

# Kids Central Incorporated Policy Council Meeting October 13, 2010

The Policy Council of Kids Central Incorporated met on October 13, 2010 at the Kids Central Administration office. Dee Strouth, Chairperson of the 2009 – 2010 Policy Council, called the meeting to order at 11:00 a.m.

Darrell Edwards welcomed everyone to the meeting. He stated that he is thrilled with the response regarding family days and how much our parent involvement has increased. Kasey (KCI mascot) has made more appearances in the last three months than in his entire existence.

The Parent Council is a critical part of what Kids Central does. Everything we do is brought before the Policy Council before it is ever brought to the Board's attention. If the Policy Council has a problem with something presented to them, it will not go before the Board until the problem is discussed and a solution is found. We have 437 children enrolled in Kids Central, 360 Head Start children and 77 Early Head Start children. The Policy Council members do not just represent the center their child attends, they represent the entire organization.

It is necessary to have a certain number of members at a meeting in order to conduct business. The amount needed for a quorum is 25% of the active members. This means that it is very important for everyone to attend all the meetings if possible. If you miss a meeting, you cannot inform your center staff and parents of what took place at the meeting.

In November, the meeting will consist of Governance training. This training is very important for all Policy Council members. We will discuss the roles and responsibilities of the Policy Council. This organization has an open door policy. Parents can call anytime to express concerns or to ask questions.

The Policy Council meeting is a place to express concerns, submit ideas, or ask questions about the Kids Central program as a whole. It is not a place to bring center problems that should be handled through the proper channels. One of the main problems concerning our program is our transportation department. Many of our buses are over 20 years old. We are in the process of trying to get funds to purchase new buses.

## **Roll Call**

Darrell Edwards took the roll for today's meeting.

Present: Laura Gollaway, Deanna Dingus, Victoria Allen, Michelle Collins, Christina Edwards, Melinda Huffman, April Harvey, Patricia Neece, Thurman Mullins, Jessica Mullins, Renee Miller, Sue Coleman, Charlotte Owens, Michelle Robinson, Melissa Baker, Jennifer Perrigan, Tabitha Harvey, Dellia King, Alechia Mullins, Samantha Thorpe, Dee Strouth, Thomas Williams, and Edward Hutchinson.

Staff present: Darrell Edwards, Kim Austin, Mary Collins, Lindsey Sturgill, and Sandra Harvey

**Seating of New Policy Council:** Darrell Edwards read the Oath of the Policy Council members to those present. All the above listed members affirmed their oath. The members of the 2010 – 2011 Policy Council are now seated.

Darrell informed the members of how business is conducted within Kids Central. The meeting packets are sent to members one week prior to the monthly meeting. The packets contain minutes from the previous meeting and any necessary documentation that needs to be reviewed prior to the meeting. The Executive Committee (consisting of the Officers of the Policy Council), meets the last Tuesday of each month at Kids Central's Administration Office at 10:00 a.m.

During the summer months, it is hard to have good attendance. Even though the children are out of school for the summer, the Policy Council continues to meet monthly. Member's terms do not expire until the end of September. It is important for the meetings to continue in the summer due to the fact that this is the time new business is presented to the Policy Council and Board for the upcoming school year. It takes 25% of members to be presented in order for the Policy Council to conduct business. In a case where action is needed and a quorum is not present, the Executive Committee can act, but the motion is not valid until presented to the Policy Council.

**Nominations and Seating of Policy Council Officers:** Darrell discussed the Officers' roles of the Policy Council (Chairperson, Vice-Chairperson, Treasurer, and Secretary). He then asked the Policy Council for nominations for the following:

- Chairperson: Laura Gollaway and Dee Strouth were nominated for Chairperson.
  - o Laura Gollaway: states she is involved in her child's education; she will address concerns brought to her attention; and she is able to conduct meetings. She is new to this process but would like a chance.
  - o Dee Strouth: She has been on the Policy Council for two years. Last year she was a community representative, which she feels gave her the opportunity to focus on Kids Central has a whole rather than just the center her daughter attended. She has worked closely with Darrell Edwards and other staff members. This is her last year on the Policy Council.

