



Elkhart and St. Joseph Counties Head Start Consortium

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Dr. Kathy Guajardo, Executive Director

This institution is an equal opportunity provider

May 19, 2021

Regular Session – 9:00 A.M.

Consortium Board Meeting – In Person/Virtual

I. Call to Order

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

II. Roll Call

Present:	Christopher Winchell	John Glenn Community Schools - Chairperson
	Dr. Scot Croner	Wa-Nee Community Schools – Vice Chairperson
	Jane Allen	Middlebury Community Schools
	Sarah Hickle	Board Representative, School City of Mishawaka
	Mitch Mawhorter	Union-North United Schools
	Sarita Stevens	Board Representative, Elkhart Community Schools – via Zoom
	Michael Wagner	Board Representative, Concord Community Schools
	Dr. Jerry Thacker	PHM Community Schools
	Byron Sanders	Baugo Community Schools
	Dr. Kathy Guajardo	Head Start Executive Director
	Amy Fox	Attorney – via Zoom
	Gregg Hixenbaugh	HR Consultant – via Zoom
Absent:	Brandon White	Board Representative, SB Community School Corporation
	Dr. Steve Hope	Goshen Community Schools
	Jackeline Cazarez	Policy Council Parent Representative

Also present at the meeting was 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 Dr. Jerry Thacker and was seconded by Mitch Mawhorter. All were in favor.

V. Approval of Minutes

The motion for approval was made by Jane Allen and was seconded by Sarah Hickle. All were in favor.

VI. Communication

A.) Executive Director's Report

As reported in the packet. Dr. Guajardo you've done a marvelous job leading us through COVID, thank you.

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

B.) Policy Council Chairperson's Report

None at this time. Chairperson wasn't able to attend the Policy Council meeting, so Dr. Neat helped the Vice Chairperson get us through.

C.) Board Member's Communication

None at this time. Members thanked Jane for being the board chairperson.

VII. Action Agenda

- 21-0519-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Byron Sanders. All were in favor.
- 21-0519-02 Approval of Personnel Actions included in Human Resources Report**
The motion for approval was made by Dr. Scot Croner and was seconded by Dr. Jerry Thacker. All were in favor.
- 21-0519-03 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 Jane Allen and was seconded by Mitch Mawhorter. All were in favor.
- 21-0519-04 Approval to Explore Health Care Bids for Consortium Employees**
The motion for approval was made by Sarah Hickie and was seconded by Byron Sanders. All were in favor.
- 21-0519-05 Approval for the Wage Comparability Study**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Michael Wagner. All were in favor.
- 21-0519-06 Approval of the (Tentative) 2021-2022 School Calendar**
The motion for approval was made by Dr. Scot Croner and was seconded by Sarah Hickie. All were in favor.
- 21-0519-07 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. Jerry Thacker and was seconded by Dr. Scot Croner. All were in favor.
- 21-0519-08 Approval for the Amendment of the Employee Handbook**
The motion for approval was made by Byron Sanders and was seconded by Jane Allen. All were in favor.
- 21-0519-09 Approval for the Finance Policy Regarding Financial Compensation to Staff as Part of the Post Covid Cares Act and America Rescue Plan Act of 2021**
The motion for approval was made by Dr. Scot Croner and was seconded by Byron Sanders. All were in favor.
- 21-0519-10 Approval to Purchase or Lease a Vehicle for ERSEA Needs**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Michael Wagner. All were in favor.
- 21-0519-11 Approval for the Submission of the Head Start and Early Head Start Refunding Application due August 1, 2021**
The motion for approval was made by Mitch Mawhorter and was seconded by Jane Allen. All were in favor.
- 21-0519-12 Approval to Move Forward with Minor Renovations at the St. Patrick's School**
The motion for approval was made by Dr. Scot Croner and was seconded by Sarah Hickie. All were in favor.
- 21-0519-13 Approval to Allow the Grantee to Carry-Over Funds from the Cares Act (COVID19) Grant for the Early Head Start, Early Head Start Childcare Partnership, and Head Start Programs**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Jane Allen. All were in favor.

- 21-0519-14 Approval of the Potential Contractors/Vendors for Training for the 2021-2022 School Year**
The motion for approval was made by Byron Sanders and was seconded by Sarah Hickle. All were in favor.
- 21-0519-15 Approval for the Annual Report for Fiscal Year 2020 and to Distribute the Report to the Public**
The motion for approval was made by Jane Allen and was seconded by Mitch Mawhorter. All were in favor.
- 21-0519-16 Approval of the Recruitment and Enrollment Plan for the 2021-2022 School Year to include Possible Conversion of Funded Slots**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Sarah Hickle. All were in favor.

VIII. Adjournment

The motion for adjournment was made by Dr. Jerry Thacker and was seconded by Dr. Scot Croner and the meeting was adjourned at 9:31 a.m.

Submitted by:

Chris Gregorich