

KIDS CENTRAL INCORPORATED
Policy Council Meeting
April 8, 2015

The Policy Council of Kids Central Incorporated met on Wednesday, March 11, 2015, at Kids Central Administration Office. Lisa Meade, Policy Council Chairwoman, was unable to attend the meeting. Ida Mullins, Secretary called the meeting to order at 11:15 a.m. after determining a quorum was present. (25%)

Present:

Melinda Edwards, Summer Meade, Crystal Counts, Ida Mullins, Mary Collins, LuAnn Summer, Crystal Barton, Vanessa Smith

KCI Staff present:

Darrell Edwards, Joseph Boyd, Terry Gentry, Tammy Mullins, Regina Cantrell, Allen Couch, Vernon Rose Jr, Lindsey Sturgill, Lisa Bentley, Allen Couch, Teresa Blair

Roll Call:

Ida Mullins, Secretary, dispensed with the roll call and recognized a quorum of members present.

Presentation of Minutes from previous March, 2015 meeting were approved with no corrections.

Motion by Crystal Counts to accept minutes as presented.

Motion seconded by Mary Collins..

Motion carried by unanimous vote of members.

Presentation of Minutes from Special Called Meeting for April 1, 2015 meeting approved with no corrections.

Motion by Vanessa Smith to accept minutes as presented.

Motion seconded by Crystal Counts.

Motion carried by unanimous vote of members.

Finance Report of the Policy Council

Treasurer reported that there was no activity for this month. Copies of statements from Wal-Mart and Lowes showed zero balance for the past month. The mileage form was distributed to attendees and encouraged to complete.

Staff Reports Presented:

Finance: Joseph Boyd, Comptroller, acknowledged the challenges of his new position and was becoming familiar with the budget process for KCI. Joseph Boyd reported he had completed the training with the auditor to learn the bookkeeping procedures used within KCI. He also submitted a credit card financial statement that has zero balance at end of every month for Wal-Mart and Lowes stores.

Enrollment and Attendance: Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for March, 2015. Ms. Gentry reported an improvement of 3.11% increase attendance with total attendance 82.94%. She shared the increases and decreases of attendance per site. The target attendance rate for KCI is 85%. The school closings for spring break and teacher staff days impacted the overall total. Head Start Enrollment is 320 children and Early Head Start Enrollment is 100. Totals to date for Kids Central Inc. is 420 enrolled in both programs.

Education Services: Tammy Mullins, Assistant Director of Education Services, gave an update on education services for month of April. Tammy reported that the KCI team have been preparing for the new review event. KCI met with Norton City Schools and continue to strategize how to work together to better service Norton City preschoolers. Norton Elementary School is waiting for their school boards approval to offer classroom space in their building for KCI. The Norton Elementary School principal, Ms Wolford, was hopeful that the space was sufficient for the new additions. Other requirements that Tammy discussed with Norton were the need for fencing around play area, family style meal service, transportation, calendars, and schedules. The principal was very complimentary of the constructive teaching style KCI practice such as High/Scope curriculum. Once a formal decision is made KCI will bring more information to Policy Council.

Calendar Changes: Tammy Mullins reported that no changes have been made to calendar since the March, 2015 Policy Council meeting. No word as been given about the Head Start Regional office to receive a waiver for days closed during the declared emergency due to weather, distributed an update of changes to calendar. KCI part year programs were closed 15 days which will extend their school year to May 16th. Clintwood KCI classrooms has missed two extra days due to the relocation and renovation of their classrooms. The last day for them will be May 18th. KCI will be open on April 14th as noted in their calendars for April.

Ongoing Monitoring: Terry Gentry, the Health Service Specialist, family advocates and Tammy continue to conduct staffing with 420 children enrolled. The staffing team reviewed student files with discussions of health, family, and education status provided. Teachers completed classroom checklists with focus on health and safety of rooms and bus safety such as monitoring proper loading and unloading the bus. Leslie and Tammy will be reviewing these documents and ensuring more follow up on any health and safety concerns identified.

