



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 31, 2022

Regular Session – 9:00 A.M.

Consortium Board Meeting – In Person/Virtual

I. Call to Order

The meeting was called to order by Dr. Scot Croner at 9:01 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. Alan Metcalfe	Board Representative, Goshen Community - in person
	Dr. Jerry Thacker	PHM Community Schools – in person
	Mr. Byron Sanders	Baugo Community Schools – in person
	Dr. Angela Piazza	Union-North United Schools – in person
	Mr. Dan Funston	Board Representative, Concord Community Schools – in person
	Ms. Sarita Stevens	Board Representative, Elkhart Community Schools – in person
	Dr. Kathy Guajardo	Head Start Executive Director – in person
	Ms. Amy Fox	Attorney – via zoom
	Mr. Patrick Howard	Parent Policy Council Representative-via zoom
Absent:	Dr. Jason Snyder	Middlebury Community Schools
	Christopher Winchell	John Glenn Community Schools – in person
	Ms. Sarah Hickle	Board Representative, School City of Mishawaka
	Mr. Brandon White	Board Representative, SB Community School Corporation – Vice President

Also present at the meeting in person were Gregg Hixenbaugh, HR Consultant and Kim Bachtel, Head Start HR 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 Mr. Byron Sanders. All were in favor.

V. Approval of Minutes

The motion for approval was made by Mr. Byron Sanders and was seconded by Dr. Allen Metcalf. 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. Communication010

A.) Executive Director's Report

As reported in the packet

B.) Policy Council Chairperson's Report

Mr. Howard reported new members on the policy council board to meet quorum

C.) Board Member's Communication

None at this time.

VII. Action Agenda

22-0518-01 Approval of Distribution of Payroll, Summary of Actual Expenditures

The motion for approval was made by Dr. Jerry Thacker and was seconded by Mr. Dan Funston. All were in favor.

22-0518-02 Approval of Personnel Actions included in Human Resources Report

The motion for approval was made by Dr. Alan Metcalf and was seconded by Mr. Byron Sanders. All were in favor.

22-0518-03 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 Sarita Stevens. All were in favor.

22-0518-04 Approval for the Submission of the Early Head Start and Head Start COLA Grant

The motion for approval was made by Mr. Dan Funston and was seconded by Dr. Alan Metcalf. All were in favor.

22-0518-05 Approval for the Submission of the Early Head Start Community Childcare Partnership COLA Grant

The motion for approval was made by Mr. Byron Sanders and was seconded by Mr. Dan Funston. All were in favor.

22-0518-06 Approval of the (Tentative) 2022-2023 School Calendar

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

22-0518-07 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. Alan Metcalf. All were in favor.

22-0518-08 Approval for the Amendment of the Employee Handbook

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

22-0518-09 Approval for the Submission of the Head Start and Early Head Start Refunding Application due August 1, 2022

The motion for approval was made by Mr. Byron Sanders and was seconded by Mr. Dan Funston. All were in favor.

22-0518-10 Approval to Move Forward with Minor Renovations at the Jimtown North School

The motion for approval was made by Mr. Jerry Thacker and was seconded by Dr. Alan Metcalf. All were in favor. Mr. Byron Sanders abstained.

22-0518-11 Approval of the Potential Contractors/Vendors for Training for the 2022-2023 School Year

The motion for approval was made by Dr. Jerry Thacker and was seconded by Mr. Dan Funston. All were in favor.

22-0518-12 Approval for the Annual Report for Fiscal Year 2021 and to Distribute the Report to the Public

The motion for approval was made by Dr. Jerry Thacker and was seconded by Mr. Byron Sanders. All were in favor.

- 22-0518-13 Approval of the Recruitment and Enrollment Plan for the 2022-2023 School Year to include Possible Conversion of Funded Slots**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Mr. Dan Funston. All were in favor.
- 22-0518-14 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 Sarita Stevens. All were in favor.
- 22-0518-14 Policy to reinstate
The motion for approval was made by Dr. Jerry Thacker and was seconded by Mr. Dan Funston

VIII. Adjournment

The motion for adjournment was made by Dr. Jerry Thacker and the meeting was adjourned at 9:23 a.m.

Submitted by:
Kim Bachtel, HR Manager