

October 21, 2008 PC Meeting Minutes

Date	October 21, 2008
Time	Dinner & Meeting 6:30
Location	Dr Ulmer Conference Center, Coolidge AZ 85228
PC Members Present	Shelly Bliss (AJ, EHS); Lisa Monreal (Cool, CB); Tracey Anders (CAC–SP, CB); Brian Burns (CAC–SM, CB); Melissa Williams (CG, CB); Terese Berdych (CG, CB); Michelle Garza (Eloy, CB); Carlos Manriquez (Florence, CB); Denise Ortiz (Globe, CB); Brinitha Harris (JOC, CB); Denise Granillo (JOC, HB); Katherine Baldwin (Mammoth, CB); Jenny Fitz-Booth (Mammoth, HB); Tina Nicholson (Maricopa, CB); April Askew (Miami, EHS); Angel Wheeler (Miami, CB); Janet Cook (Payson, CB); Lucas Sheehan (Community Rep Stanfield); Veronica Valenzuela (Stan, CB); Elisia Gomez (Superior, CB); Leticia Ruelas (Toltec, CB); Pablo Murillo (Toltec, HB);
Staff Present	Melanie O'Neil, Claudine Sabel, Tina Moore, Susan Fender, Katrina Relph-Mueller, Ann Tolman, Rosa Talamantes, Leticia Mendez; Erin Flores

#	Agenda Item	Discussion	Motion
*	Call to Order	The meeting was called to order at 6:30pm by Lucas Sheehan .	N/A
1.	Acceptance of Agenda without Executive Session	None	Motion to accept agenda without Executive Session was called. Leticia , Toltec/ Brian , CAC-SM – Motion carried.
2.	Approval of September 23, 2008 PC Minutes	None	Motion to approve the minutes was called. April , Miami/ Denise , Globe – Motion carried.
3.	Training	<ul style="list-style-type: none"> a. Domestic Violence (November) - tabled b. Shared Decision Making c. Impasse Resolution (A way to work it out if PC and Board disagree) 	N/A
4.	Action Items:		
4a.	Select Community Representatives	Katrina - None	N/A
4b.	Personnel Report	Tina reviewed Personnel Report and handed out New Hire Recommendation Forms for approval.	Motion to accept Personnel Report. Angel , Miami/ Tracy , CAC-SP – Motion carried.
4c.	Election of PC Officers	<p>Susan</p> <ul style="list-style-type: none"> a. Chair – Lucas Sheehan is elected b. Vice Chair – Brian Burn is elected. Brian is Chair person of CAC-SM LPC c. Secretary – April Askew who was Treasurer previous year would like experience in another position. Angel Wheeler would like to be Secretary for the experience. April is elected. 	Motion to accept election of PC Officers. Angel , Miami/ Shelley , AJ – Motion carried.

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		d. Treasurer –Tracey Anders would like to learn about Head Start financially. Angel Wheeler would like to be Treasurer for experience. Jenny Booth would like a new experience and has done fund raiser for softball leagues. Jenny is elected.	
4d.	Financial Reports	Melanie a. Head Start – Spent 17%, budgeted at 19% spent. b. Early Head Start – Spent 13.75%, budgeted at 17%. c. Policy Council – Total avail, \$5752.15, PC voted to do scholarship for \$1,000 for child and \$1,000 for parent. Spent \$240.00 on meals in August.	Motion to accept the Financial Reports. April , Miami/ Tracey , CAC-SP – Motion carried.
4e.	Ratify Dual Language Grant Proposal	Melanie Office of Head Start in Washington D.C. want grantee staff to attend. We are submitting for three staff to attend the conference on 8/28-8/31. Conference is put on by Office of Head Start. See Handout.	Motion to Approve dual language grant proposal. April , Miami/ Terese , CG – Motion carried.
4f.	PC Committee Assignment	Susan Finance/Budget Committee: Angel Wheeler and Tracey Anders Planning Committee: Janet Cook and Terese Berdych Health Advisory Committee: Katherine Baldwin, Tracey Anders and Janet Cook Disability Committee: Brinitha Harris Behavioral Health Committee: Shelly Bliss, Janet Cook, Katherine Baldwin Education Committee: Angel Wheeler and Katherine Baldwin Family Services Committee: Tracey Anders and Brinitha Harris	Motion to accept the PC Committee Assignment as selected. Brian , CAC-SM/ Tracey , CAC-SP – Motion carried.
4g.	Select National HS Parent conference attendees (2)	Katrina – Looking for two to attend the conference December 14-18 th in Atlanta. Brinitha and Katherine selected. Alternates: 1 st Tracey, 2 nd Janet, 3 rd April, 4 th Jenny, 5 th Brian.	Motion to accept National HS Parent conference attendees. April , Miami/ Leticia , Toltec – Motion carried.
5.	Discussion & Monitoring Items		
5a.	Teacher & TA CDA & Degree Report	Tina – Matrix for education requirements reviewed. Pell grants and FTF regional partnership will have scholarship available for ECE tuition. Tina’s contact info given for those interested in applying.	N/A
5b.	AHSA Mental Health Conference Report	Registered for conference: 8 Head Start, 6 Early Head Start, 6 HS/EHS Parents	N/A
5c.	September Child Injury Report	Claudine explained the format of the report. Report is also reviewed by Site Manager (SM), Assistant Site Manager (ASM) and Health Coordinator (HC) for trends. Red alert – Apache Junction child taken to ER, received staples in head, child returned to school next day. Child is doing fine. Yellow alert – 3 in Casa Grande. All children are fine.	N/A
5d.	September ADA (Average	Katrina reviewed and explained funded enrollment and actual enrollment. HS no longer has 30	N/A

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	Daily Attendance)	days to fill slots. We have to be fully enrolled and we're doing great. Superior had well documented illness related absences. LPC and PC attendance is good. Superstition Mtn is in red due to low percentage.	
5e.	September Meal Report	Claudine reviewed report. New HS Act states we need to provide this data to PC.	N/A
5f.	September Board of Director Minutes	Melanie - provided for review.	N/A
5.	Adjournment	Next Meeting: Joint PC & Board of Director, November 18, 2008, Florence Holiday Inn Conference Center. Executive Session may be held in accordance with PC Bylaws.	Motion for adjournment was called at 7:44p.m. Brian, CAC-SM/Michelle, Eloy – Motion carried.

Secretary Signature

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Date