

Kids Central Incorporated Board of Directors Meeting February 20, 2007

The Board of Directors of Kids Central Incorporated met on February 20, 2007 at the Kids Central Administration office. Donald Baker, Chairperson, called the meeting to order at 11:00 a.m.

Board Members present: Teresa Adkins, Donald Baker, Charles Hay, Edward Hutchinson, Jim O'Quinn, Shirley Rogers, Shannon Scott, Rick Sutherland, Carl Mullins, Jason French, and David Belcher

Staff present: Darrell Edwards, Lisa Barton, Leslie Graves, Tammy Mullins, and Sandra Harvey

Minutes:

The minutes of the last meeting were presented to the Board members. With no corrections or further discussion, **Jim O'Quinn made a motion to approve the minutes of the last meeting. Charles Hay seconded the motion. Motion carried.**

Finance Report:

Lisa Barton gave the Board members a copy of the financial statements. As of January, we have spent 60% of our Head Start funds and 54% of our Early Head Start funds. Our biggest expense in the near future is the State Unemployment Tax. This will be due in April.

As of today, we have \$608,000 of the \$821,000 in-kind contributions we need by May 31. We are in very good shape with our in-kind this year.

Policy Council Report:

Jason French stated that because January's meeting was a joint Board and Policy Council meeting, there would be no report this month.

OLD BUSINESS:

- Appalachia II Center. The Appalachia II Center has moved into the Appalachia I building. Darrell Edwards stated that this move is complete and the parents are very happy.

NEW BUSINESS:

- Inclement Weather Policy. Darrell Edwards stated that at the last meeting, an inclement weather policy was presented and approved. However, that policy was not feasible to our operations. We have revised the policy and the part-year centers will now follow the county school systems for delays, closings and early dismissals. The full-year centers and Administration Staff will continue to operate on a normal schedule. **Shirley Rogers made a motion to accept the new Inclement Weather Policy. Rick Sutherland seconded the motion. Motion carried.**

- New Hires. Darrell Edwards reported that Kids Central has recently hired the following:

Jasmine Calhoun – Bus Monitor at Clinchco
Sabrina Mullins – Bus Monitor at Longs Fork and Clintwood
Anita Freeman – Janitor

Jim O'Quinn made a motion to accept the above listed new hires. Shirley Rogers seconded the motion. Motion carried.

- S.W.O.T. We are getting ready to send in our refunding application. A survey was conducted from Staff, members of the Board of Directors and Policy Council regarding Kids Central's strengths and weaknesses. Communications seemed to be a common response from everyone. As big of an agency as we are, there are bound to be some type of communication problems. We hope to have fixed some of this problem by installing high-speed cable internet in all of our classrooms.

We will use the results from this S.W.O.T survey to set and help obtain our goals and objectives. Our goals and objectives is a part of our application package.

- Budget Presentation. Lisa Barton stated that a budget meeting was held on February 6th and all members of the Board of Directors and Policy Council were invited. Our budget has been cut in the past and this year we will be level funded. There are not many changes from last year's budget.

We should have \$32,816 Head Start and \$9,453 Early Head Start funds left. The senior staff would like to use this money to give staff raises. Staff has not had a raise in three years. Teachers will be given up to a 6% raise and support staff will be given up to 3%. Jim O'Quinn asked if this money will be divided equally among all staff. Since we have gone from a step pay scale to a merit pay scale, pay increase will be tied to staff evaluations. Jim asked if this meant that some staff would not receive a raise, or would not receive the entire 3-6%. Lisa stated that based on their evaluations, not all staff will receive a raise, nor will everyone receive the entire 3 or 6%.

Shirley Rogers made a motion to approve the budget for the 2007 – 2008 fiscal year. Teresa Adkins seconded the motion. Motion carried.

- TA Plan. Brandy Black-Thacker visited our program to work on our training plan. Our goals and objective were used to create this plan. Our funding has not increased for training, which includes the two week in-service in August.

Shannon Scott made a motion to approve the Training Plan for the 2007 – 2008 fiscal year. Shirley Rogers seconded the motion. Motion carried.

- Appreciation Awards. Darrell Edwards stated that he would like to have an awards program to show recognition to members of our staff, Board and Policy Council. He would like to name the award for the Board members the Donald Baker Leadership Award. Mr. Baker stated it was an honor for him as he has always wanted to work with programs for children.

Jim O'Quinn made a motion to approve the criteria for the Donald Baker Leadership Award. Charles Hay seconded the motion. Motion carried.

- Serve-U. We currently use HSFIS for our information database. HSFIS is a server based program which uses a hard drive to save information. It is a free program but does not include technical support. It is not very user friendly and does not have an automatic back up. Serve-U is a web based program which saves the data on a web server. We are able to restrict the usage and allow as many users as needed. We would have the ability to add photos of the children and parents to their files. It backs up automatically and would be available for parents to view their children's progress. There is an on-line demonstration which takes approximately forty-five minutes. The initial cost is \$1500 and a monthly fee of \$250. A technical support contract is included for five years. We would receive in-kind of \$1500 and \$250 per month.

Jason French made a motion to discontinue the use of HSFIS and begin the use of Serve-U. Teresa Adkins seconded the motion. Motion carried.

- Self-Assessment. The Head Start Performance Standards mandates self-assessments be conducted by Head Start agencies. The self-assessment tool is a two hundred thirty-four page document. Our self-assessment is conducted by staff and members of the Board of Directors and Policy Council. The information gathered is combined into a report which is used in our refunding application. We would like to continue using the self-assessment tool but also include the 2007 PRISM Instrument. The use of both instruments was suggested by Brandy Black Thacker.

- Program Calendar. Darrell Edwards gave the Board members copies of the program calendars for 2007 – 2008 for Early Head Start and Head Start.

Carl Mullins made a motion to accept the 2007 – 2008 program calendars for Early Head Start and Head Start. Shannon Scott seconded the motion. Motion carried.

- Organization Chart. Darrell Edwards gave the Board members copies of the new organization chart.

Shannon Scott made a motion to accept the new organization chart. Shirley Rogers seconded the motion. Motion carried.

OPEN COMMENTS:

Darrell Edwards stated that he wants to thank the Board for placing the trust and support that the members have in our staff. We have a good working team and we like to keep the Board included in everything that happens in our program.

NEXT MEETING:

The next Board of Directors meeting will be held March 20, 2007 at 11:00 a.m. at the Kids Central Administration office.

With no further business, **Charles Hay made a motion to adjourn the meeting. Jim O’Quinn seconded the motion.**

The meeting adjourned at 12:00 p.m.

Edward Hutchinson, Secretary

Sandra Harvey, Recording Secretary