

Kids' Corps, Inc.
Policy Council Meeting Minutes
October 22, 2018

Members Present:

Noreen White, VP
Rose Justiniano
Tasi Sablan
Lori Xiong
Donna Spencer-Armstrong
Mealilo Suafoa

Members Absent:

Tracy Peters, Pres. Excused
Tammy Satterfield, excused
Raheel Asghar
Maria Muldoon, excused
Naty Briggs
Desiree Starry, excused
Mogatana Toomalatai, excused
Dawn Postma
Eugene Harms
Rebecca Tulin
Dina Borovik
Sergey Malyk

Guests:

Princess Vicent, Muldoon
Shannon Parker, Muldoon

Staff Present:

Dirk Shumaker, Executive Director
Ronnie Brown, FCES

Meeting brought to order at 6:25 pm, no quorum is present.

Noreen asked Dirk to go over financials. Dirk had members review credit card purchases for himself and Ed. manager. Went over line items and asked for questions or clarifications. Dirk explained that with financial person being out for a few days, will have double reports in November.

Minutes:

Noreen asked members to review the minutes and if there were any questions. Mealilo asked if janitorial was resolved at Mt. View center. Dirk explained that KCI would take on janitorial and landlord would reimburse KCI what they would pay their own janitorial for the services. For now we have clean centers and that's the most important thing. More negotiations will need to be discussed. Minutes not approved without quorum.

New Hires:

New hires were reviewed. Each new hire was approved via email/phone and will start. New hire list will be approved at November meeting.

PC Training: Responsibility #1 – ensuring that the Head Start agency is responsive to community and parent needs.

Dirk talked about the Head Start Act of 2007 and what it means to each agency and that parents are responsible for the direction of the program. He asked what that meant to them? Members responded

with curriculum, program options, staffing, coaching, etc. He explained the difference between where KCI wants to go and not so much the day to day workings.

- Annual communitywide strategic planning....Discussion about Community Assessment and the Self Assessment ensued.
- PC shall approve and submit to the governing body.... He then asked, what would happen if the PC and Board didn't agree on a course of action. Talked about the "Empasse Procedure" and what it is for, How it is used.
- Program recruitment, selection and enrollment priorities.....Congress gives basic guidelines (Performance Standards) but KCI parents help determine how to implement. (selection criteria; parents on review committee and discussion and approval of PC)
- Budget planning for program expenditures..... Where is the money going, how to make it all work. Discussion of childcare fees, food, cab fare, supplies, and staff were mentioned. How to do a budget, what to look at and adjust if necessary unexpected expenditures occurred.
- Program personnel policies direction regarding the employment of staff.....(developing procedures for how members of the PC are elected). Discussion included personnel policies, benefits, compensation, dress code, conduct, etc. This is done with subcommittee and reports back to PC their recommendations. PC Bylaws review the election process.

Family Outcomes:

CCR Family Outcomes Survey Report was reviewed, Dirk explained that this was one way we ask the parents "how we can support you". Discussion and review of survey composition, the 7 outcome areas, number received, translations, helpfulness and areas to improve were all covered in graph and conversation. Areas for most need and most helpful were activities to help child learn at home and be successful in elementary school. Least helpful and least needed were in regards to voting, unsafe place and public speaking. More conversation ensued. Next reviewed was the strengths, needs and interest survey. The survey responses clearly showed that parents who have been in the program longer perceive that it has been more helpful for their children and families. Results also showed that about one third of parents report that they read to their child less than twice a week. Parent discussion on possible reasons ensued. Suggestions included parent ability to read, DLL/ESL, not having resources for books, parent work schedules, etc were all discussed.

Executive Directors Report:

Dirk informed members that KCI is eligible to apply for Duration grants. These are federal funds intended to help programs provide more hours of service for children. We plan to apply to increase hours for 2 classrooms. He also stated that we received news that our state Head Start grant will be reduced by \$156,000 for the July 2019 funding year. We plan to use the Duration funds to offset the reduced state grant so that we do not have to reduce enrollment. Will revisit again in November for more discussion when we have more detailed plans.

Fund-raising committee update:

Lori and Tasi shared a flyer for Barnes and Noble activities and costume parade. Children can make masks, wear Halloween costumes, scavenger hunt, listen to story time, etc. If a patron mentions KCI, a percentage of their purchase will go to KCI. Help spread the word to all centers and families, something fun to do on a Sunday afternoon.

Family and Community Engagement Specialist:

Ronnie recognized those that were there and moving on or staying on the PC for another year. Activity of sharing one or two traditions for each parent to start their meeting time off. She encouraged the parents to allow as long as the parents in the meeting needed to allow for everyone to share. She talked about traditions do not have to be cultural in nature but it's about the family. Let the parents share. Share a small item from the minutes, do not need to start off sharing all the minutes, parents get bored if you try to read them. Just pick out one thing to share for now. As parents get stronger and build relationships, conversations will allow for more of the minutes to be shared.

Of those attending, Lori, Tasi and Noreen stated their intentions to remain on the council. Tracy, Raheel, Maria and Rose have all indicated the need to step down. Raheel will attend next meeting as his farewell.

Without a quorum, guests were not seated but will be invited to return in November and represent their center.

Respectfully submitted by,

Ronnie Brown (for Tammy Satterfield)