

Kids Central Incorporated Policy Council Meeting November 12, 2008

The Policy Council of Kids Central Incorporated met on November 12, 2008 at the Kids Central Administration office. Bethany Renfro called the meeting to order at 11:00 a.m. Bethany asked that all cell phones be turned off or put on vibrate.

Present: Debbie Hill, Fred Luntsford, Lisa Eichelberger, Jonah Gorman, Bethany Renfro, Thomas Williams, Sabrina Mullins, Adam Thompson, Jessica Gilliam, Kenneth Rose, Rachael Smith, Dee Strouth, Samantha Hamm, Lisa Cantrell, Amanda Cooper, Colleen Cantrell, Melissa Bateman, Tammy Belcher, and Ed Hutchinson

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

Tammy Belcher stated her child has moved from Homebase to Monte Vista and she would like to continue serving on the Policy Council but Monte Vista has a Representative and an Alternate. Darrell Edwards explained that she can serve as a Community Representative. At this time, Tammy Belcher has been moved to a Community Representative serving the Policy Council.

Seating of New Members

Two new members (Debra Hill, representing Appalachia II, and Sabrina Mullins, an Alternate representing Esserville) are present at today's meeting. **Kennith Rose made a motion to accept Debra Hill and Sabrina Mullins as members of the Policy Council. Dee Strouth seconded the motion. Motion carried.**

Policy Council Governance Training

Darrell Edwards conducted Governance Training for Policy Council members. A copy of the Governance Manual was given to all Policy Council members for their reference. He explained that the Policy Council meetings are open meetings and everyone is invited to attend.

The following was discussed:

- Confidentiality of the Policy Council and its members
- Kids Central operation with the Community, Board of Directors, Policy Council and Staff
- Income guidelines
- History of Head Start
- Enrollment
- Make-up of the Policy Council
- Policy Council Executive Committee
- Policy Council Committees
- Responsibility of the Policy Council to accept or not accept items brought before them. The Policy Council no longer approves or disapproves
- The Policy Council Parent Activity Fund is based on \$15 per child
- The 4 C's of the Policy Council: Collaborate, Cooperate, Coordinate and Communicate

The following Roles and Responsibilities of the Policy Council were discussed:

- The Policy Council is a link to Committees, the Community, and Public and Private Organizations
- Assists Parent Committees in planning, coordinating and organizing activities with parents with assistance from the Staff
- Assists with recruiting volunteer services from Parents, Community Residents and Community Organizations
- Help parents understand rights, responsibilities and opportunities in Head Start and encourage parents to participate
- Review, Accept and/or Recommend:
 - o Funding Application
 - o Procedures in shared decision making
 - o Program planning
 - o Philosophy, Long and Short Range Goals
 - o Enrollment and Recruitment
 - o Self-Assessment
 - o Policies and Procedures Manual
 - o Hiring or termination of personnel
- The Policy Council must have
 - o Trust
 - o Honesty
 - o Support
 - o Code of Ethics
 - o Confidentiality
 - o Communication
- Conducting a Policy Council meeting includes
 - o An agenda prepared in advance
 - o Announcement of the meeting sent in advance
 - o Start and End the meeting on time
 - o Avoid unnecessary lengthy meeting
 - o Call meeting to order
 - o Review minutes from previous meeting
 - o Staff Reports
 - o Old or unfinished business
 - o New business
 - o Announcement
 - o Adjourn

Agenda

The Agenda for the meeting was reviewed by the Policy Council members. **Lisa Eichelberger made a motion to accept the Agenda. Jonah Gorman seconded the motion. Motion carried.**

Minutes

The minutes from the previous meeting were given to members for review. A correction on page 1, first paragraph, second sentence is as follows: Delete entire second sentence "Due to a lack of a quorum present, Jason French called an informal meeting to order at 11:00 a.m." Replace with "Darrell Edwards called the meeting to order at 11:00 a.m." **Dee Strouth made a motion to accept the minutes with the correction listed above. Kenneth Rose seconded the motion. Motion carried.**

Board Report

The Board of Directors takes action on the same items as the Policy Council. Anything that is off the agenda at the Board of Directors meeting will be reported to the Policy Council at their next meeting.

