



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

May 10, 2024

10:00 A.M.

Policy Council Meeting – In Person/Virtual

I. Call to Order:

The meeting was called to order at 10:03 a.m. by Ashley McCallum, Chairperson. The motion was made by Dr. Tom Neat and was seconded by Karla Canniff. 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 Chairperson – in person
Karla Canniff	Policy Council Vice Chairperson – in person
Denise Greer	Policy Council Secretary – in person
Rhanda Brinkley	Policy Council Member – in person
Margaret Tam	Policy Council Member – via zoom
Kariann Wogomon	Policy Council Member – in person – arrived at 10:12 a.m.
Dr. Tom Neat	Policy Council Elkhart 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

Those absent were:

Jennifer Talboom	Policy Council Member - excused
Jessica Borrego	Policy Council Member - excused
Tiffany Conley	Policy Council Member
Mariuska Yarimar Castro Vargas	Policy Council Member
Yasmeen Burnett	Policy Council Member
Alma Gomez Mora	Policy Council Member
Nicole Roeder-Chisholm	Policy Council St. Joseph County Member at Large

IV. Approval of Minutes

The motion for approval on the minutes was made by Dr. Tom Neat and was seconded by Karla Canniff. 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

- 24-0515-01 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.
- 24-0515-02 Approval of Personnel Actions included in Human Resources Report**
The motion for approval was made by Karla Canniff and was seconded by Denise Greer. All were in favor.
- 24-0515-03 Approval of the Consortium Programs Policies and Procedures for Content Areas and Request to Adjust Accordingly, to Include Updates and Revisions to the Kindergarten Readiness, the Goals and Objectives Plan as Discussed in the Executive Directors Report**
The motion for approval was made by Karla Canniff and was seconded by Denise Greer. All were in favor.
- 24-0515-04 Approval of the (Tentative) 2024-2025 School Calendar**
The motion for approval was made by Karla Canniff and was seconded by Margaret Tam. All were in favor.
- 24-0515-05 Approval of the Organizational Chart for the Early Head Start, Early Head Start Community Childcare Partnership, and Head Start Grantee**
The motion for approval was made by Kariann Wogoman and was seconded by Karla Canniff. All were in favor.
- 24-0515-06 Approval for the Amendment of the Employee Handbook**
The motion for approval was made by Karla Canniff and was seconded by Kariann Wogoman. All were in favor.
- 24-0515-07 Approval for the Submission of the Head Start and Early Head Start Refunding Application due August 1, 2024**
The motion for approval was made by Dr. Tom Neat and was seconded by Karla Canniff. All were in favor.
- 24-0515-08 Approval of the Potential Contractors/Vendors for Training for the 2024-2025 School Year**
The motion for approval was made by Margaret Tam and was seconded by Rhanda Brinkley. All were in favor.
- 24-0515-09 Approval for the Annual Report for Fiscal Year 2023 and to Distribute the Report to the Public**
The motion for approval was made by Margaret Tam and was seconded by Kariann Wogoman. Accepted with a correction of an error adopted. All were in favor.
- 24-0515-10 Approval of the Recruitment and Enrollment Plan for the 2024-2025 School Year**
The motion for approval was made by Karla Canniff and was seconded by Margaret Tam. All were in favor.
- 24-0515-11 Approval to Submit the COLA Grant**
The motion for approval was made by Dr. Tom Neat and was seconded by Kariann Wogoman. All were in favor.
- 24-0515-12 Approval of the Kindergarten Readiness Plans, Goals, and Objectives**
The motion for approval was made by Margaret Tam and was seconded by Denise Greer. All were in favor.
- 24-0515-13 Approval of the Corrective Plan for the Jimtown Incident**
The motion for approval was made by Margaret Tam and was seconded by Karla Canniff. All were in favor.

24-0515-14

Approval for Stipends to the Mentoring Managers for Additional Work Duties

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

VI. New Business and Reports

None at this time.

VII. Adjournment

A motion for adjournment was made by Ashley McCallum. The meeting was adjourned at 11:17 a.m.

Submitted by:

Denise Greer
Policy Council Secretary