

Kids Central Incorporated Board of Directors Meeting February 18, 2014

The Board of Directors of Kids Central, Incorporated, met Tuesday, February 18, 2014, at Kids Central's Administration Office. Will Sturgill, President, called the meeting to order at 11:05 a.m. after determining a quorum was present.

Board Members present: Thomas Williams, Bill Dotson, Karen Davis, Will Sturgill, Shirley Rogers, and Fred Luntsford

Staff present: Darrell Edwards, Valerie Lee, Terry Gentry, Lisa Bentley, Tammy Mullins, Christy Fleming, Paula Bates, and Lindsey Sturgill

Introduction of Human Resources Specialist:

Darrell Edwards, Executive Director, introduced Valerie Lee; the new Human Resource Specialist hired on 02/10/2014, and welcomed her to the board meeting. Ms. Lee spoke of her experience and stated that she was glad to be with KCI and to serve our children and families and our staff.

Minutes:

Thomas Williams presented the minutes of the last Board meeting from January 28, 2014.

Motion by Thomas Williams to accept the minutes as presented.

Motion seconded by Fred Luntsford.

Motion carried by unanimous vote.

Finance Report

Christy Fleming presented the financial statements ending January 31, 2014. She reported that in January \$271,500 was withdrawn from the grant. As of this date, 75% of the grant had been utilized. Although we are only through 67% of the fiscal year, Ms. Fleming reported no concerns. All checks had been written for January, and she passed around for review the credit card statements. Ms. Fleming presented the Wal-Mart, Food City and Lowes statements as required for the Board to see credit card purchases on a monthly basis. No further discussion was needed on the financial report.

Motion by Thomas Williams to accept the financial report as written and presented.

Motion seconded by Shirley Rogers.

Motion carried by unanimous vote.

MONTHLY UPDATES

▪ **Education Services:** Tammy Mullins, Assistant Director for Education Services, reported that almost all classrooms had completed home visits except for the Hawthorne Center as they have a new teacher. She has begun staffing at this time. Mr. Sturgill asked if all the snow days had been made up. Ms. Mullins verified that these days had been added in the part-year calendar.

▪ **Children & Family Services:** Terry Gentry, Assistant Director for Children and Family Services, asked for the board members present to review the Community Assessment dated 01/23/2014. The assessment covers a description of service area regarding demographics, population served, community strengths and community challenges. Ms. Gentry would formally present the Assessment later in the meeting and would answer questions then. Ms. Gentry announced that Healthy Cooking Classes were planned and that Individualized Education Plan meetings were being attended by KCI staff to keep up with mandated requirements.

▪ **Nutrition:** In Junior Rose’s absence, Lisa Bentley, Family Services Manager, presented the Nutrition Services report for January 2014.

Visits to Kaseyville	Children from 4 full-year classrooms, 11 part-year classrooms, 12 home-base classrooms
Home Base Lunch	Children-23, Adults-33
Adults/Classrooms	854
Breakfasts	1,722
A.M. Snacks	783
Lunches	3,177
P. M. Snacks	3,080
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 11 part-year classrooms, 12 home-base classrooms
Total Attendance	3,209

▪ **Enrollment and Attendance:** Lisa Bentley, Family Services Manager, presented the enrollment and attendance report for January 2014. Kids Central is at 100% capacity with a January attendance rate of 75.19%. Weather and illnesses reduced the attendance rate from December’s rate of 84%. But, Ms. Bentley pointed out that our annual year-to-date average was still at 85%.

▪ **Family Engagement:** Lindsey Sturgill Family Engagement Specialist, made a very positive report in that:

1. Family day attendance remained good.
 - a. Mental health awareness month curriculum was utilized during family days.

- b. One Family Day remained to be conducted in March.
2. End of Year Blast is scheduled for April 17, 2014 from 10:00 a.m. – 2:00 p.m. at Bullitt Park in Big Stone Gap.
3. Cooking classes start on March 13, 2014, from 6:00 – 8:00 p.m. with the topic including building a healthy lunch and snack.
4. Kasey Academy has a field trip scheduled for March 21, 2014, to the Knoxville Zoo.
5. March 24-28, 2014, are the dates for the scholastic book fair.
 - a. Includes a BOGO free
 - b. All teachers get a \$50 credit with the ability to take home \$100 in books back to their centers.
 - c. Scholastic book fliers are distributed to children for them to take home. Books in these fliers are available at a reduced price. So many books are purchased that during Family Day activities, one book is given to a participating family free of charge.
 - d. All centers received a case of books valued from \$200-\$300.
 - e. The amount of books Kids Central has had to purchase is approximately 20% of normal due to the amount of donations we have received.

- **Health Services:** In Becky Bolling's absence, Terry Gentry gave the Health report to the attending board members. Heights and weights were completed in February. The dental makeup date in January had good attendance. Physicals with lab work were being reviewed before children advancing to Kindergarten next year move up to this grade level.

OLD BUSINESS

Consolidation Project: Darrell Edwards, Executive Director, gave an update on the consolidation project. Last month, the Board voted to close Hawthorne and Ramsey centers bringing these groups to the home campus in Esserville. The administrative staff from the building next door began moving to the main Administration Office. All Administrative Staff will be under one roof, when complete. The building will be recertified to adjust for heavier occupancy loads. The center next to the Administrative Office where the children will be moving is in the process of renovation. The budget guidelines for the consolidation project are in line. The time period for the project to be completed is readiness for the next school year, but the target is June 2014. To cover all the contingencies of this project we included in the revised budget all actions needed to make this project a success.

