



**Policy Council
Meeting
May 11, 2016**

<u>AGENDA ITEM</u>	<u>PERSON RESPONSIBLE</u>	<u>PROCESS</u>
Sign In and Welcome	Chair, Sharon Adams.....	
Roll Call/Quorum	Ida Mullins, Secretary.....	Determine (25%)
Minutes of Previous Meeting – (April).....	Ida Mullins, Secretary.....	Acceptance
Finance Report of the Policy Council.....	Crystal Counts, Treasurer.....	Report/Action
Staff Reports:		
• Finance.....	Laura Taylor-Baugh, Comptroller.....	Acceptance
• Education Services.....	Tammy Mullins, Asst. Dir.-Education Services	Report
• Enrollment and Attendance	Terry Gentry Asst. Dir. Child & Family Services	Report
• Child and Family Services	Terry Gentry, Asst. Dir. – Child & Fam. Services.	Report
• Nutrition Services	Junior Rose, Nutrition Specialist.....	Report
• Family Engagement.....	Lindsey Sturgill, Family Engagement Specialist.....	Report
• Health Services	Regina Cantrell, Health Services Specialist	Report
• Human Resources.....	Allen Couch, Human Resources Specialist.....	Report/Action
Old Business:		
1. The "BLAST" 2016.....	Staff.....	Report
2. Health Advisory Meeting.....	Staff.....	Report
3. Recent Federal Review of Classrooms.....	Staff.....	Report
New Business:		
1. Program Written Plans for 2016-2017.....	Tammy Mullins and Terry Gentry.....	Report/Action

For the Good of Kids Central, Inc. (Comments, Discussions and/or Concerns):

Upcoming Meetings:

- Executive Committee.....**There will be no Executive Committee Meeting for May 2016.**
 - Policy Council
- The next meeting of the Policy Council will be held on June 14, 2016 at the Administration Building beginning at 11:00 a.m. This meeting is a joint meeting with the Board of Directors and is the Annual Awards and Installation meeting.**

Adjourn:



Sign-In Sheet

Titled Meeting	Policy Council Meeting	Trainer	
Date	5/11/2016	Time	11:00 - 12:00
Location	Administrative Building		

Number	Signature	Representing	Center/Town
1	<i>[Signature]</i>		
2	Ida R. Mullins	KCI	Community
3	Allen Couch	KCI	
4	Amanda Raleigh	Home base - ^{stidham} Janice	Norton
5	Vanessa Smith		Clinton T.
6	Alasha MORE	KCI	Haysi
7	Terma Roof	KCI - Nutrition	Norton Admin.
8	Johnny Mathews	KCI	" "
9	Jeff Dent	KCI	Admin
10	Steven Raleigh, Jr.	KCI	NORTON
11	Jana Taylor-Baugh	KCI	Admin
12	Thomas L. Williams	BOD	Norton
13	Pura Bentley	KCI	Admin.
14	Mary Collier	Nutrition	Coeb.
15	Candice Jennings	KCI	Admin.
16	Norman Glover	PY2 - Stacy Collins	Norton
17	Lindsey Sturgeon	family services	Admin
18	Rigina Cantrell	Health	Admin.
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KIDS CENTRAL INCORPORATED

Policy Council Meeting

May 11, 2016

The Policy Council of Kids Central Incorporated met on Wednesday, May 11, 2016, at Kids Central Administration Office. Vice Chairman, Steve Raleigh, called the meeting to order at 11:00 a.m. A quorum was determined to be present.

Present: Steve Raleigh, Jr, Norman Calvert, Mary Collins, Alesha Moore, Vanessa Smith, Amanda Raleigh, Ida Mullins

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

Board of Director member attending: Thomas Williams

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

Presentation of Minutes from previous meeting in April was approved with no corrections.

Motion by Mary Collins to accept minutes as presented.

Motion seconded by Norman Calvert.

