

KIDS CENTRAL INCORPORATED

Policy Council Meeting

November 11, 2015

The Policy Council of Kids Central Incorporated met on Wednesday, November 11, 2015, at Kids Central Administration Office. A special election was held to elect a chairperson for this year as it was announced by Darrel I Edwards the current chair Ashleigh Woods, is no longer available to serve. Two policy members, Sharon Adams and Regina Hughes-Calvert, upon stating interest in holding this position, were nominated. Having a majority of votes by show of hand of membership in attendance, Sharon Adams was elected as new chairwoman for the current policy council.

The new chairwoman called the meeting to order after determining a quorum was present. (25%)

Council Members Present:

Stephen Raleigh, Lisa Meade, Aleisha Moore, Melena Edwards, Cynthia Bullion, Crystal L Counts, Ariana Campbell, Julia Hopkins, Vanessa Smith, Scott Surl, Brooke Parker, Tabitha Vanover, Nikita Branham, Sharon Adams, Ida Mullins, Lindsay Salyers, Regina Hughes-Calvert, Norman Calvert, Amanda Raleigh, Amanda Blanton

Guests: Chuck Stapleton, Wise County Sheriffs Office

KCI Staff present:

Darrell Edwards, Laura Taylor Baugh, Terry Gentry, Tammy Mullins, Regina Cantrell, Allen Couch, Vernon Rose Jr, Lindsey Sturgill, Candice Jennings, Paula Bates

Roll Call:

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

Presentation of Minutes from previous October 14, 2015 meeting were approved with no corrections.

Motion by Sharon Adams to accept minutes as presented.

Motion seconded by Crystal Counts.

Motion carried by unanimous vote of members.

Finance Report of the Policy Council

Crystal Counts, Treasurer, will have the report given with Laura Taylor Baugh's during financial statement. The mileage form was distributed to attendees and encouraged to complete.

Presentation by Chuck Stapleton: Deputy Stapleton, of Wise County Sheriffs Office, had completed a thorough security inspection of all centers of Kids Central for safety and prevention. He was very impressed with the staff's knowledge of emergency procedures and awareness of needs. He recommended a few additions to centers as installation of security

cameras for outside entrances, more lighting, and solid external doors with peep holes for security. He will be meeting with administrative staff to review the specific plans and needs as determined by his inspections.

Staff Reports Presented:

Finance: Laura Taylor Baugh, Comptroller, submitted a credit card financial statement that has zero balance at end of every month for Wal-Mart and Lowes stores. At end of October there was a balance of \$65.66 that will be replenished for operating the programs.

Education Services: Tammy Mullins, Assistant Director of Education Services, gave an update on education services for month of October. Tammy reported that the KCI team has been conducting parent conferences and updating children's health status, academic goals, and family goals. The staff participated in training on October 23 to develop teaching strategies. The CLASS Federal Review event for week of October 26th went smoothly. Results will be sent within 45 days of their CLASS observation of classrooms. The school readiness action plan was updated based on 24 responses to Educator Surveys. KCI services are aligned with local school systems and KCI will continue to collect data to school readiness. Tammy provided data of 2015 – 2016 PALS Report to identify needs of 115 children that will be attending public school kindergarten next fall. The staff will meet to discuss an action plan for improving literacy, math, and science knowledge as listed in Child Outcome Report Period I of 2015 – 2016. Tammy also listed the work schedule changes from June 1, 2015 to October 30, 2015 of staff. October 2015 had 22 workdays. The staffing team has completed 24 of 31 groups and will be on target to complete the first round of staffing by the end of November.

Enrollment and Attendance: Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for October 2015. Ms. Gentry reported a total attendance 83.23%, which is down from previous month by 3.79%. She shared the increases and decreases of attendance per site. The target attendance rate for KCI is 85%. Head Start Enrollment is 309 children and Early Head Start Enrollment is 100. Totals to date for Kids Central Inc is 409 enrolled in both programs

Child and Family Services: Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. October continued to be very busy with updating developing goals with families in order to assist them getting the resources needed to accomplish goals of the families. An action plan has been identified by developing a working document of members of policy council, board of directors, parents, staff and community partners. Many program strengths were identified. The goals for program improvement were developed using this self-assessment process. Also distributed was a plan of action for these listed improvements based on the surveys taken. The chair of policy asked that a vote be taken to approve the action plan of Kids Central self-assessment based on written report distributed.

Motion by Crystal Counts to approve the plan recommendations.

Motion seconded by Stephen Raleigh.

Motion carried by unanimous vote of members.

Some ideas of the parent education sessions identified by families needs / wants are including cooking class. Recruitment and enrollment continues. Home Bases have a few available slots as well as a few at the Dickenson County Centers. Since school began in September Kids Central has referred 8 children for special education and early intervention services for further evaluation through local school system. Kids Central has to enroll a minimum of 10% of children with identified disabilities. Currently 32 children have Individualized Education Plans and Early Head Start has 11 children with Individualized Family Service Plans. Several more referrals are being processed. The Ages & Stages Questionnaire is the developmental screening used to ask parents how children perform upon entering school. Problem solving skills and fine motor skills were identified as the most problematic. These will be areas to encourage more attention with family activities.

Nutrition Services: Junior Rose, Nutrition Specialist presented the Nutrition Services report for previous month of October 2015. Kaseyville children from 4 full year classrooms, 11 Part Year classrooms, 3 Toddler classrooms and 12 Home Base Classroom total averages of monthly-attended meals served of 4700.

Family Involvement: Lindsey Sturgill, Family Engagement 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. Some of the activities the families experienced were the “movie night” with excellent attendance; a trip to the aquarium, and a planned “play with me” day. A new activity planned for November is a “math & science” night for families to participate. A new activity for cooking has been discussed but not scheduled yet. Trick or Treat was a huge success also for all the little kids that attended.

Health Services: Regina Cantrell, Health Services Specialist, has been working very hard to get complete children's growth chart of height and weight. Health screenings continue to be their focus. Dental screenings of 146 children and all hearing screenings have been completed. Regina was happy to announce that two parents have successfully completed CPR certification and another date will be scheduled later. The health dept is providing flu shots to families.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that no personnel changes have been made since the October meeting that requires a vote. The need for November recruitment is for substitutes and one classroom assistant/cook in Appalachia

OLD BUSINESS

Darrell Edwards, Executive Director, announced that the Federal Review have no results returned for October. Darrell gave a recap of the calendar of trips from the Federal Reviews

since June and the individual areas of review performed for each of the visits. The last review completed by October 30 will be received within 45 days. The financial manual for fiscal and policy structure was revamped. Any Health and Safety background questions have been answered. The beginning of January and February the budget has to decide how much we need to put “where” in short window of time based on the federal reviews returned.

NEW BUSINESS

Policy Council Training:

Darrell Edwards, Executive Director, provided the training for the new Policy Council members using the 2015 –16 KCI Policy Council Handbook. Each member was given a copy of newly revised handbook to review as explanations were provided from each section. Darrell addressed any questions or concerns of the new membership pertaining to the new guide.

For The Good of Kids Central, Inc. Open Comments

Upcoming Meetings

Executive Committee...There will be no Executive Committee Meeting for December 2015.

Parents Policy Council.The next meeting of the Policy Council will be held on December 8, 2015 at Coeburn, VA “Celebrate” for the annual Christmas gathering for staff, board members, guests, and policy members. The dinner meeting will begin 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 Ida Mullins

Motion carried by unanimous vote of members.

Ida Mullins, Recording Secretary

