Kids’ Corps, Inc.

Policy Council Meeting Minutes

November 25, 2019

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| Members Present: | Members Absent: |
| Tammy Satterfield, VP  | ZamZam Landau - excused |
| Tasi Sablan |  |
| Noreen White |  |
| Rhonda Drake |  |
| Jose Luna-Pagan |  |
| Josh Dahl | Guests: |
| Ashley Willis | Antonio Rosado |
| Pili Kane | Patrick Avila |
| Shawna Bailey | Salsabil Amri |
| Brittany Pickens | Anood Alhezami |
| Kaya Availa | Khlood Alhezami |
|  |  |
| Staff Present: |  |
| Dirk Shumaker, Executive Director |  |
| Ronnie Brown, FCES |  |

Meeting called to order at 6:10pm. Quorum present.

Played team building activity – using first and last initials, two things about me….

Telling your story: Ronnie then asked the members to think about what brought them to KCI, what is your story. Asked for a few stories, members shared. Advocacy – How should we ask parents to relate their stories in their centers. Dirk talked about taking parent stories to Juneau, showed a members story that was video-taped. Parent discussion ensued. Discussion around writing it down attached with selfie, taking a video selfie, setting up phone/tablet during PCM for parents to tell their stories for our media page.

Ronnie handed out binders to the October seated parents. Explained it’s use and need to bring every month.

Seat new members: Ronnie asked if any parents wanted to be seated prior to voting for officers and action items. Salsabil and Shawna both indicated they would. Rhonda motioned and Brittany seconded to seat Shawna and Salsabil to the PC. Motion approved. Anood and Khlood that they were interested. Will wait till January PC to see if back from vacation and still interested. Shawna and Salsabil will receive their binders in January.

Roles and Elections of Officers:

Discussion of officer roles commenced and discussion of who was interested. Rhonda brought to attention that only one officer could be community. Two thirds had to be current sitting parents. Kaya stated she would be willing to be secretary. Pili motioned and Rhonda seconded, motion approved.

Rhonda stated she could take the role of Vice President. Tasi motioned and Noreen seconded, motion approved. Brittany felt that she could take on the President position. Pili motioned and Tammy seconded, motion approved. Tammy will finish the meeting and Brittany will start next meeting.

PAT Grant Application:

Dirk went over what the PAT (Parents As Teachers) program was and that funding ($164k) was used for staff, home visits, training, supplies, etc. No Head Start funding is used. Explained that PAT is an outside program to further the bridge with a focus on 0-3year olds. Talked about the change in funding allocation and how KCI may be impacted. Could be rejected, approved, lesser amount or same as last year. Discussion ensued. Tasi motioned to apply for grant, Rhonda seconded. Motion approved.

New Staff Leave Policy:

Dirk went over the leave policy that is in place at this time for new staff. He explained that instead of waiting 90 day probation period to start receiving leave, start the accrual from their first day. Discussion ensued. Brittany motioned to change leave accrual to first day new staff starts, Noreen seconded. Motion approved.

Minutes:

Minutes for October were reviewed. No discussion at this time. Noreen motioned to accept the minutes, Brittany seconded. Motion approved.

New Hires:

Ronnie went over how the interview committee works, approval by phone or email to get staff started as soon as possible and then the group as a whole approves at the next meeting. This ensures that any questions or concerns are brought to the whole group for consideration or discussion. Kaya motioned to accept new hires, Rhonda seconded. Motion approved.

Financial Report:

Dirk went over financials giving small training on what to look for and ask questions about. Explained credit card expenses and asked if anyone had questions. Parent asked what zinstripcon was, Dirk will find out. No other questions.

Ronnie handed out Roberts Rules of Order and went over the most common used terms and actions. Why we use them and how they can benefit a meeting. Talked about how to make a motion, amend a motion and why a second is required. She recommended the members review it on their own time and bring questions to next meeting.

Ronnie handed out and went over Conflict of Interest form, Code of Conduct form, and what they meant and why it is important to understand them. She had all members sign the forms and hand in. The forms are placed in the 2019-20 Head Start binder. She stated that they should all have a blank one in their binders to review at any time. Ronnie also went over the PC code of conduct for meetings. Be on time, keep conversations relevant (for the most part), leave personality differences outside the door. Come prepared to do business for the benefit of KCI and families.

She gave a brief overview of the Health and Nutrition Advisory Committee and stated this committee needed parents input and anyone can come, do not have to be on the PC, talk with parents, come as a group. Reviewed PCM minute sheet and how to fill it out, incorporate other parents in the centers to help you. Discussed interview committees and the importance of having a parent on them, again the parent does not have to be on the council to participate. She encourage council members to talk with parents at their centers about being involved this way. Let Ronnie know if anyone is interested.

Meeting Adjourned at 7:55pm by mutual agreement.

Respectfully submitted by,

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Kaya Avilla, Secretary