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 April 30, 2016 New Peoples Bank Account Balance was \$490.95. One outstanding check of \$10.10 makes the balance as of this date, May 11, 2016 at \$501.05. Crystal encouraged all attending the meeting to submit the mileage reports as of this month.

Policy Council Vice Chair, Steven Raleigh, asked for a motion to accept this financial report as given.

Motion by Alesha Moore was made to approve the financial report of the Policy Council.

Motion was seconded by Mary Collins 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 tenth month of fiscal year or 83.33% 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 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 for total federal expenses being \$3,333,636 of this tenth month of fiscal year 15-16. Also provided report of total cash in Accounts at \$52,449.11 at March 31, 2016. This results in available federal funds remaining at 15.75% equals to \$592,340.

Vice Chair, Steve Raleigh, requested approval of financial report as presented:

Motion by Mary Collins was made to approve comptroller financial report.

Motion was seconded by Ida Mullins.

Motion carried by unanimous vote of all members present.

Education Services:

Tammy Mullins, Asst. Director Education Services, presented the education services report for May. She reported that since our last meeting, our Part Year program has ended and we had our Comprehensive Services & School Readiness Federal Review. Currently, KCI has 4 Full Year Head Start classrooms and 4 Full Early Head Start classrooms open along with 6 EHS home base. The updated Education Written Plan will be discussed later in meeting under new business. Tammy and Leslie have continued observations in preschool classrooms with data used to analyze training needs and program performance. The domains included emotional support as improved; classroom organization average improved; and instructional support averages greatly improved from fall to spring.

Tammy shared a report of work schedule changes that were accommodated from June 1 2015 to April 29 2016. A total of 1397 work schedule changes were accommodated.

The spring PALS will finish up next week in preparation of children leaving to attend Kindergarten in the fall. The PALS data is used to analyze our school readiness goals and action plan.

Tammy has completed the exit interviews with all part year staff and will interview all full year staff by the end of May. This provides opportunities for staff to express their concerns and recommendations for improvements for KCI. This information is included in the annual self-assessment data.

School Readiness was discussed as result of child outcome data report for Period 3. The lowest area assessed by teachers was alphabet recognition, name writing, print and word awareness skills.

Benchmarks met are reflected by number of children during period 1,2, and 3. Period 1 through 3 demonstrates increases in all five Head Start domain areas. This information is translated into training opportunities for staff in professional development. The final period 4 data collection ends July 29 for Full Year programs.

Copies of the new 2016-17 calendars with no new schedule changes provided calendar Updates.

Enrollment and Attendance:

Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for April 2016. Total enrollment for April was 401. Ms. Gentry reported attendance for April was 86.49%, which is an improvement from March of +0.44%. She shared the increases and decreases of attendance per site. Head Start Enrollment is 301 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. The annual Kids Central BLAST was held at Bullitt Park in Big Stone Gap on May 6. Lots of fun and educational activities were provided for families and children. This was also the last day of class for children enrolled in part year center and the last day of work for Head Start home visitors.

WIC is scheduled to be at Esserville Admin Office on May 26th from 1:00 pm to 4:00 pm.

A Nutrition training session resulted from grant participation allowed KCI to purchase \$2000 of learning materials geared toward building healthy nutritional habits and promoting breastfeeding. The materials have been received and will be distributed soon.

Kids Central will be closed on May 30th to observe Memorial Day holiday.

Recruitment events have been scheduled in May for families to have opportunities to sign up for the next school year, 2016-2017. Please contact Lisa Bentley or Candice Jennings for application. The schedule for the recruitment events were given for May 20th at Esserville Admin Office from 11:00 am to 3:00 pm; May 27th at BSG Food City from 10:00 am to 2:00 pm; and May 27th at Pound Heritage Dates from 5:00 pm to 7:00 pm. Terry wanted to thank all the parents that participated in interviews in the Comprehensive Services and School Readiness Review. The reviewers were impressed with your knowledge and dedication to the KCI.

