



Early Learning Coalition of Lake County
Innovative services for children of Lake County

Professional Development Committee
Minutes June 3, 2009

Members Present: Mr. Ginn, Chair, Ms. Rawls and Ms. Junie Albers-Biddle. **Members Absent:** Ms. Allison and Dr. Greata. **Staff Present:** Ms. Laura Close, Quality Operations Manager

The Committee met to review the applications that had been received for the Spring, 2009 semester. Ms. Close stated that she did some preliminary review of the files to determine that the applications had been completed properly, that FAFSA requirements had been met. Ms. Close also verified that transcripts and receipts for tuition and/or books included with the Reimbursement Application Form.

Ms. Close commented that Ms. Carolyn Martin had submitted another application but based on the course of study did not meet the requirements. Ms. Close reminded the members that Ms. Martin has submitted applications several times and noted that she frequently changes her studies and subsequently found to be ineligible for financial reimbursement. Ms. Close commented that she has spoken with Ms. Martin about this and had suggested that Ms. Martin meet with Dr. Greata to discuss her courses to see what would be acceptable based on the ECE requirement by the Coalition.

Ms. Close stated that the Coalition had received a call on this date from Ms. Melody Carlisle stating that she forgot to get her transcripts from the college and forgot to submit her Reimbursement Application Form by the May 30th deadline. Ms. Close inquired as to how the Committee wanted to proceed with her application. Ms. Close also stated that she would like for the Committee to address issues such as late submission or other areas of concern identified with the process of determining eligibility or approving payments.

Ms. Close dispersed the applications amongst the Committee members to do their individual reviews of the information enclosed. The members discussed various issues as they were identified in each folder. There were receipts in two files that raised questions but upon further review, the receipts were approved. The committee members reviewed transcripts, GPAs and courses completed.

When all files had been verified for eligibility and each file required two signatures of committee members to finalize them for reimbursement. Ms. Close previously commented that two applicants had completed their full requirements to earn their degree. Ms. Patricia Brantley had an overall GPA of 3.94, and Mr. Ginn commented that this was a great accomplishment due to her age and long term employment at Our House. Ms. Melody Carlisle has also completed her courses for a degree. Ms. Close requested final decision on Ms. Carlisle's application as she did not submit the final documents by the May 30 deadline. Upon review of the file, Mr. Ginn commented that he had no problem accepting a late submission; however, she should be contacted with a new deadline of June 16, 2009 to turn in the transcript, etc. Mr. Ginn stated that the Committee will be meeting again on June 24th and can finalize her file at that time. Ms. Close commented that the Coalition could issue payment prior to the June 30 end of the program year. Ms. Biddle commented that Ms. Carlisle did graduate and she was certain that Ms. Carlisle would continue her employment with Our House. Ms. Biddle reported that she would not be available to attend the June 24th meeting. Ms. Close stated that she would like for the committee to discuss the good and bad things in the process for the scholarship program going forward next year. Mr. Ginn said he would like to finalize the Rubric as there are several versions. Other areas for discussion would be the duties of the Committee and to establish a specific time for Committee meetings out at least 6 months.

There was no further discussion. Meeting adjourned at 11:29 a.m.

Submitted by Laura Close

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