



Elkhart and St. Joseph Counties Head Start Consortium  
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Web Site: [www.headstartesj.com](http://www.headstartesj.com)  
Dr. Kathy Guajardo, Executive Director  
*This institution is an equal opportunity provider*

April 12, 2024

10:00 A.M.

**Policy Council Meeting – In Person/Virtual**

**I. Call to Order:**

The meeting was called to order at 10:04 a.m. by Ashley McCallum, Chairperson. The motion was made by Margaret Tam and was seconded by Kariann Wogomon. All were in favor.

**II. Roll Call**

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

**III. Those present were:**

Ashley McCallum	Policy Council <b>Chairperson</b> – via zoom
Karla Canniff	Policy Council <b>Vice Chairperson</b> – in person
Denise Greer	Policy Council <b>Secretary</b> – via zoom
Rhanda Brinkley	Policy Council Member – in person
Margaret Tam	Policy Council Member – via zoom
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, arrived at 9:10am
Dr. Kathy Guajardo	Head Start Executive Director – in person
Chris Gregorich	Head Start Business Manager – via zoom
Greg Robertson	Governance Consultant – via zoom

**Those absent were:**

Tiffany Conley	Policy Council Member
Mariuska Yarimar Castro Vargas	Policy Council Member
Jessica Borrego	Policy Council Member - excused
Yasmeen Burnett	Policy Council Member
Alma Gomez Mora	Policy Council Member - excused

**IV. Approval of Minutes**

The motion for approval on the minutes was made by Margaret Tam and was seconded by Kariann Wogomon. 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**

- 24-0412-01      Approval of Distribution of Payroll, Summary of Actual Expenditures**  
The motion for approval was made by Margaret Tam and was seconded by Denise Greer. All were in favor.
- 24-0412-02      Approval of Personnel Actions included in Human Resources Report**  
The motion for approval was made by Margaret Tam and was seconded by Denise Greer. All were in favor.
- 24-0412-03      Approval to Apply for the Expansion of Funded Slots for the Early Head Start and Early Head Start Child Care Partnership Grant**  
The motion for approval was made by Nicole Roeder-Chisholm and was seconded by Margaret Tam. All were in favor.
- 24-0412-04      Approval to Accept the Self-Assessment and Quality Improvement Plan**  
The motion for approval was made by Dr. Tom Neat and was seconded by Margaret Tam. All were in favor.

## **VI. New Business and Reports**

There was discussion on the IEP criteria for children. Dr. Guajardo stated screening assessments are looked at through the scores and referrals are generated. Discussion also took place on the change of status process with the buses, sites are not receiving updated information on a timely manner and Dr. Guajardo stated that's unacceptable and will address the issue right away.

## **VII. Adjournment**

A motion for adjournment was made by Denise Greer and seconded by Margaret Tam. All were in favor. The meeting was adjourned at 11:01 a.m.

Submitted by:

Denise Greer  
Policy Council Secretary