Nutrition Services:

Junior Rose, Nutrition Specialist, provided the report for April 2016. 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 4431. This report includes field trips, home base lunch served 72 meals, and served 135 adults; adults/classroom served 1250 meals; breakfast meals served 2572; Morning snack served 1659; Lunch meals served 4408; and afternoon snacks served 4230.

Family Engagement:

Lindsey Sturgill, Family Engagement 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. The emphasis for next school year will be focused on literacy and math activities. The KCI art show was very successful. The Lonesome Pine Library has invited the children art exhibit to be an annual event sometime in April/May next year. Lindsey reported that recruitment commercials on local radio stations would include WAXM radio. She was very happy with the attendance and response to the annual BLAST in the park. It was a huge success. She reported that they continue to seek out more vendors and new ideas every year. Please contact her with anything for next school year. Another focus on the family participation at school will be on Family Healthy Snacks with suggestions recipes and activities appropriate for the preschool population.

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. Regina attended the End of Year program ceremony and enjoyed it very much. She was happy to report the BLAST was a safe and successful event with limited, minor injuries. She continues to plan for next school year such as restocking first aid kits. She will also be developing a schedule for CPR classes for next year also. The Health Advisory Luncheon is scheduled for May 25. Please let her know if you plan on attending in order to have meals planned.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that no personnel changes have been made since our April meeting. Mr. Couch reported that Kids Central has open positions as of May 2016 for:

Bus Monitor in Appalachia, bus monitor at Pound, one classroom teacher, and 6 classroom assistants; 2 floater assistants

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. She reported the review as being very thorough and helpful. All centers were visited, files were reviewed, everything credentialed. Darrell Edwards gave a description of the process of the recent Federal Review and was also very complimentary of the review team and their process.

NEW BUSINESS

Tammy Mullins and Terry Gentry reported on the new Education Written Plan for 2016 – 2017. The new plan was emailed to all members with new edits for review prior to this meeting. The program areas that were edited were explained and listed in areas of Family & Child Services; Mental Health & Disability criteria; Nutrition and Training. Tammy requested action on this new plan as discussed.

Motion by Norman Calvert was made to approve the new Program Written Plans for 2016-17

Motion seconded by Mary Collins.

Motion carried by unanimous vote of members.

For The Good of Kids Central, Inc.

Darrell Edwards, Executive Director, gave a short review of the years events, the struggles, and how impressed he is with the staff of KCI. He was very complimentary of how needs of KCI are handled, the support of each staff for each others success, and the dedication for the children and their families to make KCI so very successful all year. The KCI families can be very proud of the job by the staff to make children safe, happy, and educated.

Open Comment: None by members

Upcoming Meetings

Executive Committee No date scheduled

Policy Council Meeting PLEASE NOTE CHANGE

The next meeting of the Policy Council will be combined meeting with Board of Directors at new time. This will be end of month, June 28, 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 Mary Collins to adjourn Policy Council meeting.

Motion seconded by Norman Calvert.

Motion carried by unanimous vote of members.

Ida Mullins, Recording Secretary

KIDS CENTRAL INCORPORATED

Policy Council Meeting

The Policy Council of Kids Central Incorporated met on Wednesday, APRIL 13, 2016, at Kids Central Administration Office. Sharon Adams, Policy Council Chairwoman, welcomed everyone and called the meeting to order at 11:00 a.m. Chairwoman, Sharon Adams, determined a quorum was established. (25%)

Present: Sharon Adams. , Crystal Counts, Alesha Moore, Kristen Ratliff, Vanessa Smith, Thomas Williams, Mary Collins, Candice Jennings, Lisa Bentley, Cynthia Bullion, Norman Colbeid, Steve Raleigh, Sharon Adams, Ida Mullins, Amanda Raleigh, Crystal Barton, Sheila Carter

KCI Staff present:

Darrell Edwards, Laura Taylor-Baugh, Terry Gentry, Tammy Mullins, Regina Cantrell, Allen Couch, Vernon Rose, Lindsey Sturgill

Others present: none

Roll Call/Quorum

Sharon Adams dispensed with the roll call and recognized a quorum of members present.

