

Kids Central Incorporated Policy Council Meeting February 12, 2015

The Policy Council of Kids Central Incorporated met on Thursday, February 12, 2015, at Kids Central Administration Office. Lisa Meade, Policy Council Chairwoman, welcomed everyone and called the meeting to order at 11:00 a.m. Chairwoman, Lisa Meade, determined a quorum was established. (25%)

Present: See attached sign-in sheet

KCI Staff present:

Darrell Edwards, Joseph Boyd, Terry Gentry, Tammy Mullins, Junior Rose,
Regina Cantrell, Allen Couch

Others present: Bill Dotson, BOD Member

Roll Call/Quorum

Lisa Meade, Chairwoman, dispensed with the roll call and recognized a quorum of members present.

Presentation of Minutes from previous month was not presented due to no meeting held because of inclement weather.

Finance Report of the Policy Council

Darrell Edwards, Executive Director, described the urgency of completing the necessary approval of vacancy for Comptroller in order to finalize the new budget that has to be in Corporate office by March 1, 2015. Applicant, Joe Boyd, was introduced to the council and Darrell Edwards proposed that he be hired as new Comptroller for Kids Central Inc.

Motion by Paula Herron to accept Joe Boyd for position.

Motion seconded by Ashley Woods.

Motion carried by unanimous vote of members.

Staff Reports Presented:

Finance: Joseph Boyd introduced to membership and he was given opportunity to express his appreciation for this new job. He expressed excitement in working with an outstanding group of people that have been very generous in making him feel welcome.

Enrollment and Attendance: Terry Gentry, Asst. Director of Education Services, distributed

the December & January end of month enrollment and attendance report. Ms. Gentry reported an improvement of 3.56% attendance for December with total attendance at 86.16%. Terry Gentry described a poorer performance in January, 2015 due to several illnesses that plagued the centers and inclement weather. Attendance was down by 8.72% for monthly attendance at 77.44%. Head Start Enrollment is 320 children and Early Head Start Enrollment is 100. Totals to date for Kids Central Inc was 420 enrolled in both programs.

Education Services: Tammy Mullins, Assistant Director for Education, gave an update on education services for months of January and February.

In January, Tammy reported she and Terry Gentry completed the events of first round staffing. They continue to encourage staff within classrooms to get CDL in order to have access to more personnel to drive buses. Tammy is hopeful that this goal will be met. Congratulations to Amanda Cobbs. She recently received her CDL license. Also, a UVA student with sociology major has requested to do her internship at Kids Central Inc. This will occur soon. Tammy shared information of missed school days due to inclement weather and will have local TV channels of WCYB and WJHL to announce schedule changes for Kids Central Inc. This will improve parent information in timely matter. The bus drivers and teachers are trying a new phone app, Remind. This app allows immediate notification of schedule changes to everyone at once. All bus drivers have assigned cell phones that can receive these text alerts. Feedback has been positive.

The February report focused on the busy schedules of operations and training. Clintwood classrooms moved to the new location and hopefully will be open for children on Monday, February 16, 2015 pending licensing inspection results. A refresher training at the Holiday Inn in Norton will be for any interested persons. Topics to review are transportation policies, reporting suspected child abuse, and supervision of children. Tammy Mullins provided a comprehensive report of child outcomes using the assessment system (COR) called School Readiness. This is a tool to determine a child's progress towards meeting school readiness goals over time and curriculum categories. As noted by the report: 4 of 166 three - year olds, 30 of 134 four - year olds and 4 of 11 five - year olds placed ready for kindergarten. Also noted on the report are Strengths and Opportunities for Improvement. Each child will have a report noting the 3 highest and 3 lowest scores of gains that can be used in planning school activities for each class by each teacher. Kindergarten readiness score is average of 3.75 in each category and an overall average of 4.0 or higher.

Calendar Changes: The education staff will be given opportunity to attend Virginia Head Start Conference in Abingdon on March 17. It was originally scheduled for April and these dates have been redone for the calendar. KCI will be open on April 14th.

Due to ice and snow, the part year programs have had ten 2-hour delays and closed school two days. This will extend the calendar year to April 27th pending future closure or changes.

Child and Family Services: Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. The majority of this time is continuing to plan the events of the end of school, BLAST. Terry encouraged assistance from members for any ideas. The date is to be determined. Family services is also planning another book fair in April for children.

Nutrition Services: Junior Rose, Nutrition Specialist presented the Nutrition Services report for January & February, 2015.

Family Involvement: In the absence of Lindsey Sturgill, Terry Gentry, Assistant Director of Child and Family Services reported on family involvement at Kids Central. Lindsey planned and participated with families in special activities in classes in every center with 13 of 19 classes having families attend. This year has been very successful with family involvement in training such as CPR/First Aid and special "dad" opportunities to get together.

Health Services: Regina Cantrell, Health Services Specialist, reported that January 20 was the make up dental clinic for 17 children. Regina has been working very hard to get parents and staff recertified for CPR. She is qualified instructor for CPR and has February 26 scheduled for next classes. Regina has currently completed the process to be able to dispense medication via certification requirements. She is encouraged with the interest of four additional staff to participate in training and receive certification MAT.

Human Resources: Allen Couch, Human Resources Specialist, was introduced to council as newest personnel to administrative team pending council approval. Valerie Lee had resigned from Kids Central in January leaving this vacancy.

