



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

Professional Development Committee Meeting  
November 25, 2008

These minutes summarize the key issues of the Early Learning Coalition's Professional Development Committee meeting. No audio recording is available.

Members Present: Mr. Hays Ginn, Chair, Mr. Jeff Biddle, Ms. Junie Albers-Biddle, Ms. Ginger Babb and Ms. Nancy Allison. Staff Present: Ms. Lesha Buchbinder and Ms. Laura Close. Guest: Ms. Cindy Winkle.

Ms. Buchbinder called the meeting to order. The main focus of the meeting is to review all the applications that were received for the fall 2008 Professional Development Reimbursement Program. There were 15 applications submitted prior to the September deadline, and one submitted after the deadline. The Committee proceeded with their review using the ELCLC Application Checklist. Committee members completed the form indicating that essential information the Committee determined that several of the applicants were experiencing difficulty in doing the required FAFSA, getting their reports and/or award letters prior to the ELCLC deadline. The Committee discussed this and the consensus was that if all other required documentation had been received and was complete, that the application would be approved, pending the documentation would be submitted before awarding the reimbursement. The Committee agreed that the FAFSA award letter, or Student Aid Report, must be submitted to the Coalition prior to final approval and reimbursement.

Ms. Close indicated that letters would be sent out to the following applicants stating their applications have been approved *pending receipt of specific information by December 31, 2008*.

Ms. Megan Winkle	Ms. Rhonda Paynter
Ms. Rebecca Varns	Ms. Justina Tyson
Ms. Sheryl Watkins	Ms. Angie Jackson
Ms. Claudia Miranda	Ms. Denise Van Doren
Ms. Renet McCall	Ms. Leatha Ortiz
Ms. Melody Carlisle	Ms. Patricia Brantley
Ms. Theresa Varns	Ms. Terrica Dorsett

Also, two applications were reviewed and determined that they were not qualified based on course of study. They are Ms. Carolyn Martin and Ms. Natasha Lee. Ms. Close confirmed that letters would be sent to the candidates informing them of their application status.

The next step for all approved applicants is the submission of the following documents by December 31, 2008; Reimbursement Application Form, receipts for tuition/books, FAFSA verification/SAR and their sealed official transcript. The files will be reviewed by the Committee members using the Reimbursement Checklist, at which time a final approval or denial will be determined and the applicants will be notified by mail.

Submitted by:

Patricia Pierce