

Kids Central Incorporated
Board of Directors Meeting
August 16, 2005

The Board of Directors of Kids Central Incorporated met on August 16, 2005 at the Kids Central Administration office. Donald Baker, Chairperson, called the meeting to order at 11:02 a.m.

Board Members present: George Aichel, Donald Baker, Paul Buchanan, Charles Hay, Ed Hutchinson, Heather Strong, and Jim O'Quinn

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, Kim Addison, Sandra Willis, Mary Collins and Roger Ramey

Others present: Rhonda Wampler, Joe Mistretta and Carolyn Pierce

Minutes:

Donald Baker asked if anyone had any comments or questions regarding the minutes from the last meeting. Ed Hutchinson made a motion to approve the minutes of the previous meeting as written. Jim O'Quinn seconded the motion. George Aichel stated that there was a mistake on page five, top line. The sentence should read "High Scope uses everyday things that take place in the home, not expensive purchases". The motion carried with the correction made.

Public Comments:

Rhonda Wampler asked to address the Board members. Her comments were of a sensitive nature and are not address in these minutes.

Finance Report:

Lisa Barton gave the financial report. She said we are waiting for the auditors to conduct our annual audit. The current balance does not show the carryovers from last year. Joe Mistretta is here to set our enrollment and we will have to submit a new budget with these changes.

As of the end of July, we have spent \$228,000 of our Head Start funds and \$47,000 of our Early Head Start funds.

PC Report:

Heather Strong gave the Policy Council report. There were not enough members at the August 10th Policy Council meeting to have a quorum so no meeting was conducted.

Old Business:

RAM (Remote Area Medical):

Roger Ramey reported that RAM was held the end of July at the fairground in Wise. Stan Brock founded RAM several years ago when he saw a need for medical care in the United States. This is the 6th year RAM has been held in our area. Kids Central was one of the main sponsors of this program. We were able to get many needed medical services to some of our families.

RAM served over 6,300 people at Wise this year. Over a million dollars worth of donated services and over 900 volunteers made it all possible.

RAM will be held in Wise again next year.

Enrollment:

As of August 15th, our enrollment numbers were 445. We are still receiving calls from parents wanting our services. We will be recruiting during Kids Day at the Wise County Fair on August 17th.

New Business:

Holiday Closing Schedule:

Kids Central opted to take four holidays that were no longer given to staff during the year and add four days during the Christmas holidays. This is in our policies and procedures. This year, these days will be December 27, 28, 29 and 30, resulting in a break from December 23 through January 2.

Paul Buchanan made a motion to accept the holiday closing schedule. George Aichel seconded the motion. Motion carried.

The Purchase of Patten Property in Clinchco.

Due to Clinchco Elementary not allowing us to use their classroom space this year, we are in need of property to set a classroom in the Clinchco area. We have a mobile unit ready to purchase from Shirley Mullins and he is ready to start excavating and setting up when we have secured a place. We have a lease-purchase agreement with Mr. Patten and need the approval to proceed. George Aichel asked the size of the property. Chris stated it was approximately 170' by 60', roughly ½ acre. Ed Hutchinson asked how it would affect our insurance cost. Lisa Barton answered that it would not be much of an impact, if any because we no longer have the Clintwood center to pay insurance on. George Aichel asked about the lease-purchase agreement. Darrell stated it was a three year, three month contract with the asking price of \$45,000. Darrell was asked where the funds would be coming from to purchase this land. He stated that we would try to grant fund this property. The agreement gives us the option to purchase anytime during the agreement and we may re-negotiate the contract if necessary.

Charles Hay made a motion to accept the lease-purchase agreement for the Patten property in Clinchco. Jim O'Quinn seconded the motion. Motion carried.

The Appalachia Presbyterian Church:

Currently, Kids Central operates a center in the basement of the Appalachia Presbyterian Church. We would like to purchase this building and place our classroom upstairs and make the downstairs central stores. We have been given a firm purchase price of \$10,000. We have playground equipment that is ready to be installed.

Donald Baker asked where the funds are coming from to purchase this building. Lisa Barton responded that it would be purchased with program income.

