

# Kids Central Incorporated Policy Council Meeting March 11, 2009

The Policy Council of Kids Central Incorporated met on March 11, 2009 at the Kids Central Administration office. Bethany Renfro called the meeting to order at 11:05 a.m.

Present: Dee Strouth, Kenneth Rose, Bethany Renfro, Thomas Williams, Lisa Cantrell, Jody Taylor, Deanna Dingus, Jessica Dingus, Tammy Belcher, Melissa Bateman, Adam Thompson and Debbie Hill

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

## **AGENDA**

The agenda was reviewed and **Dee Strouth made a motion to approve the agenda as presented. Melissa Bateman seconded the motion. Motion carried.**

## **MINUTES**

The minutes of February's meeting were presented. With no corrections or additions, **Tammy Belcher made a motion to accept the minutes as written. Kenneth Rose seconded the motion. Motion carried.**

## **BOARD REPORT**

Fred Luntsford, Policy Council Representative to the Board of Directors, was not present to give the Board Report.

## **DIRECTOR'S REPORT**

Darrell Edwards reported that the federal review seemed to have gone well. The reviewers met with some of our Policy Council members and that meeting went very well. We should receive a report on the outcomes of the review in approximately sixty days.

Darrell announced that the end of the year bash will be held May 15<sup>th</sup> at the Dickenson County Fairgrounds. This year's event will have a carnival theme. This event is for every child and family in our program.

## **STAFF REPORTS**

**Finance:** Lisa Barton gave copies of the financial statements to the Policy Council. She states that we are nine (9) months into our fiscal year and have spent approximately 65% of our Head Start funds and 68% of our Early Head Start funds. We have received approximately 82% of our required in-kind for the year.

Our grant application has been filed with the Regional Office.

Education: Kim Austin reported that we have been working on transitioning our children who will be attending Kindergarten next year. Scheduled have been made for the children to visit the elementary schools. Wise County Schools are also scheduling a meeting for the parents of transitioning children. Our Teachers are planning transition activities for the children and any input parents may have will be welcomed.

We are in the process of creating the school calendar for next year. We hope to have it completed for review at next month's meeting. This year's calendar will be extended through May due to make-up days for days missed due to snow.

Transportation/Enrollment: Chris Austin gave the Policy Council members the enrollment report for February. He stated that we must maintain 360 Head Start children on roll and 44 Early Head Start children on roll. Our attendance for February was at 77.28%. Any center with attendance under 85% for the month is followed up through the Family Services department.

As of today, we are fully staffed with Bus Drivers and Bus Monitors.

Nutrition: Mary Collins gave hand-outs and menus for February. She reported that only one parent attended the nutrition meeting she held for staff and parents.

### **TREASURER REPORT FOR POLICY COUNCIL**

Due to the Policy Council Treasurer's absence, the Treasurer's report was not given.

### **OLD BUSINESS**

Policy Council Store Surveys: Bethany Renfro stated that the information she had from the surveys showed a need for the Policy Council store to be open on Wednesdays and Fridays from 11 a.m. – 1 p.m. The Policy Council will send a letter out to parents letting them know of the hours.

### **NEW BUSINESS**

Review: Darrell Edwards stated that federal reviews are held every three years. We had all documents copied and readily available for the reviewers. We were prepared and feel the review went well.

Personnel Policies and Procedures Manual Policy #101 and The Accounting Policies and Procedures Manual pages 23 and 47: During the review, we were informed that a paragraph that is listed on the Standards of Conduct form that all employees sign when first hired was not listed on the Standards of Conduct Policy. We were told that it would be best if we added that paragraph to our policy so the policy read the same as the form. The last paragraph was added to the Standards of Conduct Policy.

On Page 23 of the Accounting Policies and Procedures Manual, a sentence was added to state that the Executive Director approves and initials all journal entries before posting. On page 47, a sentence was added to reflect that our signature stamps are kept in a safe locked area at all times. These are clarification items recommended by the Review Team.

**Kennith Rose made a motion to approve the addition of the last paragraph on Policy #101 (Standards of Conduct) and the addition of the sentence "The Executive Director will**

**approve and initial all journal entries before posting” on page 23, and the addition of the sentence “The signature stamps will be kept in a safe locked area controlled by the signatory” on page 47. Melissa Bateman seconded the motion. Motion carried.**

New Hires: Chris Austin reported the following new hires:

- Vickie Stapleton – Classroom Assistant at Esserville
- Carla Weatherbee – Bus Monitor at Hawthorne and Ramsey

**Dee Strouth made a motion to approve the above listed new hires and transfers. Deanna Dingus seconded the motion. Motion carried.**

Tour of Children’s Clothes Closet: The clothes closet has been moved downstairs for easier access. It is open to everyone. Anyone may take clothes or bring clothes if they would like.

#### COMMENTS

No comments at today’s meeting.

#### NEXT MEETING

The next Policy Council meeting will be held April 8, 2009 at 11:00 a.m. at the Administration Office.

The next executive meeting will be held March 24, 2009 at 11:00 a.m. at the Administration Office.

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

Meeting adjourned at 11:45 a.m.

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Dee Strouth, Secretary

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Sandra Harvey, Recording Secretary