

May 26, 2008 PC Meeting Minutes

Date	May 26, 2009
Time	Dinner & Meeting 6:30
Location	Dr Ulmer Conference Center, Coolidge AZ 85228
PC Members Present	Gretchen Voice (AJ, CB); Marsha Mills (AJ-EHS, HB); April Askew (Miami, EHS); Denise Ortiz (Globe, CB); Angel Wheeler (Miami, CB); Brian Burns (CAC–SM, CB); Leticia Ruelas (Toltec, CB); Janet Cook (Payson, CB); Elisia Gomez (Superior, CB); Brinitha Harris (JOC, CB); Tracy Anders (CAC-SP, CB); Lisa Monreal (Coolidge, CB); Lucas Sheehan (Stan, Community Rep)
Staff Present	Melanie O’Neil, Claudine Sabel, Tina Moore, Susan Fender, Katrina Relph-Mueller, Erin Flores

#	Agenda Item	Discussion	Motion
	Presentations	<ul style="list-style-type: none"> • PC Scholarship Presentation – Parent recipients: Brinitha Harris from JO Combs will pursue education in Child Management and a GED; Jonathan Petty from Miami working on education to be an Electrical Engineer. Past student recipients: Nicole Baker attended Head Start in Ohio and with Merit Honors at ASU. Aaron Tolman attended the Globe Head Start and will pursue education in Computer Technology. • AzYP Marriage Group — English and Spanish packets handed out. This is a free resort weekend retreat for couples in a committed relationship to learn relationship skills using the PAIRS For Life curriculum. Participants must have at least one child enrolled in the federally funded Head Start Program. Participants are responsible for their own transportation to and from the retreat. Spanish and English retreats will be at designated locations. Retreats held in Flagstaff will be bilingual. Per the grant, parents can only attend one time. Employees, volunteers or anyone affiliated with Head Start can sign up, including Grandparents Raising Grandchildren as long as child attends Head Start. 	<p>Lucas & Katrina</p> <p>Julie Craig & Teresa Martin Del Campo</p>
	Training	<ul style="list-style-type: none"> • PC Bylaws • PIR 	Melanie O’Neil Claudine Sabel
*	Call to Order	The meeting was called to order at 6:30 p.m. by Lucas Sheehan.	
	Roll Call	Sign in sheet	
1.	Acceptance of Agenda with Executive Session	None	Motion to accept agenda with Executive Session was called Angel , Miami/ Brian , CAC-SM - Motion carried.
2.	Approval of April 9, 2009 PC Minutes	None	Motion to approve the 4/9/09 PC minutes was called Tracy , CAC-SP/ Leticia . Toltec - Motion Carried.
3.	Approval of May 4, 2009 PC Minutes	None	Motion to approve the 5/4/09 PC minutes was called Angel , Miami/ Brinitha , JOC - Motion Carried.
4.	Action Items		
a.	Ratify COLA Grant	Melanie presented the HS & EHS COLA grants. The COLA has already been presented and approved by the PC. We are presenting it again to ensure all of you understand the details. Budget narratives were reviewed, see handout. Figures are based on the amount of money grant is for divided by the staff eligible for COLA.	The PC ratified the COLA Grant and recommended it to the Governing Board as presented. April , Miami/ Marsha , AJ EHS – Motion