George Aichel asked about plumbing for the upstairs portion. Currently, all plumbing is downstairs. Darrell stated that we would remodel the upstairs and put in new plumbing. He said the biggest expense now is the heat because we must heat the entire upstairs, which is empty, in order to heat the center downstairs.

Ed Hutchinson stated that this would be a good place for socializations. Donald Baker stated that he is not opposed to purchasing the building, but he would like to know what the bottom line will be for renovations. Darrell stated approximately \$4,000 for renovations.

George Aichel made a motion to purchase the Appalachia Presbyterian Church. Paul Buchanan seconded the motion. Motion carried.

Kids Central Performance Management System:

Lisa Barton stated that we have a new policy for wages as opposed to the current “steps”. Currently we are supposed to be using evaluations to determine wage increases for employees, however, this is not being done and every year staff received an automatic raise to their next “step”. The new policy will allow raises to be given based on employee’s performance evaluations. This year no one received a raise, only a 1% COLA increase.

Darrell Edwards stated this will give him the opportunity to adjust the salaries of new hires based on their qualifications.

George Aichel stated he did not agree with the language in the first two pages. He does not like the word “establish” and would like it changed. He says he feels this allows the Executive Director to do what he desires instead of having Board input. He would like to see the word “establish” be replaced by the word “recommend” in sections 1.2, 1.3 and 1.4.3.

George Aichel made a motion to accept the Performance Management System policy with the above changes made. Paul Buchanan seconded the motion. Motion carried.

Pay Increase for Chris Austin:

Darrell Edwards is recommending a pay increase for Chris Austin in the amount of \$4,000 per year. Darrell stated that Chris is currently performing the job duties of two people

Paul Buchanan made a motion to increase Chris Austin’s pay by \$4,000 per year. George Aichel seconded the motion. Motion carried.

Implementation of PALS Screening Tool:

The PALS (Phonological Awareness Literacy Screening) screening tool measures preschoolers developing knowledge of important literacy fundamentals and offers guidance to children’s specific needs. Wise County Schools are currently using this tool in conjunction with High Scope and our adoption of this tool will help the transition of our children into kindergarten.

Paul Buchanan made a motion to accept the implementation of the PALS Screening Tool. Jim O’Quinn seconded the motion. Motion carried.

Written Plans and the ERSEA Policy:

The Written Plans are revised every year. The ERSEA Policy is our policy for enrollment and recruitment. Copies were given to all Board members.

Ed Hutchinson made a motion to adopt the written plans as revised and the ERSEA Policy. Jim O’Quinn seconded the motion. Motion carried.

Contract with the Weldon Cooper Center:

Darrell Edwards is proposing to contract with the Weldon Cooper Center for development of our Community Assessment. This will be of no cost to our program. They will be in contact with the Board and Policy Council members for this assessment.

Paul Buchanan made a motion to contract with the Weldon Cooper Center to develop Kids Central's Community Assessment. Charles Hay seconded the motion. Motion carried.

Crisis Management Plan

This plan is required by the Department of Social Services for licensing of our centers. This is a plan for our program to follow in the event of a crisis or emergency. Each center will modify the plan for their needs. Each center will have a sister center where staff and children will be taken in the event of an evacuation from their center. Centers will be equipped with an emergency bag with equipment and a portable file with children's information so the Teacher can take it when they leave the center.

Jim O'Quinn made a motion to adopt the Crisis Management Plan. Charles Hay seconded the motion. Motion carried.

Risk Management Plan:

The Risk Management Plan is a tool to help staff identify and properly manage risks. This includes classroom areas, playgrounds and field trips.

George Aichel made a motion to adopt the Risk Management Plan. Paul Buchanan seconded the motion. Motion carried.

Employee Handbook:

Kids Central contracted with SESCO to compile an employee handbook. This handbook will not substitute for the current policies and procedures manual but is offered to all employees as a condensed version of the policies and procedures manual. Each employee has received a copy of this handbook and all new hires will receive a copy during orientation.

Ed Hutchinson made a motion to adopt the Kids Central Employee Handbook. Charles Hay seconded the motion. Motion carried.

Position Descriptions:

The current position descriptions have been revised to show correct titles and supervisors and to include a section called "Summary of Physical, Sensory and Environmental Requirements" for each position.

George Aichel made a motion to approve the revisions to the position descriptions. Paul Buchanan seconded the motion. Motion carried.

