



Elkhart and St. Joseph Counties Head Start Consortium

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

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

Toll – Free (866) 440 8843 Web site: www. headstartesj.com

Dr. Kathy Guajardo, Executive Director

This institution is an equal opportunity provider

November 18, 2020

Executive Session – 8:30 a.m.

Regular Session – 9:00 A.M.

Consortium Board Meeting - Virtual

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 Jane Allen at 9:09 a.m. She then asked for roll call to be taken, we do have a quorum.

II. Roll Call

Present:	Jane Allen	Middlebury Community Schools - Chairperson
	Dr. Scot Croner	Wa-Nee Community Schools
	Mitch Mawhorter	Union-North United Schools
	Dan Funston	Concord Community Schools
	Dr. C. Todd Cummings	South Bend Community School Corporation
	Sarah Hickle	Board Representative, School City of Mishawaka
	Dr. Jerry Thacker	PHM Community Schools
	Byron Sanders	Baugo Community Schools
	Dr. Kathy Guajardo	Head Start Executive Director
	Amy Fox	Attorney
	Gregg Hixenbaugh	HR Consultant

Absent:	Christopher Winchell	John Glenn Community Schools - Vice Chairperson
	Kari Bone	Policy Council Parent Representative
	Dr. Steve Hope	Goshen Community Schools
	Sarita Stevens	Board Representative, Elkhart Community Schools

Also present at the meeting was Tim Davis, John Glenn and Chris Gregorich, Head Start Operations Manager.

III. Public Speakers

None at this time.

IV. Adoption of the Agenda

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

V. Approval of Minutes

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

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

- 20-1118-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**
The motion for approval was made by Mitch Mawhorter and was seconded by Dr. Jerry Thacker. All were in favor.
- 20-1118-02 Approval of Personnel Actions included in Human Resources Report**
The motion for approval was made by Dr. Scot Croner and was seconded by Byron Sanders. All were in favor.
- 20-1118-03 Approval to Seek Funding and Options for the Architectural Assessment Proposal**
The motion for approval was made by Sarah Hickle and was seconded by Dr. Jerry Thacker. All were in favor.
- 20-1118-04 Approval of Revisions to Policy 3.27 in Employee Handbook ("Infectious Disease Control Policy")**
The motion for approval was made by Byron Sanders and was seconded by Dr. Scot Croner. All were in favor.
- 20-1118-05 Approval to Explore Health Care Bids for Consortium Employees**
The motion for approval was made by Mitch Mawhorter and was seconded by Sarah Hickle. All were in favor.
- 20-1118-06 Approval for the Request for Budget Revisions and Closures, and Non-Federal Share Waiver for Early Head Start, Early Head Start CCP, and Head Start**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Scot Croner. All were in favor.
- 20-1118-07 Approval for the Board Composition**
The motion for approval was made by Byron Sanders and was seconded by Mitch Mawhorter. All were in favor. Early Childhood Education representative will be Byron Sanders and the Fiscal representative will be Dr. Scot Croner.
- 20-1118-08 Approval of Payout of 160 hours of Accrued, Unused PTO to the Executive Director at the Executive Director's regular hourly rate**
The motion for approval was made by Mitch Mawhorter and was seconded by Dr. Jerry Thacker. All were in favor.
- 20-1118-09 Approval for the Submission of the September 25, 2020 OHS Review Report and Authorize the Executive Director to Implement the Recommendations in the Report**
The motion for approval was made by Sarah Hickle and was seconded by Dr. Scot Croner. All were in favor.

VIII. Adjournment

The motion for adjournment was made by Byron Sanders and was seconded Dr. Scot Croner and the meeting was adjourned at 9:38 a.m.

Submitted by:
Chris Gregorich