

Kids' Corps, Inc.
Policy Council Meeting Minutes
March 26, 2018

Members Present:

Tracy Peters, President
Noreen White, VP
Lynndsi Strong
Raheel Asghar
Maria Muldoon
Rose Justiniano
Tasi Sablan
Lori Xiong
Natyie Briggs

Members Absent:

Pauletta Delgado, excused
Dawn Postma

Staff Present:

Dirk Shumaker, Executive Director
Ronnie Brown, FCES

Meeting called to order at 6:05pm. Quorum is present.

Ronnie informed the council that Denise and Tom had asked to step down at this time. They are welcomed to join again whenever their schedules will allow.

Financials:

Dirk went over budget line items. Explained about Actual/Annual Budget/Variance and projected through yearend. Budget is on track.; we have completed 8 of 12 months (66%) of the program year and have incurred expenses that equal 62% of the budget. Open positions, especially for center director, have contributed to the lower expenses. Food costs were a bit higher than budgeted—we may need to revise our budgeting assumptions. Fingerprinting/ background checks line was higher due to new requirements for fingerprinting all employees every five years. No questions at this time. Credit card purchases were reviewed.

Minutes:

February minutes were reviewed. No amendments at this time. Rose motioned to approve, Lynndsi seconded. Motion approved.

New Hires:

No questions at this time, nice comments on getting center director hired. Lynndsi motioned to approve the new hires, Rose seconded. Motion approved.

ERSEA Training:

(Eligibility, recruitment, selection, enrollment and attendance) Ronnie went over the policy and procedures that start with the parent walking in to enroll their child. She explained the importance of

assisting the parents no matter what center they want for their child and what documents are required and how KCI can assist a family to provide said documents. KCI must document all finances for the family and have parent sign financial statement. KCI will meet the parent where they are at (whatever the situation, KCI will try to remove barriers) and determine age and center best work for the family. Family Advocates treat everyone with dignity and respect, and protect their privacy. All information gathered by the advocate on the family is documented and points assigned. These points, along with income percentage will determine where a child is at on the waitlist. Parents receive a letter indicating their child is on waitlist, more information is needed, or that they are over income. Once selection is completed, the child is assigned a center and family advocate has enrollment home visit to get family ready for program year. Attendance is stressed as an integral and important part of the program.

Selection Criteria:

During the ERSEA portion of enrollment, the selection criteria is used to give points for every application. Each year this criteria is reviewed for best practices. Lynndsi, Lori and Tasi attended this meeting to give parent input and ask questions so points will reflect favorably for each family concern. Lynndsi discussed the McKinney-Vinto definition and what qualifies for homelessness. Lori discussed the rise in points for those with incarcerated parents. Several parents expressed gratitude for the consideration of the higher points in this area. Discussion ensued. Lori motioned to approve the Selection Criteria changes, Natye seconded. Motion approved.

Executive Directors Report:

- Dirk stated that the PAT (Parents As Teacher) competitive funding application is due on May 4, 2018. KCI intends to apply.
- Dirk also stated that the Federal FY 18 budget passed and includes a 2.2% COLA increase, additional funding for competitive EHS expansion and competitive funding for “duration” (programs wanting to convert part day classes to full day). He said that the board and PC could consider using the majority of the COLA for wage increases and a small portion of COLA to help offset higher operating costs however, use most for increasing wages. KCI will also apply for EHS expansion. (It will be several months before the application will be available.) Wage Study: His goal is to develop a process for setting wage increase priorities so that staff have an appropriate understanding of how these decisions are made.
- The new Region X Office of Head Start Program Specialist, Laura Bocchetti, will be visiting KCI on Thursday, 3/29/18. She is our main point of contact with Office of Head Start. She advocates for us within the federal government so it is important to build a strong relationship with her.
- KCI is on Facebook, be sure to like and share. You will notice that KCI received a donation of \$3,000 from Alaska USA Foundation and \$2,500 from Anchorage East Rotary in March. These funds will support our bus services and help with the Muldoon Center playground upgrade. Lori represented KCI with Dirk at the East Rotary luncheon when they presented the check. Tell your parents to like and share.

Widely Held Expectations chart (WHE):

- Dirk went over the WHE chart showing expectations of 4 year olds only (for this chart). What were the maximum and minimum expectations for children and where KCI stood on average with National numbers. Dirk discussed the differences between the fall and winter scores. He also presented each centers scores for Social/Emotional, Physical, Language, Cognitive, Literacy

and Math domains for Winter 2018. Discussion ensued about why some centers were lower or higher in certain domains than the rest of KCI centers. Many factors are at play with demographics, diversity, dual languages and other factors that could have influenced the averages. The goal is 90% of children will meet all WHE in each area.

- A first draft of the FY 19 budget was reviewed. Dirk noted that a reduction of the FY 20 DEED funding is likely due to changes in the application process. State funding for FY 19, the upcoming program year, is expected to be the same as this year. The state will give us our FY 20 funding level this summer; this gives a year's notice, which will give us planning time. With this in mind it is important to look at future spending and program options. Dirk noted that staff are spread thin providing full day services. It is difficult to schedule time for mandatory coaching meetings, data reflection, and lesson planning. It is also challenging to find coverage for long term staff absences for Family Medical Leave or turnover. Solutions for those would be to add more days to program calendar (these would be days without children) and more staff. However, neither of these is financially possible at this time. Given these considerations and our need to continue to build our bottom line, he recommended that classrooms East 2,3,4, Muldoon classes and Mt. View class convert to a 4 hour day class. Ridgeline would remain full day part year. Classroom 5 and EHS will remain full day fee based and classroom East 1 remain part day.

Before discussion, Dirk presented a letter written by a staff member who is also a current Head Start parent regarding the need of full day, part year classes. Discussion ensued. This move will reduce the need for 4 assistant teachers. This reduction usually happens naturally through attrition over the summer, it is anticipated that no one would be laid off. An option still being considered is possibly having classroom East 4 convert to full day fee based. Evidence is not conclusive to the need. One suggestion was to poll the parents early during the enrollment months to see if classroom 4 would be needed. Another suggestion was for KCI to collaborate with Child Care Assistance and have them come and talk about the process when we have preschool readiness days. Another suggestion was to have the day care assistance application added to the enrollment paper work and a question on the eligibility interview. If a parent indicates they need full day or full day fee based, we could help them fill out the application at that time and fax it over to the CCA office for the parent. It is possible these actions would speed up approval of CCA applications. More thought and discussion on these ideas will be entertained.

Rose motioned to approve the conversion of Mt. View, Muldoon and East 2, 3 and 4 to part day classrooms. Nate seconded. Motion approved with majority vote. Noreen voted against the conversion.

Family and Community Engagement Specialist report/activity:

Ronnie gave out Free dental screening flyers, Kindergarten round up flyers with dates and times for each school on the back, car seat /booster seat safety checks at the Patterson Fire Station. She asked parents to share at April's PCM's. Activity for the April PCM was handed out. Each parent will state their favorite color and share why it is their favorite. If time allows and parents are into conversations of sharing, use second part to continue. Pick something out of your purse or pocket and share with group why it's important to you.

Raheel motioned to adjourn at 8:12pm. Rose seconded and motion was approved.

Respectfully submitted by,

Lynndsi Strong
Acting secretary