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			carried.
b.	Ratify Quality Improvement Grant	Melanie presented the HS & EHS Quality Improvement grants. The quality improvement has already been presented and approved by the PC. We are presenting it again to ensure all of you understand the details. Budget narratives were reviewed, see handout.	The PC ratified the Quality Improvement Grant and recommended it to the Governing Board as presented. Tracey , CAC-SP/ April , Miami – Motion carried.
c.	EHS Expansion Grant	Susan presented the EHS Expansion Grant. The chart shows all facilities in Pinal and Gila Counties and the communities they serve. We are presenting it again to ensure all of you understand the details. Budget narratives were reviewed, see handout.	The PC approved the EHS Expansion Grant and recommended it to the Governing Board as presented. Marsha , AJ EHS/ Elisia , Superior – Motion carried.
d.	HS Expansion Grant	Claudine presented the HS Expansion Grant. The PC reviewed the current enrollment, program service options, and staffing patterns and recommended expansion of 100 HB children and 10 full time slots to CB at CAC-SM. The proposed expansion funds will add 18 new positions: 10 HB Teachers, HB Specialist, EC Health Specialist, 1 Teacher and 2 Teacher Assistants, FCA, Professional Development Specialist and Accounting Specialist.	The PC approved the HS Expansion Grant and recommends it to the Governing Board as presented. Angel , Miami/ Leticia , Toltec – Motion carried.
e.	Monthly Financial Report	Melanie presented the April 2009 financial reports. <ul style="list-style-type: none"> • Head Start – 86% budgeted, we are at 89% spent. Working on spending down money because grant ends July 31st. • Early Head Start – Should be at 75% spent. Supplies are high. Vehicle repairs. • Policy Council – Funds available are \$4389.06. Money left over by July 31st will roll forward to next years PC. 	The PC approved the Monthly Financial Reports and recommends them to the Governing Board as presented. Tracey , CAC-SP/ Marsha , AJ EHS – Motion carried.
f.	Audit Reports	Melanie presented the 401K audit report. Our auditor makes sure the 401K plan is operated correctly. This report states the audit was clear and all is well. The letter is a summary of the auditor’s findings.	The PC approved the Audit Reports and recommends to the Governing Board as presented. April , Miami/ Tracey , CAC-SP – Motion carried.
g.	Executive Session	Call for a <u>motion to recess</u> into executive session at 7:35pm. Marsha , AJ EHS/ Tracey CAC-SP Call for a <u>motion to convene</u> into executive session at 7:36pm. Brian , CAC-SM/ Angel , Miami Call for a <u>motion to close executive session</u> at 7:52pm. Gretchen , AJ/ Tracy , CAC-SP Call for a <u>motion to reconvene PC meeting</u> at 7:53pm. Angel , Miami/ Janet , Payson	
h.	Personnel Report	Tina presented the PC personnel report. Delete Angela Estrada from terminations. Note Melissa Baeza is related to an employee at the same site. There is no supervision between the two relatives.	The PC approved the Personnel Report and recommends it to the Governing Board as revised. Lisa , Coolidge/ Marsha , AJ EHS – Motion carried.
		Tina presented the PC personnel terminations report. Write in ‘Recommended for Termination’	The PC approved the PC personnel terminations report as revised. Angel , Miami/ Tracey , CAC-SP– Motion carried.
i.	Personnel Policy & Procedures Revision	Tina presented the recommended Personnel Policy & Procedures changes were reviewed. The changes are in blue font.	The PC approved the Personnel Policy & Procedures Revision as

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			presented and recommend them to the Governing Board. Marsha , AJ EHS/ Brinitha , JOC – Motion carried.
j.	PC Personnel Hire & Fire Procedure & Tool	Tina reviewed the revised PC Personnel Hire & Fire Procedure & Tool.	The PC approved the PC Personnel Hire & Fire Procedure & Tool and recommends to the Governing Board as presented. Tracey , CAC-SP/ Angel , Miami – Motion carried.
k.	CEO Evaluation	Claudine collected the CEO evaluation form from each PC member. The results will be shared with the Board of Directors and Policy Council in August.	n/a
4.	Monitoring – Claudine provided summary of all monitoring items. Susan Fender mentioned that there is a parent community complaint to add: Miami EHS – Staff related compliant that has been resolved. Susan will email revised documents. Waiver received for child restraints for transportation. Denied waiver for JOC and Maricopa so we have to serve children 3 hours per day.		
a.	Verbal Allocation Report		N/A
b.	Verbal Maricopa Head Start Facility Update		N/A
c.	Child Injury Report		N/A
d.	Average Daily Attendance Report		N/A
e.	Meal Report		N/A
f.	Quarterly Reports (Program, Planning, 08-09 Self-Assessment & Goals)		N/A
g.	Site Event Reports		N/A
h.	Advisory Committee Meeting Minutes		N/A
i.	Board Meeting Minutes		N/A
j.	Teacher & Teacher Assistant Education Report		N/A
k.	Board/PC Program Services Report – May 09		N/A
5.	Adjournment	Next Meeting: August 25, 2009 at 6:30pm, Dr. Ulmer Conference Center	Motion for adjournment was called at 8:10 p.m. Marsha , AJ EHS/ Tracey CAC-SP. Motion Carried.

PC Secretary Signature

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Date