

Kids' Corps, Inc.
Policy Council Meeting Minutes
September 24, 2018

Members Present:

Tracy Peters, President and BOD
Noreen White, VP
Tammy Satterfield
Tasi Sablan
Raheel Asghar
Maria Muldoon
Mealilo Suafoa
Gene Harms
Rebecca Tulin
Tana To'Imalatai

Members Absent:

Lori Xiong
Rose Justiniano
Tifimalae Suafoa
Dawn Postma
Donna Spencer-Armstrong
Ursula Graham

Guests:

Desiree Starry, East 2
Dina Boraovik, CSP
Sergey Malyk, CSP

Staff Present:

Dirk Shumaker, Executive Director
Ronnie Brown, FCES

Welcome and Introductions:

Everyone wore nametags and welcomes around the room progressed. Tracy opened with explaining a little of what the Policy Council is about and how important it is. She explained about how important it is to have parents committed to their children's education and having quorum to conduct business.

Financials:

Dirk reviewed the financials with the council members. He spoke about the importance of knowing about the business side of any agency, the importance of reviewing financial statements from month to month. He went over line items comparing August, a year ago to this past August and what things to pay attention to. He explained the percentage of usage of federal funds, how we use state funds, other grants. There was a period of question and answers. He then brought their attention to the credit card charges and how important it was for members of the council to review and question usage. Parent asked about purchasing own building to have classes in. Dirk explained that KCI has looked at purchasing a building in the past. One challenge is that we can't use federal Head Start grants to pay for a mortgage, so this makes it difficult for us to secure the capital we would need for a purchase.

Minutes:

Tracy asked parents to review the minutes. Recommendation to correct spelling of parent name. No other comments or recommendations made. Tasi motioned to accept the minutes with the correct spelling of the parent's name, Raheel seconded. Motion approved.

New Hires:

Tracy spoke about the importance of approving the new staff hires and all substitutes each month. She also spoke about the importance of sitting in on an interview committee and that parents input is crucial. Ronnie read off information about an Early Head Start Toddler teacher interviewed and needed council approval. Becky motioned to approve the new hires along with the new EHS teacher not previously listed. Mealilo seconded, motion approved. Ronnie then brought forward two interview committees on October 1st for parents to assist with. Substitute assistant teacher at 1:45pm, Maria agreed to attend at 1:30 to review application and qualifications. Tana and Tasi for the Center Director interview at 4pm, arriving early to review application and qualifications. Ronnie will make reminder texts.

Health and Safety Rating System:

Dirk explained that the Office of Head Start (OHS) has asked programs to develop criteria for identifying the severity of health and safety issues that may arise during the Head Start day. For example, a situation where a child runs out of the classroom unexpectedly, and so was temporarily unsupervised, is different from a situation where a child is unsupervised because staff forgot to bring him in from the playground with the rest of the class after outdoor play was completed. Dirk presented a draft of a rating system for evaluating such events to distinguish training needs from dangerous practices. The members reviewed the draft, which is based on a score sheet for investigating any incidents. Dirk asked parents to review. Do they make sense? Did they miss anything? Parent discussion ensued. One parent recommended a “note section” so anyone not directly involved would have a little more detail. Members also asked about the type of active supervision training staff receive, whether it is regularly revised, and whether staff receive the training annually. Parent asked about how the rating form would be delivered to staff, for example would there be hand out or actual role play, examples of its use? Dirk felt that the training should encompass both. Raheel motions to approve the rating system draft, Natye seconded. Motion approved.

Family and Community Engagement:

Ronnie presented the “toilet paper” game. Parents had a lot of fun sharing personal tidbits of information about themselves. Ronnie explained that this game would be played at their PCM (family night) and that the center director or family advocate would assist them in the activity. She talked about AHSA and handed out the flyer, explaining that this would be a good introduction to sharing something from the PC meeting. She explained how “shared governance” is about including all the parents and since they all can’t come to the meeting, taking something to share at family night helped them understand their program. All advocates will have the AHSA application available at their PCM event. Ronnie then passed out information on “Natural Consequences”. It was good information to share if wanted to. Ronnie handed out a flyer on a community event for Booster and Car Seats for parents that may need to have theirs checked for proper placement and size for age of child. She explained that October was PC recruitment time and for centers that didn’t have a representative, she would be visiting. She mentioned to the members that if they wanted to recruit someone to join them, to talk about what made them come check it out, what they have learned or how they feel since coming to a meeting or two. She then handed out binders for the new members.

Executive Directors report:

Dirk asked parents to review the dashboard, staff turnover. Because we only have a few classes in session in August, the report was limited this month. Dirk mentioned that staff retention is one of KCI's important goals. Staff leave for many varying reasons; as a program we need to reduce or remove barriers that keep staff from staying. When staff leave, it can be very disruptive to the classroom (calling in subs or new teachers), stressful for the children who have become attached to the staff person. Dirk then went on to talk about the upcoming Federal Review. One question usually asked of PC members is, "What kind of reports do you receive?" Dirk explained that PC members will always get attendance/meal reports, review the financials, and get updates on the PIR (program information report) as well as other reports throughout the year.

He then asked parents to look at the pie chart handout, (PIR), and went over number of children enrolled versus last few years and why? Languages spoken in home has not changed significantly, also reviewed family dynamics, employment, WIC participation, mental health and disabilities services, parent educational levels and percentage of staff who were Head Start Parents. There was question and answer period of what the parents think about the reported information. Dirk then asked members to think about things that might help to retain staff.

Tracy then asked if anyone wanted to be seated to the council. Desiree (East 3), Sergey and Dina from CSP all wanted to be seated at this time. Becky motioned to accept the new members, Raheel seconded. Motion approved.

Parent then brought up issue with her center and how janitorial isn't doing a very thorough job and teaching staff have to repeat the work before children come in and asked what could be done about it. Dirk explained that this was the one KCI center where the landlord provides janitorial services, not our staff. He and the Education Manager were working with the United Way (landlord) to correct the issue. He read an email from the landlord about their promise to respond and fix the problem and said that he would be monitoring their progress carefully. Parents then had open conversation about the importance of cleanliness for the health of their children in all the centers and expressed desire to have issue fixed quickly.

Tana motioned to adjourn, Tasi seconded. Meeting adjourned at 8:10pm.

Respectfully submitted by,

Tammy Satterfield, Secretary