Organization Chart:

The organizational chart has been revised to reflect changes taking place within the agency. George Aichel asked Darrell Edwards if he was comfortable with these changes. Darrell responded he was.

George Aichel made a motion to accept the revised Organizational Chart. Jim O'Quinn seconded the motion. Motion carried.

2005 – 2006 Operations Calendars:

These calendars show the operating schedule of Head Start and Early Head Start for the 2005 – 2006 school year. Staff pay agreements are based on these calendars.

Charles Hay made a motion to adopt the 2005 – 2006 Operations Calendars. Paul Buchanan seconded the motion. Motion carried.

Proposal to rename the Coeburn I center to the Nita Bond center:

Nita Bond is the Cook at the Coeburn I center. For her birthday in September, Darrell Edwards would like to rename the Coeburn I center to the Nita Bond center to acknowledge her many years of service with our agency.

George Aichel made a motion to rename the Coeburn I center to the Nita Bond center. Jim O'Quinn seconded the motion. Motion carried.

New Hires:

The following people have recently been hired by Kids Central:

Kim Addison – Educational Services Director

Jonathan Yates – Bus Monitor for Clintwood and Longs Fork

David Hampton – Bus Monitor for Dogwood Terrace and Monte Vista

Loretta Yates – Bus Monitor for Clinchco

Travis Mullins – Bus Driver for Dogwood Terrace and Monte Vista

Ray Harvey – Recently transferred from Maintenance to Mechanic

Tamala Sykes – Assistant at Pound

Robyn Jones – Assistant at Appalachia I

Janice Fields – Substitute

Pam Gardner – Recently transferred from Bus Monitor to Substitute

George Aichel made a motion to accept the above new hires. Paul Buchanan seconded the motion. The motion carried.

Donald Baker stated he would like to comment about the recent article in the newspapers regarding Kids Central. He said it was nice to have positive press for a change. This is a good thing. The program still has issues, but it seems we are going down the right road. He stated that he would like Joe Mistretta to give his opinions.

Joe Mistretta stated that he appreciated us sending him the articles. He stated that at this meeting the Board members have asked more questions than any of the last ten meetings he has attended. As for the enrollment issue, he stated we must come to a conclusion today or tomorrow. He asked Heather Strong how business was conducted at the Policy Council meeting if they did not have enough members for a quorum. She stated that the executive committee went into session and discussed the information given. All actions would wait until the next meeting.

Enrollment figures given to the Board were incorrect. As of today, enrollment is only 381. We must be able to identify the numbers that we can and will serve. We stand to lose \$340,000 to \$500,000 in budget cuts due to cuts in enrollment. The organizational structure may need to be changed to the the funding cuts.

Joe asked about the closing of the Clinchco center. Darrell informed Joe that we were temporarily set up in the Haysi Center.

Darrell stated that in June he proposed 401 as our enrollment. He feels this is easily attainable. We currently have 445 accepted applications but not all 445 are enrolled. With 381 enrolled and 19 current applications, this would make 400. Joe responded that our final enrollment would be less than 445.

George Aichel made a motion to commend the staff for all the hard work they have done in putting together all the policies. Paul Buchanan seconded the motion. Motion carried.

Closed Session:

Charles Hay made a motion that the Board convene in closed session to discuss appropriate disciplinary actions pursuant to the personnel exemption as authorized by Section 2.2-3711(A)(1) of the FOIA. Members of the Senior Staff were invited to stay. Paul Buchanan seconded the motion. The Board voted unanimously to go into closed session.

Certification of Closed Meeting:

This body, The Board of Directors of Kids Central Incorporated, certifies that to the best of each member's knowledge, that only public matters lawfully exempted from FOIA and identified in the motion by which the closed session was convened were discussed, heard, and/or considered.

Vote: Ayes: Aichel, Baker, Buchanan, Hay, Hutchinson, Strong and O'Quinn

Nays: None

The next Board of Directors meeting will be held September 20, 2005 at 11:00 a.m. at the Kids Central Administration Office.

Paul Buchanan made a motion to adjourn the meeting. Ed Hutchinson seconded the motion. Motion carried. The meeting adjourned at 12:36 p.m.

Edward Hutchinson, Sr.

Secretary