

KIDS CENTRAL INCORPORATED

Policy Council Meeting

August 12, 2015

The Policy Council of Kids Central Incorporated met on Wednesday, August 12, 2015, at Kids Central Administration Office. Lisa Meade, Policy Council President, called the meeting to order at 11:00 a.m. A quorum was determined to be present.

Present:

Lisa Meade, Vanessa Edwards, Mary Collins, Ida Mullins, Crystal Counts, Thomas Williams, Angela Williams, Lisa Bentley, Candice Jennings, Amanda Raleigh, Steven Raleigh, Amy Slemp.

KCI Staff present:

Darrell Edwards, Joseph Boyd, Terry Gentry Regina Cantrell, Allen Couch, Lindsey Sturgill, Leslie Graves, Paula Bates.

Roll Call:

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

Presentation of Minutes from previous June, 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.

Staff Reports Presented:

COMPTROLLER REPORT: Included with the Financial report by Joseph Boyd.

Finance Report of the Policy Council

Joseph Boyd, Comptroller for Kids Central, made his report to the Council on the financial statements of Kid Central. Mr. Boyd presented the bank statements, deposit records, checks written for invoices and for payroll. He also presented the credit statements from Wal-Mart, Lowe's and Food City for review. Mr. Boyd announced that the financial record keeping system is being consolidated and updated to create better transparency and reduction of paperwork. This new system will be operational for the new June 1 2015 - 16 fiscal year. Hopefully, the new software will be installed and working by October, 2015. The mileage form was distributed to attendees and encouraged to complete.

Enrollment and Attendance:

Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for June and July, 2015. Total enrollment for June, 2015 was 180 with June 4 being last day for part year centers. Ms. Gentry reported attendance for July was 75.47% which is a decrease of 33.74% from June. She shared the increases and decreases of attendance per site. Head Start Enrollment is 72 children and Early Head Start Enrollment is 100. Totals to date for Kids Central Inc is 172 enrolled in both programs for July. Terry reported that lots of recruitment activities have occurred with the lowest numbers enrolled at the Clinchco Center.

Education Services:

Leslie Graves, gave an update on education services for Tammy Mullins, who was attending another meeting. Staff is busy working on pre-service training plans for August 24th through Sept 7th. The first week will be in service training for all education staff and the second week will be setting up classrooms and making home visits. Teachers will be contacting families to schedule home visits before the child starts. The Open House Schedule was announced for all centers on Thursday, Sept. 3, 2015 Appalachia 2, Monte Vista, Dogwood, Nita Bond, and Coeburn 2. The next day, Friday, Sept. 4, 2015 will be Open House for Esserville Part 1 & 2, Clinchco, Clintwood 1 & 2, and Pound Center. This year Kids Central will be using a new social emotional curriculum, Smart Beginning through a grant, . Al's Pals is evidence based program that strengthens the abilities of teachers and parents to support the positive social-emotional skills, problem solving abilities, and healthy decision making of children ages 3 to 8 years. A group of five teachers will attend training on Aug. 31st and Sept 1st for the new curriculum in Abingdon. The following two years, the training will proceed with the remaining teachers until all have been trained for Al's Pals curriculum. Leslie announced that health and safety environment screenings were completed with no major issues found for past year. The new school year must have completed the same screenings within the first 45 days of this new program year, 2015 - 16.

The Child Outcome Report for 2014-15 was distributed to members. The data collected for review demonstrates KCI's children made progress throughout the year. 18% of the children met benchmarks in fall and 81% in the spring. The Education Advisory Committee will meet in September to discuss ways to improve the program and outcomes. Everyone is encouraged to attend the meeting. The notice will be sent out via email and posted on the website with date and time.

Education Written Plan has been updated with only a few changes this year to the plan. This is done each year and is posted on the website. There were updates to the school readiness sections and an additional section included to the Education Staff Professional Development. This describes the practice-base coaching system that will be implemented this year.

Child and Family Services:

Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. Recruitment activities are being scheduled. The Family Advocate staff has added new position, Candice Jennings, who will be assigned to provide services to Dickenson County.

Nutrition Services:

Junior Rose, Nutrition Specialist was not present. The Nutrition Services report for previous months, 2015 was given by Leslie. Kaseyville children from 4 full year classrooms, 11 Part Year classrooms, 3 Toddler classroom and 12 Home Base Classroom total 4100 meals.

