

Kids Central Incorporated Policy Council Meeting January 11, 2012

The Policy Council of Kids Central Incorporated met on January 11, 2012 at Kids Central's Administration office. Sue Coleman, Chairperson, called the meeting to order at 11:05 a.m.

Policy Council Secretary, Tabitha Harvey, called the roll.

Present: Cassandra Cline, Brittany Mullins, Kristen Ramey, Mike Standifur, Carolyn Mullins, Samantha Bowens, Randa Mullins, Stephanie Monge, Victoria Allen, Patricia Brock, Willie Wood, Virginia Collins, Sue Coleman, Tabitha Harvey, and Edward Hutchinson

Staff present: Darrell Edwards, Tammy Mullins, Terry Gentry, Paula Bates, Christy Fleming, Mary Collins, and Sandra Harvey

MINUTES

Tabitha Harvey presented the minutes from the last meeting (December 15, 2011). Sandra Harvey commented that there was a correction to the minutes. On the first page, under Board members present, Teresa Adkins and Fred Luntsford needed to be added. **Samantha Bowens made a motion to approve the minutes with the above correction. Cassandra Cline seconded the motion. Motion carried.**

Staff Reports

- Finance Report . Christy Fleming presented the Policy Council members with a copy of the financial statements. She reports that she drew down \$318,000, of which \$193,000 was operating expenses, and \$125,000 was payroll. We have currently spent 58% of our total grant. Darrell commented that the USDA category on the budget is not accurate because it did not reflect the reimbursement from USDA which is usually one or two months behind.

Christy also reported that we have received our three new buses. The necessary paperwork to apply for a grant from USDA Rural Development for two (2) more buses next year has been mailed. We have applied for a \$50,000 grant, and the rest of the cost will come from next year's budget so we will not need to borrow money to purchase these buses.

- Enrollment and Attendance. Terry Gentry reported that December's attendance was 80.99%. We are fully enrolled and continue to have a waiting list. We currently have 35 disabilities children in Head Start and 12 disabilities children in Early Head Start.

- Education. Tammy Mullins stated that she has been working on the School Readiness Goals. A copy was distributed to the Policy Council members and a discussion followed. Tammy asked for the new goals to be accepted by the Policy Council. **Cassandra Cline made a motion to accept the updated School Readiness Goals. Carolyn Mullins seconded the motion. Motion carried.**

- Disabilities. Terry Gentry informed the Policy Council that Kids Central is serving more disabilities children than our grant calls for and the requests are all answered by us when asked for help by the schools.

- Nutrition. Policy Council members received the Nutrition Nuggets for January and the menus for the month of January were presented. Mary Collins reported our parent participation for the months of November and December, including Thanksgiving, where we fed 535 adults and Christmas, where we fed 592 adults. Our parent participation is high because all family members are part of the family and are welcome at our centers to support the activities of our children.

- Family Involvement. In Lindsey's absence, Terry stated that eleven (11) centers had 50% or better family participation. Two (2) centers had 100% family participation. December's incentive was a free book through Scholastic. Lindsey gave out 200 coupons for free books. New ideas are needed for the Spring Kasey's Academy trip and the end of the year blast. Parents that have any suggestions should contact Lindsey.

Policy Council Financial Report

Mike Standifur reported that checks were written in December in the amount of \$520.70 and the balance in the Policy Council account is \$1455.01. He gave members a copy of the financial statement.

OLD BUSINESS

No old business to discuss at today's meeting.

NEW BUSINESS

- Addition of Staff to Kids Central. Darrell reported that as a result of the staff restructure, we needed to hire additional staff to fill positions previously left vacant. We are in need of a part-time Substitute for the Appalachia Center; Maintenance Worker to work the food service and delivery along with helping the Mechanic and Maintenance; Education Supervisor; and a part time Disabilities Coordinator. The estimated amounts for these positions have been given to the Policy Council and will be incorporated into the budget for 2012 – 2013. **Victoria Allen made a motion to approve the additional staff positions. Carolyn Mullins seconded the motion. Motion carried.**

- Personnel Actions. Sandra Harvey presented the Policy Council with the following personnel actions:

- Janet Sturgill – Administrative Aide

Randa Mullins made a motion to accept the above listed personnel action. Patricia Brock seconded the motion. Motion carried.

COMMENTS

Three parents had some center based questions and concerns and they were all addressed by our Executive Director. Darrell stated that what seems like problems have not been brought to the attention of the proper staff members for remedy. No parent has to wait until the Policy Council meeting to express needs or concerns.

The next meeting of the Policy Council will be on Wednesday, February 8, 2012 at 11:00 a.m. at Kids Central's Administration Office.

An executive committee meeting will be held on January 31, 2012 at 10:00 a.m. at Kids Central's Administration Office.

With no further business, the meeting adjourned at 11:50 a.m.

Tabitha Harvey, Policy Council Secretary

Sandra Harvey, Recording Secretary