

Kids Central Incorporated Board of Directors Meeting September 16, 2008

The Board of Directors of Kids Central Incorporated met on September 16, 2008 at Kids Central's Administration Office in Esserville. Jason French, Vice-Chairperson, called the meeting to order at 11:00 a.m.

Board Members present: George Aichel, Teresa Adkins, Donald Baker, Nancy Bailey, David Belcher, Jason French, Charles Hay, Edward Hutchinson, Sister Bernie Kenny, and Shirley Rogers

Staff present: Darrell Edwards, Lisa Barton, Kim Austin, Chris Austin, and Sandra Harvey

Others present: Earl Carter

Minutes

Sister Bernie Kenny presented the minutes from the August 2008 meeting. With a correction to delete the wrong footnote date and the bottom of the pages, **George Aichel made a motion to approve the minutes of the last meeting. Edward Hutchinson seconded the motion. Motion carried.**

** (At this time, Teresa Adkins arrived and Jason French turned the meeting over to her).

Finance Report

Lisa Barton reported that we are still in the process of trying to purchase the new bus. We requested that the Regional Office allow us to roll funds marked for this purchase in last year's budget to this year's budget. We have been told that we would have to reapply. We have reapplied and mailed the request to the Regional Office approximately a week ago. We hope to hear a decision within a couple weeks.

Lisa gave Board members copies of the financial statements. She stated that we have spent approximately 12% of our Head Start and 21% of our Early Head Start funds.

To this day, we have received 13% of our required in-kind for this year.

Changes to Policies and Procedures

- Employee Incentive Policy. Lisa presented the Board members with a change to the Employee Incentive Policy. She states that to be fair to all employees, the policy should be changed to reflect that employees eligible for the incentive must be employed for one year from November through October.
- Early Head Start Lead Caregiver Job Description. The Early Head Start Lead Teacher will now be called Early Head Start Lead Caregiver.
- Bus Driver Job Description. The Supervisor of Bus Drivers has been changed from the Family and Community Partnerships Director to the Teacher.

- Early Head Start Caregiver Job Description. The Early Head Start Classroom Assistant will now be called Early Head Start Caregiver.
- Early Head Start Caregiver/Driver Job Description. The Early Head Start Classroom Assistant/Driver will now be called Early Head Start Caregiver/Driver.
- Substitute Job Description. The Part-Year Substitute will now be called Substitute.
- Bus Monitor Job Description. The Supervisor of Bus Monitors has been changed from the Family and Community Partnerships Director to the Teacher.
- Table of Contents. This section table of contents has been updated to reflect changes of the above job descriptions.
- Section 500 Table of Contents. This section table of contents has been updated to reflect changes of the above job descriptions.
- Pay scale (pages 227:4 – 227:6). This section table of contents has been updated to reflect changes of the above job descriptions.

Shirley Rogers made a motion to approve the above changes. Edward Hutchinson seconded the motion. Motion carried.

Policy Council Report

Jason French reported that the Policy Council did not have a quorum for their September.

OLD BUSINESS

- Risk Management Team Leaders. Darrell Edwards stated he will discuss the Risk Management Team and announce the leaders at next month's meeting.
- Written Plans. Written Plans were given to Board members last month for their review. This serves as our operational plan for service to clients. **Edward Hutchinson made a motion to accept the Written Plans. Donald Baker seconded the motion. Motion carried.**

NEW BUSINESS

- Board Representative to the Policy Council. The Board of Directors needs to elect a Representative to attend the Policy Council meetings and report to the Board. Edward Hutchinson has served as the Board Representative to the Policy Council for several years and Darrell Edwards asked if he would be willing to perform the duties one more year. Mr. Hutchinson accepted.

Shirley Rogers made a motion for Edward Hutchinson to continue serving as the Board Representative to the Policy Council. Jason French seconded the motion. Motion carried.

- Goals and Objectives, Long Range Plan and By-Laws. Members received copies of Kids Central's Goals and Objectives, Long Range Plan and By-laws to review. Darrell stated he would asked for approval of these documents at next months meeting.
- Board Member Committees. Committees and members will be announced next month and presented for approval.
- Annual Report. Kids Central's first published Annual Report has been distributed to members of the Board. An Annual Report is now required by Head Start Agencies by the Head Start Act. Darrell has sent a copy to the Regional Office, the Virginia Head Start Association, our Program Special, and local community business leaders.

George Aichel made a motion to approve the Annual Report. He also wanted to thank the staff for doing a great job on the report. Shirley Rogers seconded the motion. Motion carried.

NEW HIRES

Chris Austin stated the following have been hired by Kids Central:

- o Michael Mullins Garage Helper
- o Mindy McConnell Substitute

Jason French made a motion to approve the above listed new hires. Sister Bernie Kenny seconded the motion. Motion carried.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Shirley Rogers stated that the staff is doing a fantastic job.

Darrell Edwards stated that we are ready for our review. We are a model for every Head Start Agency in Virginia. We would not be able be in the position we are now without the strong Board we have running this agency.

Edward Hutchinson stated he would like to give everyone a pat on the back for the work that is done.

ADJOURNMENT

Shirley Rogers made a motion to adjourn. The meeting adjourned at 11:45 a.m.

Sister Bernie Kenny
Secretary

Sandra Harvey
Recording Secretary

**New Hires to be submitted for approval
At October's meeting**

- Angela Branham..... Teacher at Nora
- Loretta McKinney Bus Monitor at Nora
- Susan Brummitt Bus Monitor at Hawthorne and Ramsey
- Brenda Newcomb Bus Monitor at Dogwood
- Amanda Crabtree Classroom Assistant at Wise
- Carla Mullins Classroom Assistant at Wise
- Deborah Booher Classroom Assistant at Clintwood I and II
- Pamela Ritchie Substitute
- Sasha Dotson Substitute
- Kristy Dickenson..... Classroom Assistant at St. Paul
- Pamela Skeen Classroom Assistant at Appalachia I
- Maliene Britton..... Bus Monitor at Clintwood I and II