

Kids' Corps, Inc.
Policy Council Meeting Minutes
July 22, 2019

Board Representatives present
Nichole Rowland, Secretary
Lori Xiong

PC Members Present	PC Members Absent
Yesenia Camarena	Becky Tulin*
Lori Xiong	Mogotana Toomalatai
Rhonda Drake	Noreen White
Natye Briggs	Tammy Satterfield
	Tasi Sablan
*Becky Tulin was present for the board meetings on July 3 and the teleconference on July 11 when votes on these action items were taken.	

Staff Present: Dirk Shumaker, Executive Director

Dirk Shumaker called the meeting of the PC to order at 6:20 p.m.

Introductions

Members introduced themselves. Ilina Saucedo informed the Policy Council that she was resigning from the group and was unable to stay for the meeting.

Review of Plans in Response to Governor's Veto of State Head Start Funding

Dirk presented his report summarizing the current status of state budget discussions and our options moving forward. State grants amount to almost one fourth of our budgeted revenue. Such a deep cut will have a severe impact on our services. Members asked whether it was feasible to plan on moving EHS to East but then keeping it at its current location if state funding is restored. Dirk explained that this was possible, although in order to be ready for services at East for EHS by September 3 we would complete several minor some classroom enhancements in August.

Members discussed options for reducing enrollment and service hours in response to the possible elimination of state funds. Rhonda asked if KCI could restore the "combination" model that mixed center based services with home visits. Children attended fewer days and received monthly home visits from teachers. Dirk explained that he believes there is still a good chance state funds will be restored. However, if they are not he noted that our plan does reduce days of service from 160 to 128 days for most classrooms. Ridgeline would also change from 6.5 hours per day to 4 hours per day. The 2 "Duration" classrooms at East, EHS and East 5 schedules would not change.

Members discussed the criteria for laying off staff. Dirk said they we use seniority to determine layoffs and reviewed information in the PC packet from KCI's personnel policies. He said that the state budget uncertainty has forced us for financial reasons to extend summer layoff for some staff for as many as 4 weeks. Eleven staff positions will be permanently eliminated if funding is not restored: 8.5 in Head Start and 3 in the Parents as Teachers program. Several are open positions that will not be filled, several are positions we have offered to new staff who have not started yet

and several are filled by current employees who worked during the past program year. All these positions are on hold pending the outcome of the state budget meetings.

Program Goals and Objectives

Dirk and PC members reviewed KCI's goals, objectives and initiatives for the upcoming year. There were many successes, including a successful federal review and gains in CLASS scores and school readiness outcomes. Dirk noted we have 3 initiatives we are working on in the upcoming year: 1) year 2 of Conscious Discipline implementation. A \$10,000 grant from the Alaska Children's Trust will assist us with this step. 2) Provide college credited classes online at work for assistant teachers interested in obtaining an AA in Early Childhood Education. 3) Establish a Master Teacher level for teachers who are qualified to serve as mentors for their peers.

Federal grant budget

Members reviewed two budgets for our federal grant. One is for a fully funded services and includes state funding. The second does not include state funding and offers the service reductions discussed previously. Both budgets balance. He explained that our Region X program specialist with the Office of Head Start recommended we submit our "best case" budget while we await the decision regarding state funding. If state funding is not restored we can amend our application at that time without penalty.

Personnel Policies and Procedures

Dirk presented revisions to the annual Personnel policies and procedures. The board and PC have already reviewed most of the changes at earlier meetings. Members had no questions.

Cost of Employee Benefits

Dirk described how the expanded layoff period and late start date for many employees means that their share of health insurance and other benefit expenses during the layoff period has increased. Members discussed ways for assisting staff with this unforeseen expense such as allowing them to spread the cost over 3 pay periods (once they do return to work) and reimbursing employees for these costs if funding allows. Dirk said that we could definitely reimburse staff for these costs if state funding is restored. If those funds are not restored we may not be to make a full reimbursement but will do what we can afford.

Members also discussed ways KCI could compensate staff for the hours they are losing at the start of the year during the prolonged layoff. Dirk explained that if state funding is restored, staff will work the same number of hours during the FY 20 program year. Although they are starting later than expected, they will also work later into June (if funding is restored). However, they still will have bills to pay and budgets to meet without any income for an additional 3 weeks in August and early September. One possibility discussed was providing a day or 2 of donated leave. The availability of funds will determine whether we can provide such assistance.

Master Teacher Position

Dirk reviewed the job description for the Master Teacher position. He explained this position would offer qualified teachers an opportunity for advancement without having to give up classroom teaching or take on supervisory responsibilities. Members asked several questions about the position duties and training. Dirk explained that the position would not be offered until November 1 unless state funding was restored.

Federal grant application

Dirk presented the federal grant application, noting that the due date is July 31. We will submit a fully funded application that includes the Master Teacher position, the revised personnel policies and the revised program goals and objectives. He asked for approval of our grant application. Members approved the application unanimously. With Becky Tulin's approval at the BOD teleconference, the action is approved.

Financial Reports

June financial reports and credit card reports were included in the PC packet. Members had no questions.

The meeting was adjourned at 7:35 p.m.