**The nominees were asked to leave the room while voting took place. With all Policy Council members voting, Dee Strouth won the office Chairperson.**

- Vice Chairperson: Laura Gollaway and Thomas Williams were nominated for Vice-Chairperson.
  - o Thomas Williams states this is his last year on the Policy Council. He has had a child and grandchildren in the program. He was a center representative during his first year on the Policy Council and a center representative last year. He feels he has plenty of experience. He received the volunteer award last year.
  - o Laura Gollaway – states she is a housewife and has the time to give to the Policy Council. She is very open minded and will take concerns seriously. She believes that family and children come first.

**The nominees were asked to leave the room while voting took place. With all Policy Council members voting, Thomas Williams won the office of Vice Chairperson.**

- Treasurer: Deanna Dingus was nominated for Treasurer.
  - o Deanna Dingus held the office of Treasurer during last year's Policy Council.

**With no other nominees, the members unanimously voted Deanna Dingus as Treasurer.**

- Secretary: Sue Coleman, April Harvey and Laura Gollaway were nominated for Secretary.
  - o Sue Coleman states this is her second year on the Policy Council and she has not missed any meetings. She understands that attendance is crucial for an effective Policy Council.
  - o April Harvey states this is also her second year on the Policy Council. She would like the opportunity to be the Secretary.
  - o Laura Gollaway states she is willing to do what is necessary for the position. She has the time to give to the Policy Council and attending the meetings would not be a problem for her.

**The nominees were asked to leave the room while voting took place. With all Policy Council members voting, Laura Gollaway won the office of Secretary.**

Darrell read the Oath of the Policy Council Officers. The above listed members affirmed their oath.

At this time, Dee Strouth, Chairperson presided over the meeting. She asked that the new members complete the application forms and hand them in.

### **AGENDA**

The agenda for today's meeting was presented for approval. With no comments, changes or corrections, **April Harvey made a motion to approve the agenda for today's meeting. Liz Merritt seconded the motion. Motion carried.**

### **MINUTES**

The minutes of the previous meeting (September 8, 2010) were presented. Without any comments or corrections, **Deanna Dingus made a motion to accept the minutes as written. April Harvey seconded the motion. Motion carried.**

### **DIRECTOR'S REPORT**

Darrell Edwards stated that this year's Policy Council has great potential. This will be a great school year. We have not had this much parent involvement in previous years. In September, we held movie night. Expecting around 300 people, we were astonished to learn that over 700 attended. At the year-end bash held in May, we had over 900 people attend. Parents are becoming very involved in their children's education and it's great.

### **STAFF REPORTS**

Finance Report. Lisa Barton, Comptroller, gave members copies of the financial statements ending September 30<sup>th</sup>. She reports on the finance statements and explained what the financial statements consist of. She stated that the Policy Council acts on the budget for each year and we need the approval of the Policy Council and the Board of Directors prior to submitting the refunding application to the Regional Office. Our fiscal year runs from June 1 – May 31. Through the end of September, we have spent 20% of our Head Start funds.

In-kind are matching contributions we are responsible for. We must match twenty-five cents for every dollar we receive. It is very important that everyone completes a volunteer timesheet and document any volunteer time, such as classroom or field trips, and all Policy Council time.

We recently thought we had an opportunity for receive a \$250,000 grant through Rural Development to purchase six (6) buses. We since found out that the grant will not be that much. We then submitted information to the Regional Office for approval to get a loan to purchase the buses. We have still not heard anything from the Regional Office.

Education Report. Kim Austin reported that we are currently fully enrolled. We are serving 360 Head Start children and 76 Early Head Start children. We must stay fully enrolled every month. With some centers having enrollment issues (Coeburn II, St. Paul, and Appalachia II), it is necessary to compensate for the low attendance in these centers by placing more children in other centers. September's attendance was at 84.38%, which is very good for the start of school. We currently need thirty-six (36) more disabilities children. Ten percent (10%) of our enrollment can be over-income families.

Nutrition Report. Mary Collins, Food and Nutrition Assistant, had to leave the meeting early, but the menus and parent handouts for September were given to members.

Family Involvement Report. Lindsey Sturgill, Family Involvement Specialist introduced herself to the members and stated she has met most everyone through family days at the centers. She states that family days have become a huge success. Participation was as good in October as it was in September. Everyone loves seeing and interacting with Kasey. A parent asked about Home base having family days. Lindsey stated that Home base has their family days during their socials. To have parents involved this early in their child's education helps to get them to stay involved when they begin school.

