

Kids Central Incorporated Board of Directors Meeting February 21, 2012

The Board of Directors of Kids Central Incorporated met February 21, 2012 at Kids Central's Administration Office. Teresa Adkins, Chairperson, called the meeting to order at 11:10 a.m.

Board Members present: Teresa Adkins, Karen Davis, Ronald Kendrick, Will Sturgill, and Edward Hutchinson

PC Liaison to the Board: Cassandra Cline

Staff present: Darrell Edwards, Christy Fleming, Terry Gentry, Lindsey Sturgill, Terry Gentry, Tammy Mullins, Lisa Bentley, Paula Bates, Mary Collins, and Sandra Harvey

Minutes:

Teresa Adkins presented the minutes of the last Board meeting (January 2012) in the absence of the Secretary. With no comments or corrections, **Edward Hutchinson made a motion to accept the minutes as presented. Ronald Kendrick seconded the motion. Motion carried.**

Finance Report

Christy Fleming presented the Board members with a copy of the financial statements ending January 31. She reports that she drew down \$279,150, of which \$151,000 was operating expenses, and \$127,000 was payroll. She will have the in-kind report at next month's meeting.

We are 67% into our fiscal year, and on target for where we should be at this time of year.

Edward Hutchinson made a motion to accept and file the financial report. Ronald Kendrick seconded the motion. Motion carried.

OLD BUSINESS

There was no old business to discuss at today's meeting.

NEW BUSINESS

- Presentation of the 2012-2013 Budget. Christy Fleming, Comptroller, presented Board members with a copy of the proposed 2012-2013 budget that was presented to those present at the budget workshop held on February 8, 2012. She explained the changes from last year's budget to this year's budget which included an increase in salaries due to the additional positions added during our management organization structure change. Gas and food prices are continually on the rise, however, with the food, our USDA reimbursements have not increased. On fuel, we do receive a small break on the cost by being reimbursed the fuel tax on the gas we purchase.

Christy noted that the ARRA funds we received last year have been incorporated into our regular funds this year. These funds are in the amount of \$111,000. We have received a slight increase in training funds for the upcoming year.

Christy reported that Lisa Barton, the previous Kids Central Comptroller, came and worked with her to ensure Christy knew what needed to be done and what needed to be included in the grant application.

After a question and answer session, **Ronald Kendrick made a motion to approve the 2012-2013 budget as presented and to submit the grant application to the Regional Office prior to March 1, 2012. . Ed Hutchinson seconded the motion. Motion carried.**

- Head Virginia Start Conference. This year's Virginia Head Start Conference will be held in Leesburg, VA March 27th – 29th. There will be nine (9) attending the conference from Kids Central, seven (7) staff members and two (2) members of the Policy Council.
- Personnel Actions. Sandra Harvey reported the following personal actions:
 - Crystal SwineyNew Hire – Bus Monitor at Nita Bond and Coeburn II
 - Natalie JonesTransfer to Classroom Teacher from EHS Home Visitor
 - Emily McMorrowNew Hire - Full-year Substitute
 - Heather OrangePromote from Bus Monitor to part-year Substitute
 - Natasha PhillipsNew Hire – Bus Monitor at Appalachia 2 and Monte Vista
 - Brittany HamiltonNew Hire – EHS Home Visitor
 - Teresa ElkinsTermination of employment
 - Misty HillPromote from Classroom Teacher to Education Supervisor
 - Thomas McConnell.....Termination of employment

Ronald Kendrick made a motion to approve the above listed personnel actions. Edward Hutchinson seconded the motion. Motion carried.

MONTHLY UPDATES

- Enrollment/Attendance. Lisa Bentley reported that we continue to be fully enrolled and have a waiting list. Our attendance for January was 77.51%.
- Family Involvement. Lindsey Sturgill reported that ten (10) of our centers had family day participation of 50% or better, and nine (9) centers had participation of 70% or better. We will only have one more family day for this year.

The year-end blast is scheduled for April 20th at Bullitt Park in Big Stone Gap from 10 am – 2 pm. Lindsey is asking for ideas for activities for the children. We will have community booths like last year and we have the following scheduled to appear:

- Park Rangers
- Fire safety with Sparky the Dog
- Smokey the Bear
- Kasey the Kangaroo

Kasey's Academy will host a trip to the Knoxville Zoo on April 13th. Information will be sent to the parents regarding registering for this trip.

Lindsey is currently working on details of another family night. Parents have asked for this to be scheduled on a Friday night as not to disrupt bedtime scheduled for the children during the school week. As soon as she has a date and the details, she will let parents know.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Ronald Kendrick asked a question regarding the procedure for bus drivers when dropping a child off in the afternoon and the parent is not home. Darrell explained that the child is to be taken back to the center and the Teacher must try to contact the parents.

Ronald Kendrick also commented that he conducted CPR training for Dickenson County school bus drivers and they showed drivers a video of situations that could occur on buses such as hijackings. The video explained what should be done in these situations. He informed Darrell Edwards that if he can get a copy of the video, he would share it with us for training for our bus drivers.

Darrell commented that everything is going well with Kids Central and he has the best staff in any Head Start program. We also have a great Board of Directors and Policy Council, and together it makes this program run efficiently. He would like every member of the Board to recruit one person to join the Board of Directors. If they would give the contact information for the person to Darrell, he will follow up on the recruiting.

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be held on March 20, 2012 at 11:00 a.m. at the Kids Central Administration building.

ADJOURNMENT

With no further business, **Karen Davis made a motion to adjourn the meeting. Ed Hutchinson seconded the motion. Motion carried.**

The meeting adjourned at 11:40 a.m.

Shirley Rogers
Board of Directors Secretary

Sandra Harvey
Recording Secretary