



Professional Development Committee October 1, 2008

Members Present: Ginger Babb, Junie Albers-Biddle, Michele Rawls, Nancy Allison, Hays Ginn

Staff Present: Lesha Coffield, Laura Close

Guest: Cindy Winkle

The committee reviewed the previous minutes.

The agenda for the meeting is to determine what documentation is required for the committee that completes the application process. Ms. Close and Ms. Buchbinder requested that the committee extend the deadline for the FAFSA documentation. Ms. Close and Ms. Buchbinder discussed the different documents that were submitted by the applicants or the lack of documents. Ms. Jenkins (from Christian Academy Preschool) stated that her staff has submitted what they guessed was the documents from the website. All applications except for one had applied for the FAFSA. Ms. Rawls stated that there is an award letter available to the student that notes what the student qualifies for in financial aid.

Ms. Winkle (from Our House) stated her concern about the process with the FAFSA. Ms. Winkle stated that she guided her staff to complete the application regardless of not having applied for the FAFSA. She expressed that she was not familiar with the FAFSA and discovered that it was required. Mr. Ginn noted that it was required so that an applicant first would be able to see if they qualified for other funds. Ms. Winkle shared that she was not notified of the changes to the process.

Mr. Ginn stated the committee was prepared for there to be some distress with the process changing. Nevertheless, the committee was planning on working with anyone during this learning/growing process.

The committee discussed some of the difficulties in the FAFSA process. The committee reviewed with Ms. Winkle that the process was put in place in preparation for there to be more applicants than dollars for reimbursement.

Ms. Rawls explained the FAFSA application process and the award letter. The discussion from the committee clarified what documentation would be required. The application should only list the FAFSA award letter not the FAFSA and the award letter. Also, change "award letter" to capital letters. The committee also agreed that we should look for assistance from the FAFSA website and/or Shellie Thomas (from UCF in Clermont) in how to receive the award letter. Ms. Close asked the committee about requirements, policies and procedures that governed the Reimbursement Program. The

committee stated that they had put requirements in place and that they would have to be found in the minutes from previous meetings.

There were 15 applications submitted. At the present time, there is \$15,000.00 in the budget for Professional Development. That would allow \$7500.00 for each semester. The committee discussed how much that would be for each applicant.

The committee briefly discussed using dollars for the summer semester. Ms. Buchbinder reminded everyone about the challenges in allotting dollars for the program that crosses the fiscal year. The committee agreed to only process applications for the 2 semesters and keep the amount at the maximum of \$500.00 per person.

The committee needs to develop a FAQ to discuss all the concerns and issues with what is required for the Professional Development Scholarship Program.

Ms. Close will type a narrative to assist the applicants through the FAFSA process. There will also be a checklist for applicants.

Ms. Close requested an extension for Megan Winkle and Patricia Brantley. Neither applicant had sent in their application due to the FAFSA miscommunication. Mr. Ginn stated that this committee did not have any problems with the extension this time.

Ms. Close asked if there were any changes that need to be made on the application itself. Just the ones noted above.

The agenda for the next meeting was to have the FAFSA letters with the applications and the top portion of the checklist completed.

Motion to approve the minutes for May 19th and June 16th. Motioned and approved.

These minutes were presented by Laura Close.