

February 24, 2009 PC Meeting Minutes

Date	February 24, 2009
Time	Dinner & Meeting 6:30
Location	Dr Ulmer Conference Center, Coolidge AZ 85228
PC Members Present	Lisa Monreal (Cool, CB); April Askew (Miami, EHS); Denise Ortiz (Globe, CB); Angel Wheeler (Miami, CB); Elisia Gomez (Superior, CB); Leticia Ruelas (Toltec, CB); Brian Burns (CAC–SM, CB); Tracey Anders (CAC–SP, CB); Janet Cook (Payson, CB); Jenny Fitz-Booth (Mammoth, HB); Veronica Valenzuela (Stan, CB); Lucas Sheehan (Community Rep Stanfield); Katherine Baldwin (Mammoth, CB); Brinitha Harris (JOC, CB);
Staff Present	Melanie O'Neil, Claudine Sabel, Susan Fender, Katrina Relph-Mueller, Erin Flores, Leticia Mendez, Rosaysela Talamantes

#	Agenda Item	Discussion	Motion
*	Training	<ul style="list-style-type: none"> a. Grant Process -Melanie O'Neil, CEO b. Planning Process - Melanie O'Neil, CEO c. Content Service Plan – Claudine Sabel, Deputy CEO d. Self-Assessment – Claudine Sabel, Deputy CEO 	N/A
*	Call to Order	The meeting was called to order at 6:45pm by Lucas Sheehan.	N/A
1.	Acceptance of Agenda without Executive Session	None	Motion to accept agenda without Executive Session was called. Angel , Miami/ Leticia , Toltec – Motion carried.
2.	Approval of January 2009 PC Minutes	None	Motion to approve the minutes was called. April , Miami/ Brian , CAC-SM – Motion carried.
3.	Action Items:		
3a.	Seat Community Reps – None		N/A
3b.	Monthly Financials Reports – Head Start – Should be 58% spent. 58.39% spent. Training and Travel is higher in the beginning of the year because of Pre-service and Mid-service. Supplies are high from purchase of computer protection, child plus, and playground shade. EHS – Should be 50% spent. 51.25% spent. Vehicle and renovations were high, but we're close to what should be spent. PC - \$6970.15 minus \$1847.80 spent equals \$5122.35 available.		The pc is approving the Monthly Financial Reports and recommending to the Governing Board as presented. April , Miami/ Denise , Globe – Motion carried.
3c.	Personnel Report – Reviewed by Erin. One promotion/title change. Three applicants approved but not selected. Three resignations.		The pc is approving the Personnel Report as presented and recommending to the Governing Board as presented. Brian , CAC-SM/ Catherine , Mammoth– Motion carried.
3d.	Personnel Policy & Procedures Revision		Tabled
3e.	Parent & Community Complaint Procedures – This is the procedure for parents who have a complaint. In the first step, concerns are taken to the site staff to resolve. If complaint is not resolved at the site level, Susan Fender or Katrina are involved. If Katrina or Susan cannot resolve the complaint, then the issue would be brought to the Policy council.		The pc is approving the Parent & Community Complaint Procedures and recommending to the Governing Board as presented. Angel , Miami/ Brinitha , JOC – Motion carried.
3f.	Ratify Emergency Fund Request for Maricopa – Your executive committee has given Melanie permission to submit. We had to ask California to ask Washington D.C. to give us money to move Maricopa to the new location. Melanie had to answer questions about the move and provide the cost. The estimate submitted is high. All money has to be spent on Maricopa only.		The pc is approving the Ratification of Emergency Fund Request for Maricopa and recommending to the Governing

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	Money not spent on Maricopa must be sent back. Had to spend \$11K to move site now. We estimate we will get In-Kind for the project.	Board as presented. Lisa, Coolidge/Tracy , Signal Peak – Motion carried.
3g.	Ratify Maricopa Option of Home Base – Water got shut off. We had to move services. Option was to take CB to HB. PC is ratifying the kids at Maricopa be home base.	The pc is approving Ratification of Maricopa Option of Home Base and recommending to the Governing Board as presented. Angel, Miami/Brian , CAC-SM Motion carried.
4.	Discussion Items	
a.	PC Scholarship Update – 2 parents, 2 past HS Kids Q: What if applicant has no HS Diploma. As long as the college accepts them they will be eligible. If applicant is not a documented citizen that may be a barrier for them.	Katrina Relph-Mueller, Family Services Coordinator
b.	HS & EHS Parent “Back to School” Computer Program Update – Our IT department has computers refurbished for parents. We have distributed 16 this year, 11 on waiting list, 8 not eligible.	Katrina Relph-Mueller, Family Services Coordinator
	We were told 1 billion dollars is going to HS and 1.1 billion dollars is going to EHS. It is expected that Washington D.C. will be sending it out in 3 weeks. 4.9% cola for staff has been mentioned. This money is one-time money. We never want to spend one-time money on things that would be needed more than one time. Money would be considered for communities not served by HS or EHS. A descriptive report will be provided to show what community will need it most. All demographics that relate to the 0-5 population will have to be looked at. PC and Board is on Budget committee so by the time the recommendation comes to you, you will be familiar with the information presented. We cannot ask in the one time money for any buildings to be built or modulars to be bought because only 25% would be allowed. There is no 75% match to complete any building. Home base is what we could see happening in the future because it's economical.	Melanie O'Neil, CEO
5.	Discussion & Monitoring Items	
5a.	Child Injury Report – January	N/A
5b.	Average Daily Attendance – January	N/A
5c.	Meal Report – January	N/A
5d.	Quarterly Reports (Program, Planning, Self-Assessment & Goals)	N/A
5e.	Site Event Reports	N/A
5f.	Advisory Committee Meeting Minutes: BHAC & HAC	N/A
5g.	Board Meeting Minutes – January	N/A
5h.	Teacher & Teacher Assistant Education Update	N/A
5i.	CEO Report - January	N/A
5.	Adjournment	March 19, 2009 and April 09, 2009 at 6:30pm, Florence Holiday Inn (Joint PC & BOD) Executive Session may be held in accordance with PC Bylaws.
		The pc is approving and recommending adjournment called at 7:35p.m– Jesse, AJ/Cassie JOC Motion carried.

PC Secretary Signature

____/____/____
Date