

Kids Central Incorporated Policy Council Meeting August 11, 2010

The Policy Council of Kids Central Incorporated met on August 11, 2010 at the Kids Central Administration office. Dee Strouth, Chairperson, called the meeting to order at 11:00 a.m. In the Secretary's absence, Dee took the roll.

Present: Deanna Dingus, Sue Coleman, Dee Strouth, Edward Hutchinson and Thomas Williams

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

AGENDA

The agenda for today's meeting was presented for approval. **Deanna Dingus made a motion to approve the agenda for today's meeting. Thomas Williams seconded the motion. Motion carried.**

MINUTES

The minutes of the previous meeting (June 15, 2010) were presented. Without any comments or corrections, **Thomas Williams made a motion to accept the minutes as written. Sue Coleman seconded the motion. Motion carried.**

DIRECTOR'S REPORT

Darrell Edwards reported staff members are working on the upcoming year. All staff will attend training at the Breaks Interstate Park on August 23rd. The children will return on September 7th. Sue Coleman asked Darrell about the Haysi center and the lease with Stone Mountain Health Services. Darrell reports that we have still not received any information from Stone Mountain regarding this issue. We first began correspondence with Stone Mountain in December 2009.

STAFF REPORTS

Finance. Lisa gave everyone a copy of the financial statements for July. We spent all of our Head Start and Early Head Start funds for the 2009 – 2010 fiscal year. The audit was conducted a couple of weeks ago and there were no findings or recommendations. We have spent 38% of the EHS ARRA funds. \$83,000 in ARRA funds must be spent by September.

In-kind is going good so far. Last year we had \$250,000 more than was required. We have changed our telephone service from Verizon to Comcast. This change will save the agency \$14,000 per year, which will be used toward the purchase of buses and the increase in employee insurance.

Education. Kim asked to defer her report for "new business".

Transportation/Enrollment. Kim Austin stated that we are still actively recruiting in Pound, St. Paul, and Nora. Darrell stated that we have accepted over 300 children and the numbers should be around 360 by the end of this week. Staff members have been recruiting door to door and we have been advertising in the local newspapers.

Nutrition. Mary Collins gave members menus and handouts for August. Dee Strouth said she was very pleased with the new menus. Mary has been working with Karen Baker from the Health Department on the menus.

FINANCE REPORT FOR POLICY COUNCIL

Deanna Dingus reported that the balance of the Policy Council account at the end of July was approximately \$500. She did not have the check register in front of her but this figure was given by the Comptroller.

OLD BUSINESS

There was no old business at today's meeting.

NEW BUSINESS

• New Hires/Promotions/Transfers. Kim Austin reported that Kids Central has hired the following staff members:

- Tiffany Sexton – Teacher at Pound
- Caraline Craft – Transfer from EHS Caregiver to Substitute
- Tom McConnell – Bus Driver at Clintwood I and II
- Gabriela Moore – Substitute
- Sherrie Herron – Teacher at Appalachia II
- Jessica Perrigan – Teacher at Hawthorne
- Nicole Dotson – Classroom Assistant at Ramsey
- Deborah Stoots – Classroom Assistant at Wise
- Kasey Cantrell – Classroom Assistant at Hawthorne
- Wendi Branham – Transfer from Classroom Assistant to Early Head Start Caregiver at Esserville Toddler II EHS
- Daniel Amos – Transfer from Classroom Assistant part-year to Classroom Assistant full-year
- Amanda Crabtree – Promoted to Classroom Teacher at Ramsey
- Tesha Stallard – Promoted from Substitute to Early Head Start Caregiver at Appalachia EHS
- Lindsey Sturgill – Transfer from Classroom Teacher to Family Involvement Specialist

Deanna Dingus made a motion to approve the above listed new hires, transfers, and promotions. Thomas Williams seconded the motion. Motion carried.

• Family Services Job Descriptions. The Family Advocate and the Family Involvement Specialist job descriptions were changed to reflect that they now report to the Assistant Director. The Family Services/MIS Representative job description was changed to reflect that this person reports to the Assistant Director, along with some changes to their duties. **Thomas Williams made the motion to approve the above changes to the Family Advocate, Family Involvement Specialist, and the Family Services/MIS Representative job descriptions. Sue Coleman seconded the motion. Motion carried.**

• Organizational Chart. Kim Austin reported that the organizational chart had been changed to show the proper organizational structure of the Family Services component. **Sue Coleman made a motion to approve the above change to the organizational chart. Deanna Dingus seconded the motion. Motion carried.**

- Pay Scale. Kim reported that because the Family Involvement Specialist position was new, it was not previously listed on the pay scale. The position was listed in Grade 8, along with the Family Advocate. **Thomas Williams made a motion to approve the above change to the pay scale.**
- Child Abuse Policy and Procedure. Darrell Edwards reported that the copy of the Child Abuse Policy and Procedure that members received is now Kids Central's official child abuse policy and procedure. **Deanna Dingus made a motion to approve the Child Abuse Policy and Procedure. Sue Coleman seconded the motion. Motion carried.**

COMMENTS

Dee Strouth asked if the cameras had been installed in any or all of the centers yet. Kim replied that that have not been installed as of today, but they are all ordered and we hope to have them installed prior to the children returning in September.

Darrell told the PC members that it is his hopes that the members at today's meeting stay with the Policy Council next year. He introduced Lindsey Sturgill to the Policy Council and she was asked by the Policy Council to attend the monthly meetings and give a staff report. Lindsey's primary function is to build activities for the children and their families. One activity she is working on now is a movie night. She has been talking with the drive-in regarding a free movie night for Head Start children and their families. The first Kasey's Academy for this year has been scheduled for the Knoxville Zoo in October.

Thomas Williams asked if the four year olds can be more focused on their handwriting. Kim stated it was normal for children to write their letters backwards through the age of 8. Head Start teaches on an individual basis. Children are assessed at the beginning of the year and at the end of the year, and usually these assessments show a huge improvement.

NEXT MEETING

The next Policy Council meeting will be held September 8, 2010 at 11:00 a.m. at the Kids Central Administration Office.

A Policy Council Executive meeting will be held August 30, 2010.

With no further business or discussion, Dee Strouth adjourned the meeting at 11:40 a.m.

Jennie Thacker, Secretary

Sandra Harvey, Recording Secretary