Motion to approve the hire of Allen Couch as Human Resources Specialist was made by Paula Herron.

Motion seconded by Ashley Woods.

Motion carried by unanimous vote.

Allen Couch, HR Specialist, presented a list of personnel changes made since November that required approval. These hires are:

Classroom Assistants - Alicia Hall, Kimberly Clark, Crystal Hill, Phillip Travis Mullins,
Gina Owens, Summer Seymore, Keylas Quesenberry, Deborah
Yates

Assistant Cook - Chante Wampler

Bus Monitor - Angela Spurlock

Motion to approve list of new hires was made by Paula Herron.

Motion seconded by Ashlee Woods.

Motion carried by unanimous votes.

Mr. Couch reported that Kids Central has one open position as of February, 2015 for bus driver in Clintwood, VA.

OLD BUSINESS

Darrell Edwards, Executive Director, brought the Policy Council up to date on the new **Clintwood Relocation Project.**

Since the November meeting, there had been two incidents that Darrell Edwards reported to Council. One involving a bus wreck with another vehicle. No injuries were noted with this wreck and no children were aboard at the time of accident. Because of the extent of damage the bus had to be replaced with new purchase. Another serious incident reported to Council was an episode where a student was left unsupervised on a bus. As a result of this violation, the bus driver had to be released from their job.

In review of these occurrences, Darrell Edwards continues to report a positive track record for the transportation fleet safety. Currently, Kids Central has a fleet of 26 buses with 17 on the road.

NEW BUSINESS

Budget Proposal for 2015 - 2016: Darrell Edwards, Executive Director, and KCI Senior Management Team presented a proposal for revision of pay scale to Parent Policy Council and Board of Directors in a "workshop" presentation to discuss and take action based on needs assessment presented. In order to attract and retain quality workers, the Senior Management Team proposed a change to the pay scale to reflect the value of the employees and to grant raises in the base pay rates offered to employees. A pay raise from one percent of base pay increase to ten percent of base pay is proposed for all Kids Central, Inc staff beginning with fiscal year 2015 - 2016.

Motion made to recognize the need for changes in salary scale by adopting revisions to budget by Tammy Mullins.

Motion seconded by Regina Cantrell.

Motion carried by unanimous votes.

The Senior Management Team proposes the elimination of all staff sick time beginning with fiscal year 2015 - 2016. The new proposal changes the Sick Time and Vacation Time to a Personal Time Off (PTO) system that allows more control of time awarded to staff on yearly basis. Any employee with banked sick time will be able to carry over the sick time from year to year until time is exhausted. The number of staff vacation days or PTO days will be increased to offset the elimination of sick days. By doing this KCI will be granting full-time employees from 18 to 33 days off with pay annually. The Team also recommended that employees that do not fit the criteria for exempt employees be changed to hourly employees. This action will bring us into compliance with the Federal Wage and Hours Regulations.

Motion made to adopt a proposal to eliminate Sick Time and Vacation Time Pay for everyone on staff and reorganize the time-off system to Personal Time Off (PTO) by Tammy Mullins.

Motion seconded by Paula Herron.

Motion carried by unanimous vote.

In order to attain the necessary funds to grant raises for staff, Darrell Edwards proposed the elimination of Staff Incentive Award for Full Enrollment. This will save \$65,000 annually.

Motion made to eliminate Staff Incentive Award for Full Enrollment by Lisa Meade.

Motion seconded by Ashley Woods.

Motion carried by unanimous vote.

Create an Education Specialist position: Tammy Mullins presented a proposal to change the duties of the current Family Advocate Division and MIS/Data Systems Manager position into one by eliminating one full time position and consolidating the duties of the remaining Family Advocate staff to absorb the loss of the position. This will move the Family Engagement Specialist position to a full-time/full year. Terry Gentry and The KCI Senior Management Team also recommend the current part-time position change to create a Full Year/ Full-Time practice-based coaching position with job title of Education Specialist to ensure Kids Central's education staff has direction, guidance, and assistance in professional development. This change will save an additional \$35,000 annually.

Motion made to create a Full Year/Full Time practice-based coaching position known as Education Specialist with new job description by Paula Herron.

Motion seconded by Ashley Woods.

Motion carried by unanimous vote.

Motion to approve the new model of KCI Organizational Chart by eliminating one Education Supervisor (ten month) position and creating two new job positions to reflect revisions in policies was made by Lisa Meade.

Motion seconded by Ashlee Woods.

Motion carried by unanimous votes.

For The Good of Kids Central, Inc. Open Comments

Lisa Meade, Chairwoman, asked if there were any open comments or concerns to be discussed today. Darrell Edwards requested time to discuss future ideas and plans. Due to budget constraints and enrollment of four year olds, the need to plan for reducing one classroom of 20 children requires consideration. Budget considerations warrants an examination of adding 8 more children to the early childhood class. Mr. Edwards described the increase enrollment of 4 year old children in public school preschool programs may cause the focus of the Kids Central to move more to Early Childhood interventions. This discussion will be continued in future meetings. 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 February, 2015.

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

With no further business, Lisa Meade, Policy Council Chairwoman, adjourned the meeting at 12:30 p.m.

Ida Mullins, Recording Secretary

