

November 18, 2008 Policy Council Meeting Minutes

Date	November 18, 2008
Time	Dinner & Meeting 6:30pm
Location	Florence Holiday Inn
Board Members Present	Beverly Riley, H.R. Paddock, Lucas Sheehan, Brian Burns, Caryl Chase, Linda Good, Dr. K, Rebecca Rios (8 of 10)
PC Members Present	Shelly Bliss (AJ, EHS); Adrian Gipson (AzCity, CB); Anthony Felix (Cool, CB); Veronica Manzanarez (CAC-SP, CB); Brian Burns (CAC-SM, CB); Terese Berdych (CG, CB); Erica Orosz (Florence, CB); Katherine Baldwin (Mammoth, CB); Jenny Fitz-Booth (Mammoth, HB); Freda Black (Maricopa, CB); April Askew (Miami, EHS); Angel Wheeler (Miami, CB); Janet Cook (Payson, CB); Lucas Sheehan (Community Rep Stanfield); Veronica Valenzuela (Stan, CB); Maria Cordero (Stanfield, Alt); Gloria Parra (Stan, HB); Elisia Gomez (Superior, CB); Leticia Ruelas (Toltec, CB);
Staff Present	Melanie O'Neil, Claudine Sabel, Tina Moore, Rhonda Clemans, Susan Fender, Erin Flores, Katrina Relph-Mueller, Jonah Gillooly, Leticia Mendez (Toltec), Rosa Talamantes (Stanfield)
Guest	Tami & Sylvia

Agenda Item		Policy Council
Call to Order		Meeting called to order by Lucas at 6:34 pm.
Roll Call – Quorum was present per sign in sheets		Lucas, Chair – will use sign in sheet
Acceptance of Agenda		Motion to accept Agenda without Executive Session. Teresa, CG/Erika, Florence – Motion carried.
Approval of previous Meeting Minutes		Motion to approve the previous meeting minutes. April, Miami/Leticia, Toltec – Motion carried.
Training	<ul style="list-style-type: none"> Domestic Violence presented by Pinal Hispanic: Jonah Gillooly introduced Tami from Pinal Hispanic and Sylvia from Against Abuse. Community Assessment: Susan Fender reviewed handouts and explained how the Community Assessment is used to set agency goals and determine recruitment priorities. San Manuel and Red Rock are two communities that would like to see a center based Head Start program in their area. These two areas will be reviewed in the assessment based on these requests to determine the feasibility of expanding into these communities. HS Financial System: Melanie reviewed the three year HS funding cycle. Last year the year one grant was submitted. The year two update grant will be submitted by May 1, 2009. Next year the year three grant will be submitted. The New HS Act talks about a five year cycle, but we are not on a five year cycle at this time. 	N/A
Monitoring	<p>Melanie reviewed the results of the monitoring items:</p> <ul style="list-style-type: none"> CEO November 2008 Report Content Board Report: 3 months of programming (August, September & October) Quarterly Report – Planning: We are on target. Quarterly Report – Self-Assessment: PHS and EHS annual assessment. This is used to make sure we work on the things we said we would after the last self assessment. Quarterly Report – Goals: We are on target with timeframes. October Child Injury Report: no red alerts, one yellow alert – parent contacted – child is fine October Child Average Daily Attendance: Federal Goal is 85%. PHS CB is 89%, PHS HB is 97%, EHS HB is 91%. October Child Meal Report: We served 19,866 meals and snacks. Teacher Education Report: Progress for education is reported on this document. Teachers are required to have a CDA or receive a 180 day waiver to get it. By September 2010 HS Teachers must have AA in ECE. Site Event Reports: Site Managers document items and events completed on this report. 	N/A
PC Financials	<p>PC Financials:</p> <ul style="list-style-type: none"> Head Start: 28.6% Spent Early Head Start: 25% Spent, Policy Council: Balance is \$ 5,800 	Motion to accept PC Financials as presented. Angel, Miami/Adrian, Az City – Motion carried.

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Actions	<p>2008-09 Shared Decision Making Policy:</p> <ul style="list-style-type: none"> Melanie explained HS regulations that BOARD and PC have governance responsibilities. This Policy will go in the May grant. Planning has moved from February to March date. Self Assessment moved for approval in August. This document is used to build budget. HS Act says PC approves it and recommends it to BOARD. 	<p>Motion to accept 2008-09 Shared Decision Making Policy. Anthony, Coolidge/Teresa, CG – Motion carried.</p>
	<p>Impasse Resolution:</p> <ul style="list-style-type: none"> Claudine explained if PC and BOARD have disagreement on item they both must approve then this will Policy will be used to resolve the issue. 	<p>Motion to accept Impasse Resolution. Erika, Florence/ Angel, Miami – Motion carried.</p>
	<p>Personnel Policy Change:</p> <ul style="list-style-type: none"> Tina recommended removing the words “regular full time” from the retirement 401K retirement plan policy so it matches the John Hancock plan summary. 	<p>Motion to remove words “regular full time” from the retirement 401K plan policy. Anthony, Coolidge/Katherine, Mammoth – Motion carried.</p>
	<p>Board Personnel Approvals:</p> <ul style="list-style-type: none"> Florence Child Care is closing so a reduction in force (RIF) will take place. All childcare staff was asked if they were interested in HS job vacancies. All staff were offered PGCCS employment. Some declined. Work study students will be eligible to request a transfer. 	<p>N/A</p>
	<p>PC Personnel Approvals:</p> <ul style="list-style-type: none"> Payson has additional termination. Add Lisa Boyd to document. 	<p>Motion to accept PC Personnel Report as presented. Angel, Miami/ Freda, Maricopa – Motion carried.</p>
	<p>EHS Miami Program Approach:</p> <ul style="list-style-type: none"> Susan provided an update on the status of the Miami site. The PC approved a switch to a home base option in August, due to the resignation of the Site Supervisor and the inability to hire a replacement. EHS programs require two teachers for each classroom. Region IX approved the Home Base option until November 1st. After several failed attempts to hire a teacher / supervisor the committee was finally successful the end of October. The applicant is being recommended to the PC for approval tonight. We need to make a recommendation to Region IX to have CB or HB. Susan requests the approval of the two following plans: Plan A – Stay at HB for the year if recommendation is not approved and/or the applicant does not accept offer. Plan B – If the PC approves and the applicant accepts the position – recommend switching to Combo Option after the first of the year, working with PHS to transition the new supervisor into the EHS program by the end of December. Question – what do the parents want? Susan replied by explaining that originally parents were expecting a center base program, but parents were notified second teacher had not been found. Parents support both program options. 	<p>Motion to change service option pending approval and acceptance. Janet, Payson/April, Miami – Motion carried.</p>
Discussion	<p>Pathways – Mel informs PC they must be an employee of a licensed center for the education assistance. First Things First Board will be presented with a scholarship request for parent(s). Melanie will bring more info as she received it.</p>	<p>N/A</p>
Adjourn	<p>Adjourn</p>	<p>Motion to adjourn meeting was called at 8:00 p.m. Freda/Anthony, Coolidge– Motion carried.</p>
Next Meeting	<p>Policy Council is January 27, 2009 at 6:30 pm - Dr. Ulmer Conference Center, Coolidge, AZ 85228</p>	

PC Secretary Signature

_____/_____/_____
Date