

# KIDS CENTRAL INCORPORATED

## Policy Council Meeting

### January 13, 2016

---

The Policy Council of Kids Central Incorporated met on Wednesday, January 13, 2016, at Kids Central Administration Office. Sharon Adams, Policy Council President, called the meeting to order at 11:00 a.m. A quorum was determined to be present.

Present: Crystal Counts, Nikita Branham, Sharon Adams, Tabettha Vanover, Amanda Raleigh, Steven Raleigh, Ariana Campbell, Ida Mullins, Aneisha Chandler, Cynthia Bullion, Sheila Carty, Candace Jennings, Trey Bentley, Lisa Bentley.

KCI Staff present: Tammy D. Mullins, Vernon Rose, Jr, Laura Taylor-Baugh, Terry Gentry, Darrell Edwards, Regina Cantrell, Allen Couch, Lindsey Sturgill, Paula Bates.

Roll Call:

Ida Mullins, Secretary, dispensed with the roll call and recognized a quorum of members present. (25%)

Presentation of Minutes from previous November 11, 2015 meeting was approved with no corrections.

Motion by Steven Raleigh to accept minutes as presented.

Motion seconded by Aneisha Chandler.

Motion carried by unanimous vote of members.

Presentation of Minutes from previous December 8, 2015 meeting was approved with no corrections.

Motion by Crystal Counts to accept minutes as presented.

Motion seconded by Aneisha Chandler.

Motion carried by unanimous vote of members.

#### Finance Report of the Policy Council

Crystal Counts, Treasurer for Kids Central, made her report to the Council on the financial statements of Kid Central. As of December 31, 2015 New Peoples Bank Account Balance was \$930.81. After checks were written of \$35.35 after the December 31, 2015, the balance as of this date, January 13, 2016 was \$895.46. Crystal encouraged all attending the meeting to submit the mileage reports in a timely manner. Policy Council President, Sharon Adams asked for a motion to accept this financial report as given.

Motion by Crystal Barton was made to approve the financial report of the Policy Council.

Motion was seconded by Aleisha Chandler to approve.

Motion carried by unanimous vote of all members present.

#### **Staff Reports Presented:**

#### COMPTROLLER REPORT:

Laura A. Taylor-Baugh presented the bank statements, deposit records, checks written for invoices and for payroll. This is the sixth month of fiscal year or 50% completed. She also presented the credit statements from Wal-Mart, Lowe's and Food City for review. She reported that as of this status report, KCI is on target of 50.63% of budget for fiscal year 2015-16. She announced that all figures for total expenses of the federal grant funding request was \$3,759,995 of actual amount of the total budget being \$1,903,657.

The president requested approval of financial report as presented:  
Motion by Crystal Counts was made to approve comptroller financial report for January 2016.  
Motion was seconded by Nikita Branham.  
Motion carried by unanimous vote of all members present.

#### Education Services:

Tammy Mullins presented the education services report for January. She reported that all the December celebrations in classrooms were very well received. December was a short month with only 15 working days. She announced the current procedure for announcing schedule changes for inclement weather to alert families would be as followed: KCI will continue to use Facebook KCI website, Twitter, local television news channels of WCYB and WJHL. The bus drivers use a phone app provided on their phones called Remind to alert bus drivers and teachers about schedule changes. Bus drivers are the first to be contacted about changes. The drivers make the decision every day if road conditions are safe for travel. KCI has 11 bus routes and very skilled drivers entrusted with this decision. The staffings of classroom teachers continues to ensure compliance with federal standards as well as ensuring that we are providing quality services to children and families. She gave a report on the work schedule changes from June 1, 2015 to December 31, 2015. A total of 814 work schedule changes were accommodated. The CLASS observation results from October federal review were received on December 14, 2015. Tammy Mullins explained the results and provided a copy of this report for our review. KCI was satisfied with the comparison results of own self-assessment results being very close to the federal results. CLASS assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS remain central to its approach to child development and education and serve as important indicators of future school readiness of all Head Start children.

#### Enrollment and Attendance:

Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for December 2015. Total enrollment for December 2015 was 417. Ms. Gentry reported attendance for December was 83.44%, which is a decrease of -0.14%. She shared the increases and decreases of attendance per site. Head Start Enrollment is 317 children and Early Head Start Enrollment is 100.

#### Child and Family Services:

Terry Gentry, Assistant Director for Child and Family Services gave an update of family services staff activities. Staff has been busy connecting with teachers/ families to update family goals and develop new goals as families complete current goals. HeadStart and Early Head Start special education and early intervention referrals continue to be made with meetings to discuss student's current developmental status.