NEW BUSINESS

2014-2015 Budget: Christy Fleming, Comptroller, presented the budget outline for fiscal year beginning June 1, 2014. She reported we are adding back five of the original 14 days cut from the budget last year in our budget request for 2014-2015. We have been advised that our funding will change for fiscal 2014-2015 back to the 2012-2013 levels and is expected to bring back the \$200,000 that was originally taken through sequestration action. If funds are restored we will add all service days cut as well as all other measures used to balance the fiscal 2012-2013 budget with sequestration cuts. Ms. Fleming stated that we will reinstitute all areas that were cut including: incentives, gas for buses and equipment and supplies. She will be putting together the budget over the next two weeks. This year's budget proposal will mirror last year's; although, the narrative will change and some of the line items will change as we add service days back to the operations budget.

Ms. Fleming stated that a cost-of-living-adjustment is expected to be included in the budget revision for 2014-2015 however our funding letter has not been amended yet. We also have full expectations that this budget presented today will be a first presentation as we expect we will receive another funding letter adding back to our budget the \$200,000 cut to meet sequestration goals. Our budget is due in Philadelphia prior to March 1, 2014. We anticipate receiving another funding letter sometime in late March or early April. Kids Central's fiscal budget year is June 1 through May 31.

Motion by Shirley Rogers to complete the budget the same as last year's budget but adding back the five days originally cut to the calendar.

Motion seconded by Thomas Williams.

Motion carried by unanimous vote.

Community Assessment 2014: Terry Gentry, Assistant Director for Children and Family Services, presented the Community Assessment for 2014 compiled by the University of Virginia's College at Wise, Jefferson Institute headed by Travis Perry. Ms. Gentry reported that the Community Assessment is a major piece of our planning process and helps set the course for our Long Range Plan and the development of our Goals and Objectives.

Ms. Gentry explained some of the material contained in the report and the effects such changes may have on Kids Central. We will be taking a pro-active stance on moving classrooms, consolidating classrooms, changes to service hours, bus routes and many more areas based on the information gathered by completing the Community Assessment.

After discussion by the Board Ms. Gentry requested the Community Assessment be adopted as presented.

Motion by Shirley Rogers to accept the Community Assessment report as presented.

Motion seconded by Karen Davis.

Motion carried by unanimous decision.

Education Outcomes Report: Tammy Mullins, Assistant Director for Education Services distributed the child Assessment Data Outcomes for Period 2. This data is collected four times per year. This report is the second collection of data. Ms. Mullins reported that although the data shows a big transition in babies, the data is skewed due to the school year calendar that was utilized, which created a dip in the data. All areas increased. The results are very positive. Board member Bill Dotson asked if the report needed to be distributed to anyone else other than the Board. If so, the dip in data needs to be explained on the report. Ms. Mullins responded that the report is used to track the development of our enrolled children and the information is used in reports and projects with full explanations for any changes or anomalies.

Personnel Actions: Tammy Mullins, Assistant Director for Education Services, presented a request to approve personnel actions taken place during the past month.

1. Hire Melissa Engle as Classroom Assistant/Cook/Housekeeper
2. Hire Caitlin Boatright as Substitute
3. Hire Valerie Lee as Human Resources Specialist
4. Move Darlene Robinson from part-time to full-time
5. Move Sabrina Powers to Hawthorne Center as the Teacher
6. Move Angie Fee to the position of Lead Caregiver
7. Accept the resignation of Brandon Scott Moore

Christy Fleming, Comptroller, presented a letter from Darrell Edwards, Executive Director, written on behalf of two employees requesting an increase in their wage rates. These employees, Charlie Morgan (supervisor) and Randy Mullins would receive wage increases to \$13.00/hour and \$11.07/hour, respectively, which would be made immediately and would not affect the expected COLA increase to be awarded sometime in June.

Motion by Thomas Williams to approve the personnel actions and wage rate increases as requested.

Motion seconded by Shirley Rogers.

Motion carried by unanimous decision.

FOR THE GOOD OF KIDS CENTRAL, INC.

Darrell Edwards led a discussion on bringing back a merit-based pay scale system. He explained that the educational staffing had become a revolving door pointing out our need to be more competitive regarding pay scales. The need for credentialed staff and comparable wages would decrease turnover. A system to manage staff with merit increases needed to be created. In 2005, a merit based pay system was in place (up to a 3% increase) with exit interviews utilized. Kids Central needed to be more proactive in recognizing employees. A discussion was followed by the Board of Directors instructing Mr. Edwards to explore and report on a system of merit pay that would benefit our company and our employees.

Karen Davis, Board Member, reported that Smart Beginnings is scheduled for Saturday, March 22, 2014. At this conference, there will be good presentations on early childhood education. This conference will be conducted at Mountain Empire Community College's Goodloe Center. Darrell Edwards, Executive Director, reported that Kids Central will cover staff fees for those who wished to attend.

NEXT MEETING

The next meeting of the Kids Central, Inc., Board of Directors will be held on Tuesday March 18, 2014, at 11:00 a.m. at the Corporate Office in Norton, Virginia.

ADJOURNMENT

With no further business, Shirley Rogers made the motion to adjourn the meeting.

Motion seconded by Thomas Williams.

Motion carried by unanimous decision.

The meeting adjourned at 12:10 p.m.

Thomas Williams
Board of Directors Secretary

Valerie Lee
Recording Secretary