Finance Report

Lisa Barton gave the financial statements to the Policy Council members and explained the statements. She explained our budget and stated that we are five (5) months into our fiscal year, which runs June thru May. Twenty-five percent (25%) of our budget must be matched with in-kind. We have spent approximately 32% of our budget to date.

Lisa gave copies of the Financial Policies and Procedures Manual and explained that this document was for the Policy Council member's review and she will need to ask for acceptance of this manual at the next meeting.

The Treasurer of the Policy Council is not present today. Lisa explained that the Policy Council receives \$15.00 per child to spend on travel, babysitting, etc. This money is in the Policy Council's checking account. Beginning September, the Policy Council account started with \$0, received two (2) deposits totaling \$1758.83 and paid out \$490.72 for an ending balance as of October 31st of \$1268.11.

Education Report

Kim Austin reported that Teachers are now sending Scholastic book order forms home with the children. This gives parents the opportunity to purchase books for their children if they would like. Purchasing of these books is completely optional for the parents.

Kim encourages parents to eat Thanksgiving dinner with their children at the centers. The centers will be conducting a "Donuts with Dad" day. This is a chance for Fathers to spend time with their children in the center.

Every year Kids Central takes children to the movies. We are currently looking for a good children's movie. Anyone with a suggestion for a good children's movie is encouraged to let their Teacher or Kim know.

Nutrition Report

Mary Collins gave menus and handouts to the members.

Transportation Report

Chris Austin stated we have finally received our new bus. It is a 28-passenger bus.

Chris gave members an enrollment breakdown sheet for all the centers. This tells the number of slots we have, actual enrollment of each center, number of over income, number of disability children, and how many children we have on a waiting list. An updated version will now be given to members every month.

New Hires

Chris presented the following new hires to the Policy Council for acceptance:

- o Michael Mullins Garage Helper
- o Janice Fields Transfer from EHS Lead Caregiver to EHS Home Visitor

- o Brittney Crabtree This employee was not approved when first hired. She was only employed a few days before she quit. Because she quit prior to the PC meeting, she was overlooked for the acceptance of the Policy Council
- o Delena Bentley This employee was not brought to the Policy Council for approval when first hired.

Jonah Gorman made a motion to accept the above listed new hires and personnel changes. Lisa Eichelberger seconded the motion. Motion carried.

Old Business

Last month, Darrell gave the Policy Council members the Family Plan, Bridge Agreement, Policy Council By-Laws and the Impasse Agreement for review. He is now asking for acceptance of these documents.

Kennith Rose made a motion to accept the Family Plan, Bridge Agreement, Policy Council By-Laws, and the Impasse Agreement. Dee Strouth seconded the motion. Motion carried.

New Business

Bethany Renfro, Chairperson of the Policy Council stated that the members needed to nominate a person for Secretary. Kenneth Rose nominated Dee Strouth. **Fred Luntsford made a motion to cease nominations for Secretary. Lisa Eichelberger seconded the motion. Motion carried.** With no further nominations, Dee Strouth was named Secretary.

Comments

A inquiry was made regarding vandalism at some of our centers, especially Coeburn II. It was asked if a security system could be purchased to help deter vandals. Darrell Edwards stated that we have ordered security cameras and signs. The police have been informed and are going to watch the property. It is not adults that are vandalizing our property, it is neighborhood children.

Next Meeting

The next Policy Council meeting will be a joint meeting with the Board of Directors and will be held Tuesday, December 9, 2008 at 6:00 p.m. at the Wise Baptist Church in Wise.

The next Executive meeting will be held Tuesday, November 18, 2008 at 11:00 at the Kids Central Administration Office.

With no further business, **Kennith Rose made a motion to adjourn the meeting. Dee Strouth seconded the motion. Motion carried.** The meeting adjourned at 12:23 p.m.

Dee Strouth, Secretary

Sandra Harvey, Recording Secretary