As part of the recruitment activities in December, the staff participated in Christmas in the Park in the Clintwood community to distribute informational packets. Efforts do continue for recruitment in Pound and Clintwood locations. As more emphasis is placed on recruitment, Terry distributed a Facts sheet for Lee County, VA demographics for possible new KCI classrooms. This is a new possible location for future KCI classroom development.

#### Nutrition Services:

Junior Rose, Nutrition Specialist provided the report for December 2015. The Nutrition Services report for Kaseyville children includes Head Start Classrooms, Early Head Start Classrooms and Regular and Early Home Base. The total average of monthly-attended meals served was 335. This report includes field trips, home base lunch served 106 meals, and served 181 adults; adults/classroom served 1010 meals; breakfast meals served 1736; Morning snack served 1156; Lunch meals served 3086; and afternoon snacks served 2768.

Family Engagement:

Lindsey Sturgill, Family Involvement Specialist, reported on family involvement at Kids Central. Lindsey announced that 7 of 8 centers experienced 50% enrollment and participation of membership in classroom on Family Engagement days. Lindsey announced the first off campus "Cooking Class" to be held on January 19 with limited enrollment available. The location will be at the Wise County Vocational/Technical School in Wise, VA. The Book Fair was announced with a flyer advertising the books available to children and families with the theme this year, "Groovy". The date is March 29 to April 1, 2016 with after hours exhibit and sales planned at the administration offices of KCI building in Norton, VA.

Health Services: Regina Cantrell, Health Services Specialist, has been very busy reviewing children files and making visits to do health screenings of students. Children are encouraged to have dental exams every six months. She continues to schedule dental and hearing screenings for the children. Regina is very pleased with the MAT training in December and all that participated passed the certification. CPR training began in January for interested staff.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that personnel changes have been made and action is required. One position has been filled and needs approval. Sheila Martin needs approval as classroom assistant/cook at Appalachia center.

Motion by Ariana Campbell to approve the hiring of Shelia Martin as presented.

Motion seconded by Crystal Counts

Motion carried by unanimous vote of members.

Mr. Couch reported that Kids Central has 5 open positions as of November 2015 for:

Substitutes – 4

Bus Monitor in Appalachia

OLD BUSINESS

Tammy Mullins, Ast Director, distributed a report of class review as presented by Federal Review team. See the previous remarks provided by Tammy Mullins in the education services section of these minutes.

NEW BUSINESS

Proposed Changes to Job Description of Substitute

Tammy Mullins and Terry Gentry, Asst. Directors, distributed a new proposal for changing Substitute Job Descriptions Title to Assistant Floater and Update Education Requirements to Meet Federal Standards as presented. The KCI Senior Management Staff presented the current situation with substitute positions with newly developed requirements. Terry requested action needed to recognize the need for the changes by adopting and approving the proposal changes. If approved, the Policy Council Handbook will include this changed proposal as of January 2016.

Motion by Aneisha Chandler to approve the changed Policy Proposal for Substitute Job Title to Assistant Floater with Updated Education Requirements to meet federal standards as listed in proposal.

Motion seconded by Steven Raleigh.

Motion carried by unanimous vote of members.

Darrell Edwards, Executive Director, gave a short review of the need to evaluate the enrollment numbers at the centers. With the population declining in Southwest VA there is a need to review the future plans of KCI. He announced that budget workshops are being planned for the future of KCI and how to continue

to meet the needs of children/families that are not being served. It is very important to have as much input for ideas and goal setting. He hopes to get a good response from the community.

By March 1, 2016 the budget is due in Philadelphia for the next year. This gives very little time to discuss, plan, and prepare for future options. He announced that in order to meet the deadlines, the workshop meetings with both the board and the council would be scheduled soon. Please watch for this announcement, as this is extremely important to the future planning of our programs.

For The Good of Kids Central, Inc.

Open Comment: Policy Council members gave remarks about the need to advertise the educational opportunities that families have in our region. One parent shared her lack of information when trying to decide about her children attending Head Start in Dickenson County. More efforts are needed to recruit new children/families. Hopefully the new budget workshop will allow for future ideas and planning for new regions to participate.

#### Upcoming Meetings

Executive Committee No date scheduled

Parents Policy Council.The next meeting of the Policy Council will be held on February 10, 2016 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 Steve Raleigh to adjourn Policy Council meeting.

Motion seconded by Crystal Counts

Motion carried by unanimous vote of members.

---

Ida Mullins, Recording Secretary