Presentation of Minutes from last meeting was approved with corrections of date of the meeting changed to April 13 from April 6.

Motion by Steve Raleigh to accept minutes as presented with correction.

Motion seconded by Vanessa Smith.

Motion carried by unanimous vote of members.

Finance Report of the Policy Council

Treasurer reported that there was no activity for this month. Checkbook balance was \$598.52 the mileage form was distributed to attendees and encouraged to submit By end of May.

REPORTS:

Finance:

Laura Taylor-Baugh, Comptroller, distributed the financial status report for February 2016. This is the ninth month of fiscal year with % of budget at 75%. She also reported the income and expenditures through the end of February 2016. Total cash in accounts is balanced on February 29, 2016 at \$132,199.53. Laura Taylor-

Baugh, Comptroller, requested a vote to accept the financial report as presented.

Motion was made by Crystal Counts *to accept financial statement as presented.*

Motion seconded by Alesha Moore.

Motion carried by unanimous vote of members.

Enrollment and Attendance: Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for March 2016. Ms. Gentry reported an improvement of 9.82% increase attendance with total attendance at 86.56%. Terry Gentry described Head Start Enrollment is 315 children and Early Head Start Enrollment is 100. Totals to date for Kids Central Inc was 415 enrolled in both programs.

Education Services: Tammy Mullins, Assistant Director of Education Services, gave an update on education services for month of April.

Since our last meeting, the 4 year olds visited their local primary school/elementary schools for transition experiences. The end of year evaluations of children's development progress is being completed for family meetings at the end of the year parent conferences. The Education Supervisor and Tammy attended the Wise County Career & Technical Center Advisory Meeting to learn about their Early Childhood Education program and share employment requirements / credentialing of Kids Central for employment. Tammy was encouraging a joint effort with the school to allow volunteering experiences at Kid Central for students learning early childhood education careers at the vocational school.

Several staff of Kids Central attended the Virginia Head Start Association 2016 Annual Conference in Fredericksburg. Leslie Graves, Traci Fisanick, Regina Cantrell, Candice Jennings and Tammy Mullins attended trainings that were of interest to their field of expertise at KCI.

Calendar Changes: Tammy Mullins distributed handout of updates. There are no new schedule changes to our calendar. The last day for the children in Part Year program is May 6th and Part Year staffs last day is the following Monday, May 9th.

Ongoing Monitoring: The executive staff has completed all classroom staffing and is finishing up on few home-based staffing. This is to help ensure compliance with federal standards and providing quality service to children and families.

Leslie and Tammy were busy conducting spring CLASS observations in preschool classrooms and will provide some data at the next meeting in May that will be used to analyze training needs and program performances. They are continuing to update The Education Written Plans that will require approval next meeting. This document will be distributed electronically in order for policy members to review the document before our next meeting. Work Schedule Changes were given from June 1, 2015 to March 31st. Accommodations for work schedule changes listed as 1260 for 76 classroom & Center Transportation staff.

Child and Family Services: Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. She stated that Kids Central, Inc continues to meet our required 100% enrollment of students with identified disabilities. Several students are in the process of evaluation and both staff and the local school systems are monitoring several.

The end of year BLAST has been scheduled for May 6 at Big Stone Gap Bullitt Park. Everyone is encouraged to bring families and attend.

The WIC clinic has been scheduled for April 28th from 1:00 pm to 4:00 pm. KCI staff have participated in 3 Nutrition training sessions with the next session being held on April 22nd. The grant provided by Smart Beginnings and Nemours has allowed KCI to purchase \$2000 in learning materials for breastfeeding and developing healthy life style habits.

The Lonesome Pine Library is hosting our Kids Central Art Show with all centers and home based programs represented. The library also allowed us to display recruitment brochures and flyers about the benefits of art.

The recruitment efforts have been occurring in April with flyers being mailed through USPS as well as the new 6 foot Kasey Kangaroo stand up on display for publicity. Applications for the school year 16-17 programs are now being accepted. Please contact Lisa Bentley or Candice Jennings if interested.

