**Kids’ Corps, Inc.**

**Policy Council Meeting Minutes**

**Februry 27th, 2017**

**Members Present: Members Absent:**

Tracy Peters, President Lynndsi Strong, VP

Raheel Asghar Stephanie Brown, Sec.

Maria Muldoon Tiria Young

Rose Justiniano Noreen White

Pauletta Delgado Jesse Lynch

 Enuh Velega

**Guest:**

Ed Delgado, GW

**Staff:**

Dirk Shumaker, Executive Director

Ronnie Brown, FCES

Meeting called to order at 6:15pm, no quorum present. Quorum vote was obtained on 2/28/17 with Lynndsi Strong via email of minutes and phone for new hires and one time funding.

**Financials:**

Members reviewed the credit card transactions. Questions regarding the gas for the buses were brought up. Dirk explained KCI had a fleet credit card just for that. It was mentioned that Sam’s Club credit card gave 5% cash back and Alaska Airlines gives air miles that could be used for the fleet card and receive the rewards. Dirk will check into what KCI uses and what rewards could be beneficial to use.

**Minutes:**

Minutes were reviewed. Member had a question whether Carr’s still had the reward to businesses. Ronnie will contact Carr’s and let PC know if still a viable fundraising opportunity. Rose motioned to approve the minutes, Pauletta seconded. Motion approved. Quorum vote provided by: Lynndsi Strong

**New Hires:**

New hires were reviewed, no questions at this time. Maria motioned to accept the new hires, Rose seconded. Motion approved. Quorum vote provided by Lynndsi Strong

**Federal Application for One Time Funding:**

With the insurance stating our bus (hit in traffic, no injuries, other driver’s fault) was a total loss, we need to replace it. An application for $75-80,000 (cost of one bus) will be presented to the Office of Head Start to replace the one we lost. We have to ask in order to receive, so application is being generated at this time. PC will be informed of results when more information is received. It will be the same size (Peanut bus) and hold 18-20 children. Rose motioned to approve the application, Maria seconded. Motion approved. Quorum vote was provided by Lynndsi Strong

**Personnel Policies and Procedures:**

The staff of KCI has been accruing leave on holidays and paid leave days which is not as the policy was originally set up. Accounting software was not set properly to account for Holidays and leave used. Change the software to reflect the accrual for regular hours worked as originally designed. Not an action item but a change that is very impactful to budget line items.

**Executive Director Report:**

Dirk reported that management has been reviewing the budget for this program year and next year and feel some changes will be necessary to help keep KCI fiscally healthy. They are looking into changing some classroom options, changes to health and medical coverage, bus routes, the leave accrual mentioned above, meal service and other possibilities still being discussed. Once line items for change are determined, the PC will be given more detailed information. Any and all ideas are welcomed, please feel free to email Dirk at dirk@kcialaska.org A question was asked by parent about the ASD school lunches and what it would cost to have the ASD sites use their lunch program. Dirk explained that the ASD requirements were different than Head Start requirements, but it’s a good question and worth checking into. New Bus application was discussed.

Dirk reviewed the current state legislative situation, noting that the House finance committee has not recommended any cuts for Head Start or other early learning programs. He explained that the Senate on the other hand has called for extensive cuts to the state budget but has not offered any details about what these cuts might entail. He stated that it is important for parents to speak up about what they think are important priorities for the state to address and that providing “public testimony” can be an effective way to communicate with legislators. After several members talked about how they felt KCI has helped their child or family, Dirk passed out form letter to help parents get started on writing their own stories. Ronnie mentioned the legislative information sheet provided in the packets. She invited members who needed help identifying their House and Senate representatives to contact her.

**Program Option Changes:**

Program Option changes will be an action item next month. Still in design phase.

**February PCM reports:**

GW – Pauletta shared that they had more parents and it was really nice to just visit with the parents and get to know each other. Had a pot luck, and lots of food was brought. The teaching staff had interactive projects set out for the child and parent to do together. At her parent/teacher conference, was told by the teacher that her child was ready for Kindergarten and she thanked KCI for that.

East – Rose stated that her center tried something new with having it at 3:30 when most of the classes at east ended. Lots of parents were able to attend and since she had to work, she heard it was a very nice turnout.

**Family and Community Engagement report:**

 Ronnie handed out the Tax Prep Event happening at the East center on Tuesday, February 28, at 6pm. Even though flyers are up, remind parents that this will be a good place to get those questions answered prior to filing your taxes. Where to go and what to bring, whether you should itemize or deduct, etc. She then asked those in attendance whether they received her email that spoke to AHSA. She had applications for those not receiving the e-newsletter so everyone would start receiving. She presented a bingo game that was played earlier in the program year and wanted to see if they could get more information on their cards this time. Getting to know someone is about continuing to get more information and sharing yours. Even though you think you shared once, share it again. Get more involved with your parents now that you have established the beginnings of the relationship building blocks.

Next meeting is scheduled for March 27, 2017 at 6pm.

Respectfully submitted by,

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Ronnie Brown

Family and Community Engagement Specialist