Kids’ Corps, Inc.

Policy Council Meeting Minutes

July 19, 2017

Members Present: Members Absent:

Raheel Asghar Tracy Peters, President

Maria Muldoon Lynndsi Strong, VP

Rose Justiniano Pauletta Delgado

Tasi Sablan Noreen White

Board of Directors:

Present: Excused:

Ronnie Taylor Susan Hale

Suzanne Whittle Beth Snyder

Nichole Rowland Sally Tugman

 Kimberly Ball

Staff Present:

Dirk Shumaker, Executive Director

Ronnie Brown, FCES

Meeting called to order at 6:10pm, quorum is not present. Ronnie introduced Neighbor game to get everyone acquainted. Fun facts revealed by all.

Financial Reports: Final financial reports for program year are not ready; we are still closing the fiscal year, which ended June 30. Suzanne went through Profit and Loss looking at line items and open discussion available. Discussed over budget line items and expected income still due. Suzanne stated KCI has applied for COLA and once funds are received, will be applied to health benefits, which will help lower agency deficit. Suzanne also noted that income from child care contracts was under budget due to turnover and other factors. Based on our experience this year we have lowered our FY 18 budget for this line of revenue. Costs exceeded budget in a number of areas that have been indicated in earlier financial reports. The most significant expense over budget this year was in personnel. As PC and board members know, we have approved many actions to control personnel costs in the upcoming year. The balance sheet will not be completed till end of month to finalize.

Planning System:

Dirk explained that most months, the PC and Board of Director (BOD) have very similar agenda items. PC reports to the board. We will now have at least one board member try to attend each PC meeting. Each month Head Start agencies are required to report and discuss specific topics. With the changes to the Performance Standards, the specific topics for specific months have changed. This will be presented in the next few months. One item change was the Impasse Procedure. This is to make sure we are in line with the Federal regulation. Both PC and BOD review but the board is responsible for making the final decisions. Parent asked where regulations come from. Discussion ensued about the changes to review and understand.

Federal Grant: The Federal Grant application is for 5 years. We will start the second year of the five this November. Dirk reviewed the second year goals and objectives. Reviewed the Mental Health Classroom observations. (outcomes and how to measure). One goal is to have 90% enrollment attend on first day of scheduled classes. 54% of children overall had 90% attendance. Discussion ensued on reasons for some numbers being low.

The Children’s Trust has granted KCI $10,000 to help with strengthening parent resilience by offering The Circle of Security training to more parents. Dirk explained that this is an 8 week course where parents return once a week. This will provide an opportunity in a safe place for parents to talk, to explore ways to deal with stressors, life.

To summarize our other objectives:

CLASS: we are revising our goal to read “all classrooms exceed 10% thresholds” by the fall observation (rather than by the spring observation).

At least 50% of KCI children entering kindergarten (excluding ASD partnership sites) in 2018 will be proficient in the 3 AIMSWeb screening areas.

KCI will notify families within 2 weeks when screening results require further assessment (emphasis on dental and vision screenings.)

Ronnie Taylor motioned to accept the goals, Nicole seconded. Motion approved.

Revision of Personnel Policies and Procedures:

Members reviewed the revisions and wording changes. Many of the changes had already been reviewed and approved by the PC and Board at previous meetings. Questions and discussions ensued. Ronnie T. motioned to accept, Nicole seconded. Motion approved.

Data Management Procedures:

 Federal Head Start Performance Standards now include regulations re: data management and the protection of personal identifiable data. Dirk presented the procedures that KCI follows and discussion ensued as to how the data is used for reports and inspection, disclosure and maintenance. Dirk will send out the policy on google.doc to the board and PC to read and comment.

Fundraising:

Susan Whittle presented the idea of a committee for fundraising for KCI. She will schedule a meeting for those interested to bring ideas and share, discuss best fundraising ideas, dates, and assignments. She stated it might take a few meetings to get details before presenting to the board and PC. Need PC input and asked if anyone would be interested. Maria, Rose and Tasi all expressed interest if meeting could be in the evenings and could bring their children. Susan will send out emails with different dates and times for the parents to choose best for meeting.

Board meeting for August will be August 30, 2017

Next PC meeting will be August 28, 2017

PC portion of the meeting:

Minutes: May minutes reviewed. No discussion at this time. Rose motioned to accept the minutes, Tasi seconded. Motion approved.

New Hires: New hires sheet reviewed. Question of placement for new program year. Placement of individual staff is unknown at this time. Tasi motioned to accept the new hires, Rose seconded. Motion approved.

PC feedback: A draft of the new Authorization for Release of Health and Education information was reviewed. Questions were discussed. Parents liked the new form.

Dirk informed the PC that the COLA , once received, would be put towards the Health Benefits to help defray the agency’s portion. He stated he would send out an email to inform staff. No discussion at this time.

Rose motioned to adjourn at 8:10pm, Maria seconded. Motion approved.

Respectfully submitted by,

Ronnie Brown,

Family and Community Engagement Specialist