Child and Family Services: Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. She has been very busy with the monitoring event that was continuing for the rest of the week. Flyer for registration of KCI classes was the focus of our

discussion and places to advertise and recruit children in Wise County and City of Norton. Recruitment dates were also discussed.

Nutrition Services: Junior Rose, Nutrition Specialist presented the Nutrition Services report for previous month of March, 2015. Kaseyville children from 4 full year classrooms, 11 Part Year classrooms, 3 Toddler classroom and 12 Home Base Classroom total 4130 meals.

Family Involvement: Lindsey Sturgill, Family Involvement Specialist, reported on family involvement at Kids Central. Lindsey planned and participated with families in special activities in classes with lots of fun and success. On April 15 to 16 there will be a book fair held at KCI administration office. She hopes to change dates of when Family Day will be held next school year. Papers will be distributed to children with books available.

Another Drive In movie date is being discussed for May. More details to come. The end of year BLAST has been scheduled for May 8 at Big Stone Gap Bullitt Park. Lindsey encouraged assistance from members for any ideas or activities for the BLAST. She also requested help wrapping T-Shirts for tie-dying. She asked for volunteers to email her if interested.

Health Services: Regina Cantrell, Health Services Specialist, has been working very hard to get complete children's growth chart and update information. KCI has 66 children obese and 24 children underweight to date. The files have been updated with new information. Regina invited the Policy Council to attend the next Health Advisory Committee meeting on May 18th for the annual lunch meeting at KCI. Please RSVP if attending by May 11 to keep accurate count of meals needed.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that personnel changes have been made since January meeting and action is required. The promotion of Vanessa Maine from Classroom Assistant in Wise to Home Base Early Head Start needs approval. Samantha Cantrell is to be hired as Bus Monitor in Pound, VA as advertised earlier.

Motion by Mary Collins to approve the promotion of Vanessa Maine as presented.

Motion seconded by Crystal Counts.

Motion carried by unanimous vote of members.

Motion by Crystal Counts to approve the hiring of bus monitor, Samantha Cantrell as presented.

Motion seconded by Mary Collins.

Motion carried by unanimous vote of members.

Mr. Couch reported that Kids Central has two open position as of March, 2015 for:
Bus driver in Clintwood, VA
Education Specialist

OLD BUSINESS

Darrell Edwards, Executive Director, asked Lindsey Sturgill & Terry Gentry to report on the need to establish a "BLAST" parent committee to assist with work required for activities planned for the end of the year, BLAST. If anyone can help with this, please email them with your name to volunteer.

NEW BUSINESS

Round Two of Federal Review: Darrell Edwards, Executive Director, announced that the second round of federal review will begin May 11, 2015 for week. The areas of review will be Environment : Health and Safety. Darrell has asked the staff and maintenance workers to visit all KCI centers to check for any concerns. This will occur the first week of May.

ERSEA Regulation Updates: Terry Gentry announced a required Enrollment & Recruitment Staff training on new regulations that result from follow-up in March. Terry will have more information and present the training with the May agenda.

For The Good of Kids Central, Inc. Open Comments

Ida Mullins, Secretary, asked if there were any open comments or concerns to be discussed today. Darrell Edwards requested time to discuss future ideas and plans. Virginia public schools have been given a one year waiver before deciding requirements of enrollment for PreK. This delay allows KCI more time to recruit 4 year olds in our communities by any way that will be successful. Getting the word out to parents is very important and we need to sell our program to everyone we meet. Registration and flyers were distributed to members. Mr. Edwards extended a warm appreciation to all in attendance for making KCI the best program and thanks to his staff for all the hard work exhibited by them.

Upcoming Meetings

Executive Committee...There will be no Executive Committee Meeting for April, 2015.

Parents Policy Council.....The next meeting of the Policy Council will be held on May 13, 2015 at the Administrative Building located in Norton, VA beginning at 11:00 a.m.

With no further business, Ida Mullins, Policy Council Secretary asked for motion to adjourn the meeting at 12:15 p.m.

Motion by Crystal Counts to adjourn Policy Council meeting..

Motion seconded by Mary Collins.

Motion carried by unanimous vote of members.

Ida Mullins, Recording Secretary

