

# Kids Central Incorporated Policy Council Meeting November 14, 2012

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The Policy Council of Kids Central Incorporated met on November 14, 2012 at Kids Central's Administration office. Mike Standifur, Chairperson, called the meeting to order at 11:00 a.m.

Samantha Bowens, Secretary, called the roll.

Present: Cassandra Cline, Brittany Green, Nakeisha Dooley, Carolyn Mullins, Samantha Bowens, Tina Edwards, Vicki DeVaughn, Carolyn Underwood Fannon, Irene Underwood, Whitney Smith, Patricia Brock, Willie Wood, Tisha Adams, Lisa Meade, Gwen Chisenhall, Randy Chisenhall, Heather Ingle, Jessica Tompkins, Jamie Branham, Donna Mellon, Ariana Hamilton, Tokai Mullins, and Mike Standifur

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

## Seating of New Members

The following people were nominated to represent their centers on the 2012-2013 Policy Council: Cassandra Cline, Brittany Green, Nakeisha Dooley, Vicki DeVaughn, Carolyn Underwood Fannon, Irene Underwood, Lisa Meade, Randy Chisenhall, Heather Ingle, Heather Ingle, Jessica Tompkins, Jamie Branham, Donna Mellon, Ariana Hamilton, and Tokai Mullins. The Policy Council welcomed the nominees to the meeting and **Carolyn Mullins made a motion to accept the above listed nominees to the 2012-2013 Policy Council. Willie Wood seconded the motion. Motion carried.**

## Minutes

The minutes of the previous meeting (October 2012) were presented. With no comments or corrections, **Cassandra Cline made a motion to approve the minutes. Tina Edwards seconded the motion. Motion carried.**

## Staff Reports

- Finance Report. Christy Fleming presented the financial report. She gave copies of financial statements for October to the Policy Council members. She reports that for October, we drew down \$362,500 of which \$276,000 was accounts payable and \$136,500 was payroll. We have spent 32% of our budget through October and we are approximately 42% into our fiscal year.

Christy informed the Policy Council about the increase in our worker's compensation premium. She reported that we are trying to get another quote that will hopefully not have us on signed risk status.

The employee incentive will be paid next week. This incentive was 3% of the employee's yearly salary.

Darrell stated that in January, the Professional Development Committee will be developed by Christy. A budget workshop will be scheduled and it is very important that everyone that can attend do so.

- Enrollment and Attendance. Lisa Bentley reported that we are fully enrolled and we have an active waiting list. Our attendance for October was 80.65%. We are currently looking into ways that we can boost our attendance rates.

- Education. Tammy Mullins presented the Policy Council with the fall child outcome results. 83% of our Head Start children are at their benchmarks, and 58% of our Early Head Start children are at their benchmarks.

PALS testing is conducted on children who turn four (4) by September 30<sup>th</sup>. We screen four (4) year olds four (4) times per year and three (3) year olds three (3) times per year (part-year centers). Tammy should have another set of results in March.

- Disabilities. Terry Gentry stated that the number of our disability children continues to grow. She has been attending IEP meetings. Any parents that have any disability concerns are urged to contact Terry.

- Nutrition. Mary Collins gave nutrition handouts for November to the Policy Council members. She reports that this month 14 centers visited Kaseyville with three (3) having lunch. Homebase has had three (3) socials in October and sixty-five (65) field trips have been taken. We have served 2,877 breakfasts, 1,414 a.m. snacks, 4,540 lunches, 4,275 p.m. snacks, and 1,584 parents. Darrell explained that we do not receive reimbursements for meals served to adults.

- Family Involvement. Lindsey Sturgill was not able to attend today's meeting due to family days, however Terry Gentry reported that family portrait night went very well. We had sixty-five (65) families at the Wise location, and twenty-five (25) at the Clintwood location. The photographers donated their time for this event.

Terry also announced that a stress management class would be held immediately following the Policy Council meeting for anyone who would like to attend.

- Health. Stephanie Purvis reported that 262 hearing and vision screenings, along with 210 dental screenings have been conducted so far this year. Stephanie discussed contagious illnesses and stated that if children are sick, they should be kept home and typically children cannot return to school until they are feverless (without the aid of medication) for twenty-four (24) hours. This is to help stop the spread of contagious illnesses. It is very important that staff disinfect the classrooms to control the spread of germs.

The Wise County Health Department will be administering flu vaccines to the staff this week. Stephanie will inform staff of the date and time.

#### Policy Council Financial Report

Carolyn Mullins reported that the balance in the Policy Council account as of today is \$2036.86. \$180.28 was paid out for mileage.

Old Business

- Policy Council Handbook. The Policy Council Handbook is to be placed in the Policy Council Resource book given to members during October's meeting. Members are urged to go to Kids Central's website for Policy Council information such as minutes, member roster, etc.

New Business

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

- Sabrina Powers            Promoted from Classroom Assistant to the Lead Caregiver in Esserville EHS
- Ashley Bolling           Promoted from Substitute to Classroom Assistant at Dogwood
- Cynthia Shields         Transferred from Classroom Assistant to Early Head Start Caregiver at Appalachia
- Kimberly Gilliam        Termination of Employment

**Carolyn Mullins made a motion to approve the above listed personnel actions. Brittany Green seconded the motion. Motion carried.**

Comments/Discussions. No comments or discussion at today's meeting.

The next meeting of the Policy Council will be held along with the Board of Directors on Wednesday, December 12, 2012 beginning at 11:00 a.m. at Celebrate, 521 E Front Street, Coeburn, VA.

An Executive Committee meeting will not be held in December due to the holidays.

With no further business, the meeting adjourned at 11:45 a.m.

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Samantha Bowens, Policy Council Secretary

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Sandra Harvey, Recording Secretary