

KIDS CENTRAL INCORPORATED
Policy Council Meeting
March 9, 2015

The Policy Council of Kids Central Incorporated met on Wednesday, March 9, 2016, at Kids Central Administration Office. Sharon Adams, Policy Council Chairwoman, called the meeting to order and determined a quorum was present. (25%)

Present:

Melinda Edwards, Alesha Moore, Olivia Mullins, Crystal Counts, Ida Mullins, Steven Raleigh, Crystal Barton, Amanda Raleigh, Tabitha Vanover, Mary Collins, Vanessa Smith, Cynthia Bulto

Guest: Kimberly Asher, SWVACC

KCI Staff present:

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

Roll Call:

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

Presentation of Minutes from previous February 16, 2016 meeting was 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.

Finance Report of the Policy Council

Treasurer reported that New Peoples Bank account balance as of 2/29/2016 was \$835.87. Checks written after 2/29/2016 were \$57.57 leaving a balance on 3/9/2016 of \$778.30. The mileage form was distributed to attendees and encouraged to complete.

Staff Reports Presented:

Finance: Laura Taylor-Baugh, Comptroller, distributed status report of the eighth month of Fiscal Year 15-16 (66.7%). The report listed Federal Grant Funding Requests of Actual money and then Budget amount. The % of budget was 75.61%.

In Kind contributions are \$589,717 of a budgeted amount of \$939,999. USDA Reimbursements are at \$123,773 of the \$200,000 that is 61.89%. Total expenses listed are \$2,842,902 of the total \$3,959,995 equaling a % of budget at 71.79%. The other amounts listed were for payroll taxes, insurances, & benefits, and Supplies, program & operating expenses.

Education Services: Tammy Mullins, Assistant Director of Education Services, gave an update since our last meeting having completed the second round of home visits with most families. The children are showing great progress as the year nears the end.

The Child Outcome Data: Period 2 of the COR 2015-16 report identified Alphabet recognition, name writing, and print and word awareness skills as the lowest area assessed by teachers. The report also reflects the number of children who met benchmarks during the period 1 and 2 reporting dates. The monthly teacher's management meeting will develop ideas for improving literacy, math, and science knowledge. The period 3 data collection ends April 15th for Part Year program and May 6th for Full Year program.

Calendar Changes: Tammy Mullins reported that schedule changes are: Part Year classrooms will be closed on March 28th due to in service training. As of today, Kid Central programs have closed 8 days due to weather. Any days missed by our Part Year programs must be made up at the end of the program year. As of today the last day for the children in Part Year program is May 6th.

Ongoing Monitoring: The second round of staffings have completed 19 of 31 groups. The goal is to have staffings completed by the second week of April. Staffings help ensure compliance with federal standards as well as ensuring we are providing quality services to the children and families. The Education Supervisor, Leslie and Tammy will begin conducting the spring CLASS observations this month. This CLASS data is used to analyze training needs and program performance.

Enrollment and Attendance: Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for February 2016. Ms. Gentry reported an improvement of 2.07% increase attendance with total attendance 76.23%. She shared the increases and decreases of attendance per site. The target attendance rate for KCI is 85%. 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.

Child and Family Services: Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. She has been very busy in family services; recruitment efforts planned, and schedule any changes that need to be made for the next year.

Kids Central continues to meet the required 10% enrollment of students with identified disabilities. Several students are in the evaluation process to be identified.

The administrative staff is having a meeting today to discuss the BLAST at Bullitt Park on May 6th in Big Stone Gap, VA. The WIC clinic is scheduled for March 24th from 1:00 pm to 4:00pm at the KIDS Central Administrative building.

Dad's Open Gym is currently scheduled for March 11 at the Greear Gymnasium on campus of UVA-Wise.

Tammy Mullins will be presenting information about CDA credentialing at the next Early Childhood Summit at MECC on Saturday, March 12. Terry reports that she is distributing flyers to inform public

of KIDS Central programs during the conference also. Leslie Graves assisted in the planning of this program.

Early Head Start Home Base teachers attended training Ages and Stages: SE2 earlier this month. The updated version of the social emotional screening tool has been implemented for children birth to 36 months

Nutrition Services: Junior Rose, Nutrition Specialist presented the Nutrition Services report for previous month, February 2016. . Kaseyville children from Headstart Classrooms, Early Head Start Classrooms, Regular, and Early Home Base meal program were included. Total Average of Monthly Attended Meals served was 3283.

The break down of meals is: Home base lunch served 34 children and 67 adults.

Adults/classroom meals served 963; Breakfast served 1901 meals; AM snack was 1076 served; Lunches served at 3278; and PM snacks served at 2991 total.

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. The Family Day cooking class held at Wise Vocational School was very successful. Another cooking class is tentatively scheduled for the end of April for families to participate in making healthy recipes. Another new goal being met this year is an Art Exhibit to be held at the Lonesome Pine Public Library. Student's artwork will be exhibited with a reception night to be scheduled.

March 21 to April 1 will be a book fair held at KCI administration office. One evening book fair will be held for families unable to visit during school hours. Papers will be distributed to children with books available.

The end of year GROOVY BLAST has been tentatively scheduled for May 6 at Big Stone Gap Bullitt Park. Lindsey welcomes any assistance from members for any ideas or activities for the BLAST.

The annual field trip of Kaseyville (4 year olds leaving the program) to Knoxville Zoo is planned for April 22, 2016. More details will be shared at the next meeting.

Health Services: Regina Cantrell, Health Services Specialist, has been working very hard to get complete children's growth chart and update information. The review of files is complete and updated with new information. Regina reminded the Policy Council to consider attending the next Health Advisory Committee meeting for the annual lunch meeting at KCI. The date will be announced at next meeting.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that personnel changes have been made since February meeting and action is required.

Personnel change is to hire Bridget Mullins at the position of Floater Assistant.

Motion by Mary Collins to approve the hiring of Bridget Mullins as presented. Motion seconded by Crystal Counts.

Motion carried by unanimous vote of members.

Mr. Couch reported that Kids Central has open position as of February 2016 for:

Floater Assistant – 3

Bus Monitor at Appalachia

Bus Monitor at Pound

OLD BUSINESS

Darrell Edwards, Executive Director announced that a phone interview will be held on the following Monday between Sharon Adams, Policy Board President, KCI management team and the Federal Review team participants from last review. Questions will be asked as a result of this last Federal Review to assure the fiscal findings have been corrected. This will be reported to Policy Council at the next scheduled meeting for April.

NEW BUSINESS

Darrell Edwards, Executive Director, asked Terry Gentry to share with the policy board the status of the grant proposal to allow the application for Early Childhood program in Lee County, VA. Terry described the process and justification of the decision to proceed. Terry requested approval from Policy Board on pursuing Early Childhood grant proposal so allow the application to begin.

Motion was made by Melina Edwards to approve the grant application to begin for Early Childhood serving Lee County, VA

Motion seconded by Mary Collins.

Motion carried by unanimous vote of members.

For The Good of Kids Central, Inc.

Open Comments

The Chairperson, Sharon Adams, asked if anyone would like to make any comments or concerns to address today. No comments given by board 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 March 2016.

Parents Policy Council. The next meeting of the Policy Council will be held on April 6 at the Administrative Building located in Norton, VA beginning at 11:00 a.m.

With no further business, Sharon Adams, Chairperson, asked for motion to adjourn the meeting at 12:15 p.m.

Motion by Crystal Counts to adjourn Policy Council meeting. Motion

seconded by Steve Raleigh.
Motion carried by unanimous vote of members.

Ida Mullins, Recording Secretary