**Kids’ Corps, Inc.**

**Policy Council Meeting Minutes**

**August 22, 2016**

**Members Present: Members Absent:**

Tracy Peters, Secretary Lynnette Cotner, President

Steve Gruhn Sandra Roddy

Raheel Asghar Rhoda Jal

Afshan Raja Paola Sandoval

Raquel Ferrero Gerald Hempel

Maria Muldoon

**Staff Present:**

Dirk Shumaker, Executive Director

Zuleika Sanchez, PAT Home visitor-translation

Ronnie Brown, Family and Community Engagement Specialist

**Meeting called to order at 6:15pm, a quorum is present.**

Financials, Credit Card purchases, Meal counts and Dashboard:

Dirk went over line items to members. Building maintenance was a little over budget due to water damage and floor replacement. Budget is in alignment with expectations. Catered food service expenses will be less since hiring own driver, offset with wage and van lease. Only have two programs running for June and July, meal counts reflect smaller numbers.

**Minutes:**

Minutes were reviewed. Member brought attention to Wage Scale section. Sentence should read “budgeted for a 180 day program year”. Afshan motioned to accept the minutes with the word “day” added. Raquel seconded and motion approved.

**New Hires:**

Ronnie reviewed new hires sheet with council members. New substitute assistant teachers added to existing list. Questions regarding why the turnover, explained people move, or go back to school or choose a different field during the summer months and leaves vacancies. Raheel motioned to approve the new list, Steve seconded. Motion approved.

**Review Governance, Leadership and Oversight screener responses and follow up:**

On page 4, Question regarding system for identifying the T/TA needs of the PC, was marked as needing a system. In September, PC will advise on what they would have liked to have known……and a system will be put into place to address the training needs. An orientation (block of time) will be set aside for early November to address training needs and give all new and returning PC training opportunities. Other trainings will be scheduled into each PC meeting agenda and PC members will have direct input into what they want the trainings to be on. Other items of note: Question 7, regarding the process of adding notification to Region X OHS, hiring approval for the position of the E.D. and Finance Manager. Question 9: PC members stated that they received nutrition reports but would benefit from a training by the Health and Nutrition Coordinator about what the information means and what they should look for.

**Family and Community Engagement:**

Ronnie talked about the Curriculum night coming up in September and even though it is not a recruitment push, would like to have parents there at each center to welcome and pass out a friendly info sheet and welcome parents. Asked members to play act scenarios of one being a parent new to KCI and one being the parent inviting them to come. Then they switched roles. Exercise in being friendly and open to questions regarding PC. Parents then volunteered to be at certain centers. Ronnie will get times of events to parents. For Mt. View and EHS – Raquel and Maria. For Ridgeline – Tracy and Paola/Sandra? Muldoon – Steve. For East – Afshan and Ronnie.

**Executive Directors Report:**

**Food Service Contract:**

With a new understanding of following the recipes chosen and that the ingredients will be correct (for nutritional value as well as allergy precautions) the Senior Center will have the contract for this program year. They must be accurate with amounts per child, temperatures, cooked thoroughly but not burned and use the information provided for nutritional balance. All information regarding the meal will go to one person only and reviewed at the Senior center. Contract can be terminated if not adhered to. KCI driver will check food portions and temperatures before departing from Senior Center and again upon center delivery.

**Transportation Contract:**

With the change in driving time for bus drivers, Reliant wasn’t sure they could find and retain part time drivers. KCI will double the amount paid per hour to accommodate drivers that will no longer need to do a middle of the day transportation run. This way they will get paid for full day even though they may not transport a second run. Hopefully this will allow for drivers to maintain a consistency to KCI and the children being transported.

**School Readiness:**

Dirk passed out Teaching Strategies Gold result charts showing the difference from where three year olds and four year olds were in the thirteen domains between Fall and Spring assessments and the growths taken. Discussion ensued.

**By-Laws review committee:**

Ronnie explained to the council members the need to review the By Laws every three years or so to keep them current with standards and operating procedures. Several years ago, a community member recommended several changes to keep our By-Laws legal and in good standing. These recommendations along with the By-Laws will be reviewed by a committee of PC members. Tracy, Maria and Afshan will meet with Ronnie on September 13th in the East center conference room at 10:30. Should take about an hour for the first review and a second date to review recommended changes will be determined at that time.

Steve motioned to adjourn at 8:05pm, Raquel seconded. Motion approved.

Respectfully submitted by,

Ronnie Brown, FCESpecialist for Tracy Peters, Secretary