

Kids Central Incorporated Policy Council Meeting February 13, 2013

The Policy Council of Kids Central Incorporated met on February 13, 2013 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, Samantha Bowens, Vicki DeVaughn, Willie Wood, Gwen Chisenhall, Randy Chisenhall, Donna Mellon, Ariana Hamilton, and Mike Standifur

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

Minutes

The minutes of the previous meeting (January 2013) were presented. With no comments or corrections, **Willie Wood made a motion to approve the minutes. Ariana Hamilton seconded the motion. Motion carried.**

Staff Reports

- Finance Report. Christy Fleming presented the financial statements for December 2012. She reports that the financials will be one month behind due to the short time frame from receipt of the bank statements to the date of the Policy Council meetings. We drew down \$362,500 of which \$227,000 was for accounts payable and \$135,500 was for payroll. We are now into our 7th month (58%) of our fiscal year.

- Enrollment and Attendance. Lisa Bentley reported that we are fully enrolled and we have an active waiting list. Our attendance for January was down due to snow and illnesses. We soon begin recruiting for the upcoming school year.

- Education. Tammy Mullins presented an updated part-year program calendar with changes made due to days missed because of weather and a change to an in-service day in April. **Cassandra Cline made a motion to approve the updated program calendar. Willie Wood seconded the motion. Motion carried.**

Tammy presented the School Readiness Update Report. This report shows what level our children are developmentally. 58% of our Head Start children are now meeting their benchmarks, as is 76% of our Early Head Start children. Physical development is a strong area with Head Start children, and Self-help and Physical development are strong areas in Early Head Start.

- Disabilities. Terry Gentry stated that she was attending IEP meetings along with Lindsey Sturgill. We are currently meeting our 10% disabilities enrollment requirement.

- Nutrition. Mary Collins presented handouts to the Policy Council for the month of February and reported the following nutrition information for the month of January:

▪ Visits to Kaseyville	12 (4 lunches)
▪ Home Base Socials	1 (32 lunches and 55 adult lunches)
▪ Breakfast served in January	2,300
▪ A.M. Snack served in January	1,118
▪ Lunch served in January	3,614
▪ P.M. Snack served in January	3,449
▪ Adult lunches served in January	1,052
▪ Field Trips	44

- Family Involvement. In Lindsey Sturgill's absence, Terry Gentry reported that family days are going great. The Kasey's Academy trip to Knoxville Zoo will be on April 5th. Brochures will be sent home to the parents by the end of the week. The end-year blast will be held April 22nd at Bullitt Park in Big Stone Gap.

- Health. Stephanie Purvis reported she and Jennifer are concentrating on growth and development. They are documenting weights and measures of children. As of now, there are no major illnesses to report in the community.

Policy Council Financial Report

- In the absence of the Treasurer, Darrell Edwards reports the balance in the Policy Council account is \$1,751.00 Darrell urged everyone to make sure they sign their mileage reimbursement forms. Failure to sign will delay payment. **Cassandra Cline made a motion to accept the Policy Council financial report as presented. Willie Wood seconded the motion. Motion carried.**

Old Business

- 2013-2014 Grant Application and Budget. Christy Fleming, KCI Comptroller, reported that the budget workshop meeting for the Board of Directors and the Policy Council was held on January 22nd. She presented the proposed budget for 2013-2014. She stated she reviewed the figures on the current budget to analyze the categories that will need more/less funds. The amount we will receive for the 2013-2014 fiscal year will be the same as what we received this fiscal year 2012-2013, no increase or decrease. Christy explained the categories and budget amounts and reasons for any changes. The floor was open for comments or questions and Christy answered all inquiries. No changes were made to the budget as presented. Christy stated that we needed the Policy Council to adopt the budget as presented and she asked for a vote. **Arian Hamilton made a motion to accept the budget as presented and to give the Policy Chairperson Mike Standifur the approval to review and sign the narrative for the grant application. Cassandra Cline seconded the motion. Motion carried.**

New Business

- Annual Report. Darrell presented the 2011-2012 Annual Report to the members of the Policy Council. We mailed 163 annual reports to people in our community including the local school boards for all three of our LEA's, Board of Supervisors members in both counties, the

City Council members of Norton, prominent members of the business community, public agencies, KCI partners, and others associated with our organization.

- Moving the Pound Center. We have located a building for the Pound Center. The building is on Main Street in the town of Pound, on Business 23, adjacent to Rite Aid Pharmacy. This location is very visible to the public. We have signed the lease, which is for five (5) years and is renewable for another five (5) years. Rent is \$350 per month plus water/sewer and garbage pickup. Mike Standifur stated he would help with the labor and encouraged everyone on the Policy Council to volunteer to help prepare the building for occupancy. The facility is now in the control of KCI and we have until our classes begin in September to move the current center to the new site.

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

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| ➤ Jasmine Deel | Promoted to Bus Driver/Assistant at Clinchco |
| ➤ Debra Stanley | Transferred to Classroom Assistant at Clintwood |
| ➤ Shelia Baker | Promoted to EHS Home Visitor |
| ➤ Kitauna Maggard | Hired as a Part-Year Substitute |
| ➤ Carolyn Collins | Hired as an Classroom Assistant/Cook/Housekeeper |
| ➤ Stacie Mullins | Hired as an Classroom Assistant/Cook/Housekeeper |
| ➤ Melissa Taylor | Hired as a Bus Monitor at Clinchco |

Willie Wood made a motion to approve the above listed personnel actions. Ariana Hamilton seconded the motion. Motion carried.

Budget/EIC Workshop. Representatives from H & R Block will be presenting a workshop on budgeting, finance and tax topics today at noon. Everyone is encouraged to stay after the Policy Council meeting and attend this workshop.

Comments/Discussions.

Darrell presented a 2012 Head Start fact sheet showing the potential cuts to Head Start due to sequestration. Kids Central does not want to lose any children, services or staff members. We hope that these cuts do not happen but we will look at other areas of our operation prior to losing children, services or staff.

The Virginia Head Start Conference will be held April 9-11 at The Hotel Roanoke. Darrell presented the conference listing with sessions for all participants. The Policy Council members are welcome and KCI staff urged them to attend this valuable learning experience. Anyone wanting to attend must notify Darrell by the end of the week.

The Nancy Elmore Scholarship is for Head Start staff and parents to help further their education. The Scholarship is in the amount of \$500. Anyone interested must submit a paper (one paragraph minimum) explaining why this scholarship will help with your education or life-long skills. You will need to submit this paper to Darrell as soon as possible.

The next meeting of the Policy Council will be held on Wednesday, March 13, 2013 at 11:00 a.m. at Kids Central's Administration office in Norton, VA.

An Executive Committee meeting will be held February 26, 2013 at 10:00 a.m.

With no further business, the meeting adjourned at 1:00 p.m.

Samantha Bowens, Policy Council Secretary

Sandra Harvey, Recording Secretary