

Kids Central Incorporated Policy Council Meeting April 2, 2008

The Policy Council of Kids Central Incorporated met on April 2, 2008 at the Kids Central Administration office. Jason French called the meeting to order at 11:00 a.m.

Present: Jason French, Mary Cox, Cindy Hamblin, Adam Thompson, Kim Thompson, Kenneth Rose, Charlotte Mullins, Melissa Robinson, Edward Hutchinson, Becky Whited, Joan McFall, Lora Meade, Melissa Bateman and Amanda Coleman

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

MINUTES

The minutes of March's meeting were accepted as written.

OPEN COMMENTS

A member asked if children other than those enrolled in Kids Central were allowed to attend the end of the year celebration at the Dickenson County Fairgrounds if they are with an adult who is volunteering to help at the event. Darrell Edwards stated they were allowed but Kim Austin added that the Teacher needs to know so they have an accurate count for food.

REPORTS

- **Board of Director's Report**

Jason French gave the Board of Directors report to the Policy Council members.

- **Director's Report**

Darrell stated this is a busy time of year for staff. We are winding down one year and preparing for the start of another. He asked the Policy Council members continue to attend the meetings even if their children are beginning kindergarten in the fall. Our meetings continue year round and the new Policy Council does not begin until October.

- **Education Report**

Kim Austin reported that this year's end of the year celebration will be held at the Kiwanis Park at the Dickenson County Fairgrounds on May 16th. All centers will attend this event. Parents are urged to volunteer to help their centers.

- Transportation Report

Chris Austin reported that some of our buses are being used for more than one bus route. We are currently looking into changing existing routes for the upcoming school year.

- Finance Report

Lisa gave the Policy Council members copies of financial statements. As of the end of March, we have spent 74% Head Start funds and 77% Early Head Start funds.

Last month we requested approval by the Regional Office to purchase a bus. They have requested more information to support this request but have verbally given the approval for the purchase.

- Nutrition Report

Mary Collins gave members copies of handouts and menus for April.

POLICY COUNCIL FINANCE REPORT

Kim Thompson stated that the beginning balance in the Policy Council account was \$1,114.28 with expenditures in the amount of \$97.20, leaving an ending balance of \$1,017.08

NEW BUSINESS

- Personnel Policies and Procedures Manual

Darrell Edwards reported that it had been a long time since the Personnel Policies and Procedures Manual had been updated. The new version is very user friendly. A lot of verbiage has been deleted but the overall purpose and intent is clear. Copies have been given to the Policy Council members and at next month's meeting, we will ask for approval. The new manual, pending approval, will be effective June 1st.

Lisa announced that one change will be made to the manual. Due to minimum wage increasing on July 24th, our pay scale will need to be updated to show this increase. Starting pay in Grade 1 will change from \$6.09 to \$6.55. We will make this change to the pay scale to be effective June 1st with the manual due to the fact that it will not affect any personnel currently in this grade until staff return in the fall.

We are also working with SESCO Management, a Human Resource Consulting Firm, to ensure our policy manual is written correctly and that we have all information needed. They have a copy of our manual and is currently reviewing it.

- Nita Bond Center

Chris Austin gave Policy Council members a copy of a proposal to change the Nita Bond Center from a full-year center to a part-year center due to the fact that the center is struggling for enrollment. The Nita Bond center is only for working parents or parents attending school. Kids Central feels the center could be better utilized by parents if it were to become a part-year center.

In turn, it has been proposed for the Wise center to become a full-year center. Wise have been fully enrolled all year and with the center being open during the summer, we hope to strengthen relationships with the college.

Charlotte Mullins made a motion to change the Nita Bond center to a part-year center and make Wise center a full-year beginning September 1, 2008. Kim Thompson seconded the motion. Motion carried.

- New Hires:

Chris Austin reported that the following people have been hired by Kids Central:

- o Bridgette Helton – Part-Year Substitute
- o Megan Mullins – Bus Monitor at Clinchco to replace employee on a leave of absence

Kennith Rose made a motion to accept the above listed new hires. Sara Taylor seconded the motion. Motion carried.

- Policy Council Bank Account

Lisa Barton stated that last month, the Board and Policy Council approved to change Kids Central's current bank accounts to New Peoples Bank due to lower bank charges and better rates of Certificates of Deposits. She is now requesting to change the Policy Council account from Bank of American, because of bank service charges, to New Peoples Bank.

Melissa Robinson made a motion to move the Policy Council account to New Peoples Bank. Becky Whited seconded the motion. Motion carried.

NEXT MEETING

The next meeting of the Policy Council will be May 14, 2008 at 11:00 a.m. at the Administration Office.

The next executive meeting will be held Tuesday, April 29, 2008 at 11:00 a.m. at the Administration Office.

With no further business or discussion, **Charlotte Mullins made a motion to adjourn. Kennith Rose seconded the motion. Motion carried.**

Meeting adjourned at 11:30 a.m.

Gaynell Deaton, Secretary

Sandra Harvey, Recording Secretary