



**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](http://www.headstartesj.com)

Dr. Kathy Guajardo, Executive Director

*This institution is an equal opportunity provider*

**September 15, 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 9:03 a.m. He then asked for roll call to be taken, we do have a quorum.

**II. Roll Call**

<b>Present:</b>	Christopher Winchell	John Glenn Community Schools - <b>Chairperson</b>
	Dr. Scot Croner	Wa-Nee Community Schools – <b>Vice Chairperson</b> – via zoom
	Dr. Jason Snyder	Middlebury Community Schools – arrived 9:14 am – via Zoom
	Sarah Hickle	Board Representative, School City of Mishawaka
	Michael Wagner	Board Representative, Concord Community Schools
	Dr. Jerry Thacker	PHM Community Schools
	Sarita Stevens	Board Representative, Elkhart Community Schools – via Zoom
	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
<b>Absent:</b>	Brandon White	Board Representative, SB Community School Corporation
	Dr. Steve Hope	Goshen Community Schools
	Jackeline Cazarez	Policy Council Parent Representative
	Mitch Mawhorter	Union-North United Schools

Also present at the meeting was Chris Gregorich, Head Start Business Manager, via Zoom.

**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 Sara Hickle. All were in favor.

**V. Approval of Minutes**

The motion for approval was made by Dr. Jerry Thacker and was seconded by Michael Wagner. 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.

**C.) Board Member's Communication**

None at this time.

**VII. Action Agenda**

- 21-0915-01 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.
- 21-0915-02 Approval of Personnel Actions included in Human Resources Report**  
The motion for approval was made by Michael Wagner and was seconded by Sarah Hickle. All were in favor.
- 21-0915-03 Approval of the Budeget Revisions for Early Head Start/Head Start 2020-2021 Grant**  
The motion for approval was made by Dr. Jerry Thacker and was seconded by Sarah Hickle. All were in favor.
- 21-0915-04 Approval of the Expenditures and Closure of the Early Head Start/Head Start 2020-2021 Grant**  
The motion for approval was made by Sarah Hickle and was seconded by Michael Wagner. All were in favor.
- 21-0915-05 Approval to Carry-over Funds from Early Head Start Childcare Partnership 2020-2021 Grant**  
The motion for approval was made by Dr. Jerry Thacker and was seconded by Michael Wagner. All were in favor.
- 21-0915-06 Approval of the Transportation Policy**  
The motion for approval was made by Dr. Jerry Thacker and was seconded by Sarah Hickle. All were in favor.
- 21-0915-07 Approval of the Compensation Policy**  
The motion for approval was made by Michael Wagner and was seconded by Sarah Hickle. All were in favor.
- 21-0915-08 Approval to Conduct an Annual Audit as Identified by the State Board of Accounts or their Recommendations**  
The motion for approval was made by Sarah Hickle and was seconded by Michael Wagner. All were in favor.
- 21-0915-09 Approval to Payout Grantee Staff who have PTO Time Left and Not Able to Access it (due to COVID coverage)**  
The motion made by Dr. Jerry Thacker included to Pay PTO to all Consortium Staff and was seconded by Michael Wagner. All were in favor.
- 21-0915-10 Approval of a Policy to Support the Biden Administration for Head Start Employees Regarding COVID Heath Strategies and Reentry Schools Plan**  
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 Sarah Hickle and was seconded Dr. Scot Croner and the meeting was adjourned at 9:31 a.m.

Submitted by:

Chris Gregorich