

# Kids Central Incorporated Board of Directors Meeting January 17, 2012

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The Board of Directors of Kids Central Incorporated met January 17, 2012 at Kids Central's Administration Office. Teresa Adkins, Chairperson, called the meeting to order at 11:05 a.m.

Board Members present: Teresa Adkins, Shirley Rogers, Harry Childress, David Belcher, and Edward Hutchinson

PC Liaison to the Board: Cassandra Cline

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

## Minutes:

Shirley Rogers presented the minutes of the last Board meeting (December 2011). Sandra Harvey commented that a correction was made to the minutes to show Teresa Adkins and Fred Luntsford present at December 2011's meeting. **Harry Childress made a motion to accept the minutes with the above correction. Dave Belcher seconded the motion. Motion carried.**

## Finance Report

Christy Fleming presented the Board members with a copy of the financial statements. She reports that she drew down \$318,000, of which \$193,000 was operating expenses, and \$125,000 was payroll. We have received 95% of our required Head Start in-kind, and 70% of our required Early Head Start in-kind.

Christy reported that she is currently working on the budget for fiscal year 2012-2013 and will need to conduct a budget workshop with the Board and Policy Council very soon. She will schedule the meeting and contact the Board and Policy Council Members with the date and times.

**Shirley Rogers made a motion to accept and file the financial report. Ed Hutchinson seconded the motion. Motion carried.**

## OLD BUSINESS

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

## NEW BUSINESS

- Annual Report. Darrell Edwards distributed copies of the annual report. He reported that the only item that was not addressed was the school readiness goals, and he will add that information. **Shirley Rogers made a motion to accept the annual report. Ed Hutchinson seconded the motion. Motion carried.**

- Proposal to Add Additional Staff. Darrell reported that we have received the approval letter for the management restructure. We now need to add some positions to our current staff. We are in need of a part-time Substitute for Appalachia, a Maintenance Worker to deliver food and work with the maintenance men and the mechanic, an Education Supervisor, and a Disabilities Coordinator. Darrell distributed the cost of these positions for the remainder of this year and the continual cost thereafter. **Ed Hutchinson made a motion to approve these positions as well of the hiring thereof. Shirley Rogers seconded the motion. Motion carried.**
- School Readiness Goals. Tammy Mullins distributed the School Readiness Goals. She explained that Head Start and Virginia Early Learning Blocks Standards need to be in alignment. These goals will be for Early Head Start as well as Head Start. Progress will be monitored and reported to the Board members. School Readiness is a key topic in Head Start, and Teacher qualifications tie into these goals. **Dave Belcher made a motion to approve the School Readiness Goals. Shirley Rogers seconded the motion. Motion carried.**
- Personnel Actions. Sandra Harvey reported the following personal actions:
  - Crystal Swiney – Bus Monitor for Coeburn II and Nita Bond Centers
  - Natalie Jones – Transfer from EHS Home Visitor to Esserville Classroom Teacher
  - Emily McMorrow – Full Year Substitute
  - Heather Orange – Promote from Bus Monitor to Part-Year Substitute
  - Janet Sturgill – Administrative Aide

**Ed Hutchinson made a motion to approve the above listed personnel actions. David Belcher seconded the motion. Motion carried.**

#### MONTHLY UPDATES

- Enrollment/Attendance. Lisa Bentley reported that we are fully enrolled and have a waiting list. Our attendance for December was 80.99%, compared to 60% in December 2010. The goal for attendance is to have at least 85%. **Harry Childress made a motion to accept the enrollment/attendance report. Shirley Rogers seconded the motion. Motion carried.**
- Family Involvement. Lindsey Sturgill reported that family involvement is great. In December, eleven (11) of our centers had family day attendance of over 50%. The incentive for December was a free book for each family through Scholastic. Lindsey is receiving a huge increase in feedback and suggestions from parents. The next Kasey's Academy trip will be in the spring, and it's time to begin planning the year-end blast.

#### FOR THE GOOD OF KIDS CENTRAL/COMMENTS

We are anticipating our review at any time. Board members will be contacted by the review team for interview sessions.

#### NEXT MEETING

The next meeting of the Kids Central Board of Directors will be held on February 21, 2012 at 11:00 a.m. at the Kids Central Administration building.

ADJOURNMENT

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

The meeting adjourned at 11:35 a.m.

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Shirley Rogers  
Board of Directors Secretary

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Sandra Harvey  
Recording Secretary