



Elkhart and St. Joseph Counties Head Start Consortium

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Dr. Kathy Guajardo, Executive Director

This institution is an equal opportunity provider

March 8, 2024

10:00 A.M.

Policy Council Meeting – In Person/Virtual

I. Call to Order:

The meeting was called to order at 10:05 a.m. by Karla Canniff, Vice Chairperson. The motion was made by Dr. Tom Neat and was seconded by Margaret Tam. All were in favor.

II. Roll Call

Karla requested the roll call be taken, we have three excused absence and we do have a quorum.

III. Those present were:

Karla Canniff	Policy Council Vice Chairperson – in person
Denise Greer	Policy Council Secretary – in person – arrived at 10:10 am
Margaret Tam	Policy Council Member – in person
Jessica Borrego	Policy Council Member – via zoom
Mariuska Yarimar Castro Vargas	Policy Council Member – via zoom
Alma Gomez Mora	Policy Council Member – via zoom – left meeting at 11:30am
Kariann Wogomon	Policy Council Member – in person
Jennifer Talboom	Policy Council Member – in person
Dr. Tom Neat	Policy Council Elkhart County Member at Large – in person
Nicole Roeder-Chisholm	Policy Council St. Joseph County Member at Large – in person
Dr. Kathy Guajardo	Head Start Executive Director – in person
Chris Gregorich	Head Start Business Manager – via zoom
Greg Robertson	Governance Consultant – via zoom
Gladis Navas	Head Start Family and Community Specialist – via zoom - translator

Those absent were:

Ashley McCallum	Policy Council Chairperson - excused
Rhanda Brinkley	Policy Council Member - excused
Selena Portillo	Policy Council Member
Tiffany Conley	Policy Council Member - excused
Yasmeen Burnett	Policy Council Member
Maryah Cutler	Policy Council Member
Lafemme Wilson	Policy Council Member
Jocelynn Walker	Policy Council Member
Hope Holland	Policy Council Member

IV. Approval of Minutes

The motion for approval on the minutes was made by Dr. Tom Neat and was seconded by Margaret Tam. All were in favor.

V. Communication

(A.) Executive Director’s Report

As included in packet.

(B.) Policy Council Chairperson’s Report

None at this time.

(C.) Board Member’s Communication

None at this time

Action Agenda

24-0308-01

Approval of Distribution of Payroll, Summary of Actual Expenditures

The motion for approval was made by Jennifer Talboom and was seconded by Nicole Roeder-Chisholm. All were in favor.

24-0308-02

Approval of Personnel Actions included in Human Resources Report

The motion for approval was made by Margaret Tam and was seconded by Kariann Wogomon. All were in favor.

New Action Item

As a part of the discussion resulting from the Executive Director's report, questions were asked about how to improve attendance of the staff resulting in a desire to take some kind of action. After consulting with Dr. Kathy about the appropriateness of action from the Policy Council a motion made by Karla Canniff to write a letter to the board requesting they address the absenteeism of the staff. It was seconded by Jennifer Talboom.

Dr. Neat made a motion that Margaret Tam and Karla Canniff will co-write a letter (sub-committee) to be given to Dr. Kathy for review, after the letter is placed on letterhead Ashley McCallum (Parent Board Member) will present to the board at the next meeting.

The motion was seconded by Mariuska Yarimar Castro Vargas. The floor was open for discussion. Mariuska shared that absenteeism may be related to the fact that many teachers may be tired and because of they have a lot work and under stress and may need a day off. It was brought to light that there are times when some persons get to school by Uber just to find a closed classroom because of the absenteeism. Mariuska has concerns that the teachers may need time to be better teachers and that that will mean that the children are well cared for. Although she does not know about previous years, but it seems that this year has been a lot of work and very stressful.

Dr. Neat noted that we are not trying to determine why certain teachers are absent as much as we are concerned about classrooms being closed and causing the services to families to be interrupted.

Dr. Neat (the maker of the motion) determined to amend his motion to specify that the correspondence contain language expressing the parental concerns are that both the number of classes that have to be closed because of staff calling off and the lateness of time of their notification, which hinders the ability to get replacement staff resulting in class closures.

Amended motion: Dr. Neat - write letter of motion to address concerns about staff absence. The motion with the amendment was seconded by Margaret Tam. The amended motion was approved.

24-0308-03

Approval for the Submission of the Early Head Start Childcare Partnership Funding Application Grant

The motion for approval was made by Nicole Roeder-Chisholm and was seconded by Kariann Wogomon. All were in favor.

24-0308-04 Approval to Request and Submit to the Office of Head Start the Carry-Over of Early Head Start and Head Start Funds (\$508,500.00) from 2022 – 2023 To 2023 – 2024

The motion for approval was made by Margaret Tam and was seconded by Kariann Wogomon. All were in favor.

VI. New Business and Reports

None at this time.

VII. Adjournment

A motion for adjournment was made by Margaret Tam and seconded by Nicole Roeder-Chisholm. All were in favor. The meeting was adjourned at 11:34 a.m.

Submitted by:

Denise Greer
Policy Council Secretary