Nutrition Services: Junior Rose, Nutrition Specialist, presented the Nutrition Services report for March 2016. A total average of monthly-attended meals served was 4803. The nutrition report includes children from Head Start classes, Early Head Start classes, regular, and Early Home base.

Family Involvement: Lindsey Sturgill, Family Involvement Specialist reported on family Involvement at Kids Central. Lindsey planned and participated with families in Activities in classes. Lindsey awarded winners in the attendance competition at the classroom. Haysi and Clintwood and Pound were recognized as winners for best family Participation. This year the 4 year olds graduating to kindergarten will be traveling to Knoxville Zoo for special field trip for end of year. The Fatherhood Night at UVA Wise gym was a success and hopefully will become an annual event.

Health Services: Regina Cantrell, Health Services Specialist, enjoyed the conference she attended. She shared the importance of dental care for our population. She has been working very hard to get parents and staff recertified for CPR. Regina is setting up the fall calendar for hearing and dental exams. Regina announced the Health Advisory Dinner Annual meeting is being planned and date will be announced when scheduled.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that one personnel change has been made since March meeting. Patsy Hackney has been hired as a Floater Assistant for Kids Central and requires board approval.

Motion was made by Steve Raleigh *to approve hiring of Patsy Hackney.*

Motion seconded by Crystal Counts.

Motion carried by unanimous vote of members.

Mr. Couch reported that Kids Central has open positions as of March 2016, for two floater assistants and bus monitor in Appalachia and a bus monitor in Pound.

OLD BUSINESS

Terry Gentry gave update from last month's discussion of the Lee County proposal to begin new services for pregnant women to children 3 years old. Terry is working to complete the deadlines for submission of Early Head Start Expansion Grant that is due July 1, 2016.

NEW BUSINESS

Darrel Edwards, reviewed new initiative of services between health and mental health that will be coming for 4 year olds. The Comprehensive Services and School Readiness monitoring review will be discussed at a later date when information is more precise.

Tammy Mullins and Allen Couch distributed the policy and procedures Manual changes with clarification of the items edited. The sections for personnel policy changes are section 212-employment decisions title changed from Pre-Employment Requirements to Requirements of Employment. Also in the Personnel Policy the section of 212 titled Employment Decisions, a paragraph was added to insure the integrity of the recruiting and hiring process, Kids Central delegates the authority to approve employment offers as follows:

"For the Executive Director and all key personnel positions as specified in the grand application or award document – the Board of Directors with approval of the Policy Council and the Office of Head Start".

Section 223 PreEmployment Requirements was also edited with changes as submitted for approval of our policy council.

Section 212 and Section 223 as presented.

Motion was made by Norman Colbeid *to approve the changes to the Personnel Policy Handbook:*

Motion seconded by Cynthia Bullion.

Motion carried by unanimous vote of members

Tammy Mullins gave a report for the Kids Central Inc 2016 – 2017 Part Year School Calendar. A new section for full year staff and part year staff are combined within section: 1.i of Procedures combined as new item to accommodate changes. A copy of the new calendar 2016 – 2017 was discussed with changes listed. Tammy requested action be taken to approve the new school year calendar for 2016-17.

*Motion was made by Norman Colbeid to approve the new calendar as presented.
Motion seconded by Crystal Counts.
Motion carried by unanimous vote of members*

For The Good of Kids Central, Inc. Open Comments

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.
Sharon Adams, Chairwoman, adjourned the meeting.

Upcoming Meetings

Executive Committee... There will be no Executive Committee Meeting for April 2016.

Parents Policy Council... The next meeting of the Policy Council will be held on May 11, 2016 at the Administrative Building located in Norton, VA beginning at 11:00 a.m.

With no further business, Sharon Adams, Policy Council Chairwoman, adjourned the meeting at 12:00 pm.



Ida Mullins, Recording Secretary