Movie night was held in September and it was amazing. We hope to have another movie night in the spring. This month, children will be going to a corn maze. Kasey's Academy will be going to the Knoxville Zoo on October 18<sup>th</sup>.

We have set up Scholastic book orders so parents can order on-line. The books are buy one get one free. Parents can order on-line at any time and Kids Central will still receive credit for the orders.

### **FINANCE REPORT FOR POLICY COUNCIL**

Deanna Dingus reported that the balance in the Policy Council account is approximately \$1,700. The Policy Council receives \$15.00 per child. The Policy Council store is also stocked with items that are purchased from the Policy Council account.

Comments. Darrell informed the members that there is absolutely no fundraising conducted by any parents at any time. At Christmas, center staff, with the help of parents, locates sponsors for the children in that center. However, no center may have a sponsor unless it is approved by Darrell. Once a sponsor is located, information must be submitted to Darrell that includes the center name, sponsor name, address and telephone number. If the sponsor is a corporation, a contact name is required. The information submitted will be reviewed and notification of approval/disapproval will be sent to the center.

PC Business During the Past Year. Dee Strouth discussed the process of members attending the meetings and reporting a summary of the meeting to the parents in their center. It is important to keep everyone informed. Some of the items that were brought before the Policy Council last year include: change to the pay scale; Early Head Start expansion; changes in job descriptions; changes in the organizational chart; lease for the Haysi center; changes to Personnel Policies and Procedures; new hires, terminations, promotions; and approval of three new buses.

## **OLD BUSINESS**

Haysi Lease Agreement. Since December 2009, we have tried to get Stone Mountain Health Services to sign a lease agreement for the Haysi Center. We revised the lease agreement and returned it to Stone Mountain in hopes of getting it signed. Charles Hay, a member of our Board of Directors, is also a member of Stone Mountain's Board and was finally able to get Stone Mountain Health Services to sign the lease agreement. We now have a binding lease agreement for five years.

## **NEW BUSINESS**

Written Plans. Kim Austin stated that the written plans for 2010 – 2011 have been updated and are available for review on our website. She states there were minimal changes and these changes will be marked for easy viewing. The Policy Council is asked to review these documents and at next month's meeting, Kim will ask for approval.

Self Assessment. Kim Austin reported that the Self Assessment was originally planned to be given to members for review, however, it is not completed. It should be ready to give to members at next month's meeting.

Personnel Actions. Kim Austin reported that the following people have been hired by Kids Central:

- Penny Pigott – Bus Monitor (Nora)
- Amanda Shortt – Assistant (Hawthorne)
- Adena Laney – Teacher (Coeburn II)
- Bernice Guinn – Substitute
- Tanya Isbell – Assistant (Coeburn II)
- Chesney Farris – Assistant (Wise)
- 

**April Harvey made a motion to approve the above listed new hires. Melinda Huffman seconded the motion. Motion carried.**

## **COMMENTS**

Darrell explained to the Policy Council how KCI bucks work. He stressed to members that they need to check with their Teacher regarding the amounts they can earn. Members must let Teachers know time spent during Policy Council meetings in order to receive their KCI bucks.

The store will become mobile this year, visiting all centers. This will give everyone a chance to visit the store and use their bucks. The store includes items such as gifts, household items, health and beauty items, toys for children, etc. If anyone has ideas for different items for the store, please let us know.

We have a clothes closet located in the Administration Office. Everyone is welcome to visit and get clothes, shoes, etc., and you are also allowed to donate clothes, shoes, etc. Only children's sizes should be donated. The room we use is very small and there is no room for toys. If you have toys you wish to donate, you may talk to your center Teacher.

All centers are scheduled to take two (2) field trips per month. Field trip requests are sent to Kim Austin for approval. Information regarding field trips should be listed on the center pages.

## **NEXT MEETING**

The next Policy Council meeting will be held November 10, 2010 at 11:00 a.m. at the Kids Central Administration Office.

A Policy Council Executive meeting will be held on October 26, 2010 at 10:00 a.m. at the Kids Central Administration Office.

With no further business or discussion, Dee Strouth adjourned the meeting at 1:00 p.m.

---

Laura Gollaway, Secretary

---

Sandra Harvey, Recording Secretary