**Kids’ Corps, Inc.**

**Policy Council Meeting Minutes**

**May 22, 2017**

**Members Present: Members Absent:**

Tracy Peters, President Stephanie Brown, Secretary

Lynndsi Strong, Vice President Maria Muldoon

Raheel Asghar Pauletta Delgado

Rose Justiniano Enuh Velega

Noreen White

Tasi Sablan

**Guest:**

Beth Snyder, BOD, ASD and CIT-Homeless

Kimberly Ball, BOD and ASD

**Staff:**

Dirk Shumaker, Executive Director

Ronnie Brown, FCES

Meeting called to order at 6:05 pm. Quorum is present.

Tracy welcomed everyone and started introductions.

**Guests:**

Beth Snyder and Kimmer Ball joined us. They represent the Board of Directors and the ASD.

Beth stated they wanted to get some feedback from the parents about how they felt the partnership with ASD was in general and the collaboration was going specifically. She mentioned what an advantage working with KCI is and felt the need to connect with parents was important. She then asked the parents for anything they would like to tell her about how they felt the collaboration was going and what they could do to make it better. A parent shared that she loved having the preschool there in Chester Valley. It gave her son an opportunity to get accustomed to the bigger school, the long halls, the library, gym, etc. It wasn’t so scary for him when he transitioned into Kindergarten. She also mentioned having her second son in the program for two years, definitely benefited him. The second year allowed her son to gain more confidence, be more comfortable and deal with transitions much easier. Another point brought up was the Full day versus the part day. If you have child in full day and then one in part day, a parent spends a lot of time running to and from the school. She goes 3 or more times daily. Another parent talked about trying to get her son in an ASD site but she didn’t live in school zone but other center was close to work, so it was ok. Beth then talked about each parent is an advocate for all the families not just their own. Parents stated it was easier to transition in that school if they were already going for the preschool. They knew the parents in the office and the routines. Beth then asked about connecting better with the community and neighborhoods. A parent talked about being sent to East center for application and any documents needed. Ronnie shared that she was in GW office area when a call came in and she was impressed by how well the staff person answered the questions and gave them number to East for application. Might want to offer boundary information or get their name and phone number for advocate working with that school. Another parent shared that her son was in the top of his class, learned to accept the changes and is now a leader in his class. That triggered several comments by multiple parents in regards to their child understanding routines, following directions and listening to the teacher. Her child was academically and emotionally ready for kindergarten.

**Enrollment Procedures/Training:**

Dirk had a power point ready to go. Performance Standards are the laws handed down by the Federal Government to be a Head Start program. Performance Standards 1302.12-15 cover enrollment requirements, eligibility, selection and placement. Many things have to happen before a child is placed in a classroom. The procedures were established so the enrollment process is fair, it keeps agencies honest about which families get into the program and there are clear penalty’s in place. There are two things required from the start; the age and the income. The process must be respectful to each individual family. Age is 3-5 but must be 3 or 4 years of age by Sept. 1st. Income can be categorical or by income. Categorical could be homelessness, ATAP, SSI, OCS. Income includes the parents PFD, not the children’s. The selection criteria is reviewed and approved yearly. The selection criteria is a point system for line items under consideration when enrolling a child that will help place children that need it most.

**State Grant Application:**

 Dirk explained that the State grant was $818,000 for last year. We don’t know how much the state grant will be this year so will apply for regular amount and will have to wait to see. Dirk explained that the state grant budget mirrors our federal Head Start grant budget which the PC has discussed in detail over the past several meetings. Rose motioned to apply for the state grant, Raheel seconded. Motion approved.

**COLA:**

Word came down a few days back that the Federal Government has approved a 1% cost of living allowance. The COLA is retroactive to November 1st. It is a permanent increase. Dirk explained that we apply now, it takes a couple of weeks to get approved and staff should receive sometime in July. Tasi motioned to apply for the COLA, Noreen seconded. Motion approved.

**Rasmussen Foundation:**

KCI has a need to upgrade the playground at the Muldoon site. There is still pea gravel around the play equipment that is shoveled daily. The ground has been sinking and heaving that creates large puddles of mud and ice in winter. A bid for upgrade is $20,000, would like to apply for the I/T grant to cover this renovation. The playground would be updated with the soft tiles similar to the ones on the East playground. Raheel motioned to apply for the Rasmussen Foundation I/T Improvement Grant, Rose seconded. Motion approved.

**Organization Changes:**

Food served by the ASD lunch program at the four ASD sites is being considered for next years program for our children enrolled in these programs. A few simple modifications will allow the lunches to meet the Head Start dietary standards. Nothing has been approved to date. If approved, it would reduce the need for a food service driver ($12,000) and KCI would no longer need to lease a van for a savings of $2500. Kimmer mentioned that there is also a push toward family style meals within the schools as well. More on that front as more information is forthcoming. Lynndsi motioned to change the Food Service for the ASD sites to the ASD Lunch program if approved by ASD and Head Start requirements. Noreen seconded. Motion approved

**Financial Reports:**

March and April financial reports were presented. Credit Card expenses have been greatly reduced due to end of year expenses and trainings are down. Everyone is being mindful of the budget. No questions at this time.

**Minutes:**

Minutes from April were reviewed. Parent asked is most job positions were seasonal? Dirk stated most were, yes. Family Advocates, Coordinators and Specialist return in July to prepare for incoming families. Teaching staff return in August. Tasi motioned to accept the minutes, Lynndsi seconded. Motion approved.

**New Hires:**

No new hires at this time. Reviewed the sub list. Rose motioned to accept the new hires list, Lynndsi seconded. Motion approved.

**Parent Interview Questions:**

Ronnie explained about having several parent group meetings and wanted to run a few questions by the PC. Great feedback and examples of parents getting information on child behaviors and how to respond to it, what trainings were offered to assist with parenting skills, how it felt to set goals and if they were attainable, meaningful and if they thought their child was ready for Kindergarten.

**Executive Directors Report:**

Dirk talked about the Self Assessment. How KCI uses data gathered to evaluate the goals. Are they the right goals, do we need to continue on the same path or change it up. He stated that all the data is summarized and then can judge our progress. Are the goals taking us in the right direction or is something more important. Once all the data is summarized, he would like to have PC, board members and staff come together as a steering committee to help make the determination of whether we met our goals or need to change the goals. To help make recommendations. Timeframe to meet would be June 15 – July 15. It will take several meetings. Tracy, Lynndsi, Rose and Tasi all indicated an interest. Dirk will send out several dates and timeframes to see who is available.

**May celebrations at the centers.**

Chester Valley – Lynndsi stated it was a school wide field day and everyone got to participate. It was a lot of fun. Parents were recognized that had been active during the school year and all children received their certificates of participation.

Muldoon – Noreen stated tht Muldoon had a carnival like atmosphere with face painting, bubbles, balloons and such. Children received certificates.

Other celebrations hadn’t happened yet.

**Family and community Engagement Specialist:**

Ronnie handed out flyer for summer movie theater and community wide events happening over the summer that parents can take their families to. Some are free, some are low cost and some are higher cost but can call about scholarships.

Next formal meeting will be in July. Have a great summer.

Raheel motioned to adjourn, Noreen seconded. Motion approved.

Respectfully submitted by,

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Ronnie Brown, FCES