Kids’ Corps, Inc.

Policy Council Meeting Minutes

April 24, 2017

Members Present: Members Absent:

Tracy Peters, President Pauletta Delgado, excused

Lynndsi Strong, V President Rose Justiniano, excused

Stephanie Brown, Secretary Enuh Velega, excused

Rahhel Asghar Tiria Young

Maria Muldoon Jesse Lynch

Noreen White

Tasi Sablan

Staff:

Dirk Shumaker, Executive Director

Sheena Lizama, Family Advocate

Ronnie Brown, FCES

Meeting called to order at 6:10 pm, quorum is present.

Guest Board member unable to attend.

Financials:

Financials were unavailable, will review in May.

Budget: 2018 Fiscal budget

Dirk presented a budget sheet listing 2017 program year expenditures and 2018 budget line items for comparison. He reviewed our expectations for revenue and expenses for the upcoming fiscal year. In addition to the actions the PC and board took at their meetings last month to balance the budget for FY 18, he recommended elimination of 2 positions. He revisited a topic about the rate of staff leave accrual that was discussed at March’s meeting. A long discussion with members ensued re: how and when to implement a change in the amount of time staff need to work to earn a higher level of paid leave. Finally, he recommended eliminating one bus route for FY 2018. KCI will be moving one ASD collaborative classroom from Chester Valley to Airport Heights In August. Because ASD offers transportation at Airport Heights (though not at Chester Valley), KCI will not need a third route which now transports a significant number of children from the Airport Heights neighborhood. KCI personnel will transfer from Chester Valley to Airport Heights, but the ASD teacher will not transfer. Members recommended the Board require staff to work 3 years before earning the higher level of leave. Several members also recommended that management explore ways to minimize the impact of this change. Stephanie motioned to accept the new program year budget as outlined, Lynndsi seconded. Motion approved.

Job Descriptions:

Dirk presented the job descriptions for Family and Community Engagement Specialist and Education Coordinator. The FCES will be a family advocate for one classroom and take on all the duties of this position. In order to accommodate these duties, the position will no longer be responsible for some of the data entry for engagement or for mentoring family advocates. The second position, Education Coordinator, will be responsible for monitoring curriculum implementation and child assessment, analyzing child outcome data and providing feedback to supervisors and education staff about child assessment practices, the classroom environment and several other important quality factors. After question and answer period, Lynndsi motioned to accept new job descriptions as listed, Stephanie seconded. Motion approved.

Layoff:

For the layoff of the two positions, Tasi motioned to accept the recommendations presented, Noreen seconded. Motion approved.

Organizational Chart:

Dirk reviewed several organizational changes: the conversion of one mentor/coach position to an Education Coordinator and a change in supervision of the Family Engagement Specialist. He outlined the changes and answered questions. Lynndsi motioned to accept the new organizational chart, Tasi seconded. Motion approved.

New Hires:

No new hires at this time, reviewed sub list. Raheel motioned to accept the new hires chart, Noreen seconded. Motion approved.

Minutes:

Minutes for March were reviewed. No changes at this time. Raheel motioned to accept the minutes, Maria seconded. Motion approved.

PCM report for March:

Noreen stated that their PCM at Muldoon had a great turnout. Parents enjoyed making the activity bottles.

CSP had a few extra parents attend and they all liked the activity.

CV had the same number of parents attend but they were different parents. Everyone enjoyed the activity.

East had a large turnout and everyone had fun making the child parent activity as well as playing the game.

GW saw an increase in parent participation. They all wanted to participate in the planning of the end of year celebration. Out- of-town family members came too.

WC had a small turnout but the conversations were great.

Family and Community Engagement Specialist:

Ronnie had parents review a sheet that listed scams, frauds and rip offs. She discussed how easily we are taken in even though we think we know all the tricks. She cautioned how they can get your information. Parents then related events that took them in and how easily it was to defraud them. She also had handout on how to protect yourself from identity theft and what not to do with credit cards and ID’s, do not save passwords on computer or keep in wallet. Memorize them. The last hand out was on credit reports and gave the three major reporting entities to contact if something is on their report. Don’t just contact one reporting agency but contact all three. Most see report from Experian National Consumer but should get from Trans Union LLC and Equifax, Inc. as well. Contact phone numbers, addresses and websites are listed on form. You contact them!

Executive Directors Report:

Dirk handed out several forms used during parent teacher conferences and asked the parents what they thought of them. Parents like the Family Conference Form and remembers teachers using it at their conferences. They liked to hear exactly what their child did and how they were changing in their thinking processes. They also liked hearing what their child was doing when they weren’t there to see. They also liked knowing where they stood as the parent to help their child be more successful. When teachers gave examples, whether written or verbal, the observation listed takes on more meaning. When everything is verbal, they forget what the teacher said about that specific statement so prefer to have the example listed in writing. Without examples, how does the teacher know “their child experiments with different ways of moving? “ What does it mean …”manipulates balls with flexible body movements”…? This form means more to parents than the Development and Learning report. Discussion ensued about how most teachers had examples to back up their statements and parents felt that they knew their child.

Raheel motioned to adjourn, Noreen seconded. Motion approved.

Respectfully submitted by,

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Ronnie Brown,

Family and Community Engagement Specialist