



Elkhart and St. Joseph Counties Head Start Consortium

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Dr. Kathy Guajardo, Executive Director

This institution is an equal opportunity provider

November 17, 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 9:13 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 – via zoom**
Dr. Scot Croner Wa-Nee Community Schools – **Vice Chairperson – via zoom**
Sarah Hickle Board Representative, School City of Mishawaka
Dr. Jerry Thacker PHM Community Schools
Byron Sanders Baugo Community Schools – via Zoom
Dr. Kathy Guajardo Head Start Executive Director
Amy Fox Attorney – via Zoom
Gregg Hixenbaugh HR Consultant – via Zoom
Brandon White Board Representative, SB Community School Corporation –
via zoom, 9:18 am then left meeting at 9:20 am

Absent: Dr. Steve Hope Goshen Community Schools
Dr. Diane Woodworth Union-North United Schools
Sarita Stevens Board Representative, Elkhart Community Schools
Dr. Jason Snyder Middlebury Community Schools
Dan Funston Board Representative, Concord Community Schools

Also present at the meeting via zoom were Steven Thalheimer, Elkhart Community Schools, and Chris Gregorich, Head Start Business Manager.

III. Public Speakers

None at this time.

IV. Adoption of the Agenda

There was discussion to table the action agenda item 21-1117-08 and there was a motion made by Dr. Jerry Thacker and seconded by Dr. Scot Croner. The motion for approval to adopt the agenda was made by Dr. Jerry Thacker and was seconded by Dr. Scot Croner. All were in favor.

V. Approval of Minutes

The motion for approval was made by Sara Hickle and was seconded by Byron Sanders. All were in favor.

VI. Communication

A.) Executive Director's Report

As reported in the packet.

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, the new Policy Council Members will be voted in at the December 3, 2021 meeting.

C.) Board Member's Communication

None at this time.

VII. Action Agenda

21-1117-01 Approval of Distribution of Payroll, Summary of Actual Expenditures

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

21-1117-02 Approval of Personnel Actions included in Human Resources Report

The motion for approval was made by Sara Hickle and was seconded by Byron Sanders. All were in favor.

21-1117-03 Approval for the Submission for a Waiver for the Reduction of Disabilities Services

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

21-1117-04 Approval for the Submission of the Annual Audit to the State Board of Accounts

The motion for approval was made by Sarah Hickle and was seconded by Dr. Scot Croner. All were in favor.

21-1117-05 Approval to Request the Carry-Over of the Early Head Start Child Care Partnership Program

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

21-1117-06 Approval to Request the Carry-Over for the CARES ACT Funds for Early Head Start Child Care Partnership Program

The motion for approval was made by Sara Hickle and was seconded by Steven Thalheimer. All were in favor.

21-1117-07 Approval to Request for a Non-Federal Share Waiver for Early Head Start Child Care Partnership Program

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

21-1117-08 Approval for the Resolution Item Stated that we seek to Acquire the Services of PennServe as the Planned Document Vendor that will Provide Oversight of the Consortium's Retirement Plan

This action item was tabled for the next meeting.

21-1117-09 Approval to Request for the Church Church Hittle + Antrim Legal Firm to Prepare and Conduct the RFP Process for Retirement Plan Options for the Consortium Staff

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

VIII. Adjournment

The motion for adjournment was made by Byron Sanders and was seconded by Sarah Hickle and the meeting was adjourned at 9:44 a.m.

Submitted by:

Chris Gregorich