Family Engagement:

Lindsey Sturgill, Family Involvement Specialist, reported on family involvement at Kids Central. Lindsey focused all summer on recruitment and family planning activities. Lindsey distributed the new Family Day/Parent Engagement monthly schedule created to assist with development of more interaction between parent and child. All the activities for the year are included on the calendar with the learning objective to be addressed written in RED. Lindsey also distributed the new recruitment brochure with explanations of purpose of the Parent Policy Council.

Health Services: Regina Cantrell, Health Services Specialist, has been very busy making home visits to do health screenings of students for this school year. She will also be scheduling dental and hearing screenings for the children.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that personnel changes have been made since the May meeting and action is required. Three positions have been filled and needs approval. Family Advocate position is Candice Jennings; Education Specialist position to be

filled by Traci Fisanick; and Maintenance position is Timothy Mullins.

Motion by Mary Collins to approve the hiring of Candice Jennings, Traci Fisanick, and Timothy Mullins as presented.

Motion seconded by Vanessa Edwards.

Motion carried by unanimous vote of members.

Mr. Couch reported that Kids Central has five open position as of May, 2015 for:

- Bus Driver - Clintwood
- Classroom Assistant/Driver - Appalachia
- Bus Monitor - Clintwood
- Substitute
- Classroom Assistant/Drive - Esserville

Mr. Couch made a proposal that changes to Personnel Handbook are required and subject to approval based on the mandates of the Affordable Care Act. The present handbook reads first of the month following a 90 day waiting period. The new change in handbook will state the waiting period for insurance benefits to be changed to the first of the month following a 60 day waiting period. The 2nd change is in the definition of part time employees. The Affordable Care Act entitles anyone averaging 30 or more hours is entitled to benefits. The new definition of part time is less than 30 hours NOT less than 40 hours per week to qualify. A vote is required for this change in handbook.

Motion by Crystal Counts to approve the new changes to Personnel Handbook

Motion seconded by Ida Mullins.

Motion carried by unanimous vote of members.

OLD BUSINESS

Darrell Edwards, Executive Director, gave a description of the status of the Federal Fiscal Review as of today. A new financial bookkeeping system is needed and currently being upgraded to allow the new June 1 fiscal year to align with the grant year spending dates. The end of May grant year indicates the appearance of dollars being overspent of \$142000. The wrong dates create this confusion. Grant year vs. fiscal year are different sets of dates and this will be resolved with the new bookkeeping software. Darrell stated that no irregularities were indicated but he is anxiously awaiting the March audit in order to be more specific with council. The Comptroller is working closely with the Fiscal Consultants of Thrower and Thrower and an independent audit from Abingdon firm will be performed the 3rd week of August, 2015. The new financial software will be completely installed sometime in October which will be extremely important in managing the finances/bookkeeping.

NEW BUSINESS

Child and Family Services Written Plans

Terry Gentry, Asst. Dir. Child and Family Services distributed the new operating plans with changes discussed. The new plan will be posted on the KCI website and encouraged council to review the changes. The section of the mental health plan added information on loss and grief. Terry requested action on these additions from the council.

Motion by Mary Collins to approve the new additions to Child and Family Services Written Plan

Motion seconded by Crystal Counts.

Motion carried by unanimous vote of members.

Education Services Written Plans

Tammy Mullins, Asst. Dir. Education Services was not present. Terry Gentry provided the reports of the Education Services Written Plans that is posted on KCI website for review. The plan is a continuance of last year plans to be implemented by KCI upon approval by Council.

Motion by Vanessa Edwards to approve Education Services Written Plans for 2015 - 16 school year

Motion seconded by Amy Slemp.

Motion carried by unanimous vote of members.

Child Assessment data Outcomes 2014 - 15

Tammy Mullins, Asst Dir. Education Services provided an extensive assessment report of outcome data reflecting the number children that met age appropriate benchmarks for the assessment periods during 2014 - 2015 school year. Terry Gentry gave an encouraging report of the children readiness for kindergarten based on this data. The outcome data assists and enhances the quality of Head Start and Early Head Start Services. The schools readiness goals and staff training are established based on this data.

Family Day/Parent Engagement Calendar

Lindsey Sturgill, Family Engagement Specialist , distributed the new activities calendar and explained the importance of family involvement at home and school with the same goal of learning new concepts and sharing time together with family.

For The Good of Kids Central, Inc.

Open Comment

Darrell Edwards encouraged the members to consider involvement with the policy council for this new year. Selection of new members will be the next meeting and hopes to have a large turn out to decide the officers. He explained the importance of the parents and the requirements of the policy council. Hopefully, the results of the March audit will be available and the new bookkeeping software will be working by the next meeting.

Upcoming Meetings

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

Parents Policy Council.....The next meeting of the Policy Council will be held on September 9th , 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

