



Elkhart and St. Joseph Counties Head Start Consortium

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Dr. Kathy Guajardo, Executive Director

This institution is an equal opportunity provider

September 20, 2023

Regular Session – 9:00 a.m.

Board Meeting – In Person/Virtual

I. Call to Order

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

II. Roll Call

Present:	Dr. Theodore Stevens	School City of Mishawaka – President – in person
	Dr. Scot Croner	Wa-Nee Community Schools – in person
	Dr. Alan Metcalfe	Board Representative, Goshen Community – in person
	Dr. Angela Piazza	Union-North United Schools – in person
	Mark Mow	Board Representative, Elkhart Community Schools – via zoom
	Dr. Jason Snyder	Middlebury Community Schools – in person
	Dr. Jerry Thacker	PHM Community Schools – in person
	Christopher Winchell	John Glenn Community Schools – in person
	Dr. Kathy Guajardo	Head Start Executive Director – in person
	Amy Fox	Attorney – via zoom
Absent:	Byron Sanders	Baugo Community Schools – Vice President
	Dan Funston	Board Representative, Concord Community Schools
	Deb Martin	Board Representative, SB Community School Corporation
	Tiffany Conley	Parent Policy Council Representative

Also present at the meeting were Gregg Hixenbaugh, HR Consultant, via zoom, and Chris Gregorich, Business Manager, via zoom.

III. Public Speakers

None at this time.

IV. Adoption of the Agenda

A motion to approve the additional items per Dr. Guajardo's detailed oral request to be added to this agenda as they are time sensitive action items that will reflect action items listing them out. The motion for approval to adopt the agenda was made by Dr. Jerry Thacker and was seconded by Dr. Jason Snyder. All were in favor.

V. Approval of Minutes

The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Alan Metcalfe. 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.

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

C.) Board Member's Communication

Board members welcomed back Mark Mow.

VII. Action Agenda

- 23-0920-01 Approval of Distribution of Payroll, Summary of Actual Expenditures**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Christopher Winchell. All were in favor.
- 23-0920-02 Approval of Personnel Actions included in Human Resources Report**
The motion for approval was made by Dr. Alan Metcalfe and was seconded by Dr. Jerry Thacker. All were in favor.
- 23-0920-03 Approval to Accept the Corrective Action Plan (CAP) for Safe Release**
The motion for approval was made by Dr. Angela Piazza and was seconded by Dr. Scot Croner. All were in favor.
- 23-0920-04 Approval to Accept the CAP for Personnel Policies and Procedures -- Supervision of Children**
The motion for approval was made by Christopher Winchell and was seconded by Dr. Jerry Thacker. All were in favor.
- 23-0920-05 Approval to Accept the CAP for the Non-Compliance for Reporting**
The motion for approval was made by Dr. Scot Croner and was seconded by Dr. Jason Snyder. All were in favor.
- 23-0920-06 Approval to Accept the CAP for Non-Compliance for Ongoing Fiscal Capacity**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Angela Piazza. All were in favor.
- 23-0920-07 Approval for Policies/Procedures for Safe Release**
The motion for approval was made by Dr. Scot Croner and was seconded by Dr. Alan Metcalfe. All were in favor.
- 23-0920-08 Approval for Policies/Procedures for Supervision of Children**
The motion for approval was made by Christopher Winchell and was seconded by Dr. Angela Piazza. All were in favor.
- 23-0920-09 Approval for Policies/Procedures for Non-Compliance for Reporting**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Christopher Winchell. All were in favor.
- 23-0920-10 Approval for Policies/Procedures for Non-Compliance for Ongoing Fiscal Capacity**
The motion for approval was made by Mark Mow and was seconded by Dr. Jerry Thacker. All were in favor.
- 23-0920-11 Approval to Amend (Temporarily) the Paid PTO Day Policy**
The motion for approval was made by Dr. Angela Piazza and was seconded by Dr. Jason Snyder. All were in favor.
- 23-0920-12 Approval for Staff Incentives for Retentions and Recruitment Bonuses**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Christopher Winchell. All were in favor.
- 23-0920-13 Approval for the Safety Manual**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Angela Piazza. All were in favor.
- 23-0920-14 Approval to Submit a Budget Revision for 2022-2023 for the Early and Head Start Grant to the Office of Head Start**
The motion for approval was made by Christopher Winchell and was seconded by Mark Mow. All were in favor.
- 23-0920-15 Approval to Submit a Budget Revision for 2022-2023 for the Early Head Start Childcare Partnership Grant to the Office of Head Start**
The motion for approval was made by Dr. Alan Metcalfe and was seconded by Dr. Scot Croner. All were in favor.
- 23-0920-16 Approval to Trade in Two Vehicles and Purchase a Truck for Consortium Needs**
The motion for approval was made by Dr. Jerry Thacker and was seconded by Dr. Angela Piazza. All were in favor.

23-0920-17

Approval for Renovations at the Jimtown North Elementary School

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

VIII. Adjournment

The motion for adjournment was made by Dr. Jerry Thacker and was seconded by Dr. Angela Piazza and the meeting was adjourned at 9:25 a.m.

Submitted by:

Chris Gregorich