**
The motion for approval was made by Dr. Sarah Hickle and was seconded by Byron Sanders. All were in favor.
- 23-0517-09 Approval of the Potential Contractors/Vendors for Training for the 2023-2024 School Year**
The motion for approval was made by Dan Funston and was seconded by Dr. Angela Piazza. All were in favor.
- 23-0517-10 Approval for the Annual Report for Fiscal Year 2022 and to Distribute the Report to the Public**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Sarah Hickle. All were in favor.
- 23-0517-11 Approval of the Recruitment and Enrollment Plan for the 2023-2024 School Year**
The motion for approval was made by Dr. Sarah Hickle and was seconded by Dr. Angela Piazza. All were in favor.
- 23-0517-12 Approval to Submit the Goals and Objectives Document with Updated Information to be Included in the Funding Application for the Early Head Start and Head Start Programs**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Tiffany Conley. All were in favor.

23-0517-13 Approval to Accept the Self-Assessment Document with the Quality Improvement Plan for the Consortiums Head Start Programs

The motion for approval was made by Dr. Angela Piazza and was seconded by Byron Sanders. All were in favor.

23-0517-14 Approval to Conduct Annual Board Elections

The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Jason Snyder. All were in favor. Dr. Jerry Thacker nominated Dr. Theodore Stevens to be board President and was seconded by Christopher Winchell. Dr. Jerry Thacker nominated Byron Sanders to be board Vice President and was seconded by Dr. Jason Snyder.

VIII. Adjournment

Dr. Scot Croner thanked Dr. Kathy Guajardo for all her labor of love. The motion for adjournment was made by Dr. Jerry Thacker and was seconded by Byron Sanders and the meeting was adjourned at 9:32 a.m.

Submitted by:

Chris Gregorich