

Kids' Corps, Inc.
Policy Council Meeting Minutes
April 23, 2018

Members Present:

Tracy Peters, President
Noreen White, Vice President
Tasi Sablan
Pauletta Delgado
Dawn Postma

Members Absent:

Raheel Asghar, excused
Lynndsi Strong
Maria Muldoon, excused
Rose Justiniano, excused
Lori Xiong, excused
Nayte Briggs

Guest:

Tammy Satterfield, East room 1

Staff present:

Dirk Shumaker, Executive Director
Ronnie Brown, FCES

Meeting called to order at 6:05pm. Quorum is not present, had two officers in attendance. Lynndsi approved ACTION items via phone on May 2, 2018
Introductions were made for the guest.

Financial Report:

Dirk shared that the financial report takes KCI through March 2018, 75% through the program year. Costs are under budget; we project a modest surplus of about \$25,000 for the fiscal year. Dirk explained that the increase in net assets will help us during the months of August-October when our federal grant is spent down and we are waiting for state reimbursement. Discussion ensued regarding KCI's cash flow needs for this period why costs for personnel are down. Credit Card expenses were reviewed and discussion on expenses being greatly reduced due to board and policy council recommendations.

Minutes:

Minutes were reviewed, no discussion. Pauletta motioned to accept the minutes, Tasi seconded. Motion approved. Lynndsi approved via phone vote on 5/2/18.

New Hires:

New hires were reviewed. Discussion for guest on interview committees, sublist approved each month. Two new hires for approval. Pauletta motioned to accept the new hires. Noreen seconded and motion approved. After description read for new hire, Lynndsi approved via phone vote on 5/2/18.

PAT Grant:

Grant is due May 4. KCI has had PAT program since 2012. This grant is a competitive grant and must be reapplied for yearly. We have two educators that serve 30 families with two home visits and one socialization group meeting a month. KCI will apply to keep the two home educators. Dirk explained that no Head Start funds may be used for this program. PAT uses a highly researched curriculum. Because PAT is a home based program, over 90% of expenses are related to personnel and training.

Supply costs are very low. Overall cost is about \$4,000 per child, which is much lower than center based programs. Pauletta motioned to approve the PAT grant, Dawn seconded. Motion approved. After discussion of grant descriptions and stipulations, Lynndsi approved via phone vote on 5/2/18.

Self Assessment:

Dirk spoke about the Federal Review Process and asked a few questions to get PC reps thinking about the laws that govern Head Start and how KCI might implement them. Discussion ensued. Dirk then asked parents to form a couple of groups and handed out questions the review team might ask of them during a Federal Review year. These are some of the responses:

Responsibilities – the policy council shall approve and submit to the governing body decisions about each of the following activities

- (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.**

Creating cafés/PCM's, giving parents information and referrals. A PC rep. gives a presentation and tries to recruit other parents.

- (ii) Program recruitment, selection, and enrollment priorities.**

Join policy council, talk to families, talk to teachers, regular recruitment opportunity, recruit parents from each center, provide more parents with needed information about who they need to talk to in order to assist their family

- (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.**

Join/participate in interviews, meet with personnel committee and E.D. brings to PC for approval. Have a PC rep attend the meeting, send emails, send text messages for approval quorum.

- (vii) developing procedures for how members of the policy council of the Head Start agency will be elected**

PC reps go to family nights and recruit members (parents or grandparents). If new members show up, PC approves the new member to be seated. Ask staff for recommendations of parents involved, ask precious policy council members, we develop the procedure

- (viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.**

Bring to the attention of parents, vote on the selection of service areas and agencies. Post minutes, past PC members, agency itself. Policies and procedures, invite parents from other sites that don't have a parent rep.

Seat New Members:

Tammy was asked at this time if she would like to be seated. She agreed. Pauletta motioned to seat Tammy, Noreen seconded. Motion approved. Lynndsi approved via phone vote on 5/2/18.

Executive Director Report:

Dirk reported that we are still waiting for details re: the amount of our federal COLA for staff wage increases. We expect to receive an application and funding amount some time in May or early June. The HR subcommittee will meet again on Wednesday, May 2 at 10:30am. Several issues that will be considered include staff personnel appearance standards and priorities for improving wages. Self assessment interviews have been going forward. Interviews with the teachers and assistant teachers are scheduled for 4pm on Wednesday April 25th and Thursday, April 26th. PC members wishing to attend may contact Dirk.

Program Option changes for FY 2019

Program news – the monthly dashboard shows that our overall enrollment as of March 31st was 293 children. With a funded enrollment of 248, we have experienced a turnover rate of 15%. This is up from 12% for the same time period in the 16/17 program year. Dirk expects this number to go up a bit higher for April. KCI has also increased the percentage of children with attendance 90% or better for the year so far. This is a big milestone for us. The percentage of tardies was the same for March this year as last year and early leavers is down from the previous year. Half of the recorded absences were due to illness. Dirk also discussed the follow up for full day services, a report of numbers gathered were handed out and reviewed. There does not appear to be a need for another full day, fee based classroom. The number of children with a diagnosed disability (IEP) is the same as last year at the end of March, 2017.

Family and Community Engagement Specialist report:

Ronnie explained that since there was no meeting for the exchange of information during the month of March, she wanted to focus on individual wellness. With time being limited, she felt the activity could wait till July. She handed out a self check and had the parents rate themselves on what they felt were strengths in their lives and what they could be working on for their own wellness. She explained that this check list is best used with honesty, no one else would be looking at or discussing their answers.

Next meeting date discussion ensued. Since the fourth Monday was a holiday, did the parents want to have their May meeting a week earlier or the Tuesday after the holiday? With the agency garage sale happening the weekend prior, most people felt it best to have the meeting on May 29, the day after the holiday.

The garage sale flyer was handed out and discussion opened for best way to get information to parents and what were good items for the sale. Only items small enough for one person to carry are acceptable. No old refrigerators, box TV's, appliances, etc. Clothes and household goods need to be clean and in good shape. Discussion of duties of volunteers (when and what station) was discussed. Tracy and Tasi will be there most all day to help set up tables and put out items for sale. Tammy signed up for the 11-1 or 2pm shift. Noreen stated she could come and do the 3-5 shift.

Meeting adjourned at 8:05pm.

Respectfully submitted by,

Ronnie Brown, FCES