

Kids Central Incorporated  
Board of Directors Meeting  
June 21, 2005

The Board of Directors of Kids Central Incorporated met on June 21, 2005 at the Kids Central Administration office. Donald Baker, Chairperson, called the meeting to order at 11:01 a.m.

Board Members present: George Aichel, Jewell Askins, Donald Baker, Charles Hay, Ed Hutchinson, Shirley Rogers, Heather Strong, Shannon Scott, Jim O'Quinn

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, Sandra Willis and Ken Smith

Minutes:

Donald Baker asked if anyone had any comments or questions regarding the minutes from the last meeting. Ed Hutchinson made a motion to approve the minutes of the previous meeting as written. Shannon Scott seconded the motion. Motion carried.

Finance Report:

Lisa Barton gave the financial report. She stated that we have closed out the fiscal year May 31. There are some adjustments that needed to be made. We have spent approximately 93.78% of our Head Start funds and approximately 86.12% of Early Head Start funds. We have a little over \$100,000 left in Head Start funds. We will about break even in Early Head Start. We are still in the process of closing Early Head Start.

In-kind is very important and is something we all must remember. Paula Bates sent letters out to some of the Board and PC members for documentation of extra time for in-kind. Donations or items or services given to Kids Central at a reduced rate can be counted as in-kind.

Shirley Rogers made a motion to accept the Finance Report. Jim O'Quinn seconded the motion. Motion carried.

PC Report:

Heather Strong gave the Policy Council Report. The Policy Council met on June 8, 2005 and heard and/or approved the following:

Western Kentucky University's Review Report

The adoption of the High Scope Curriculum was approved for Kids Central

Philadelphia denied our request to purchase new cars and buses

We will no longer have classroom space in the Clinchco Elementary School

We need to purchase a mobile unit for a Clinchco Center, which will cost approximately \$22,900 plus the cost of land.

The Policy Council approved this purchase.

No food will be served to the Parent meetings that is not served to the children on our menus and we will no longer have birthday cakes for the children

Shared Governance training will be held on June 22 from 10:00 a.m. to 2:00 p.m. with Carolyn Pierce.

Heather Strong was re-elected as the representative from the Policy Council to the Board

The Policy Council approved a change to the By-Laws to include a non-discrimination policy for pregnant women

The COLA and One-Time Funds Application was presented and approved. The application is due July 8.

Applications for the Educational Services Director are due June 15

The Policy Council approved changing the Teacher's salaries on the pay scale due to the degrees from non-accredited colleges

George Aichel made a motion to accept the Policy Council Report. Charles Hay seconded the motion. Motion carried.

Old Business:

Clinchco Center:

Chris Austin stated that as of last Monday, we no longer have a center in the Clinchco Elementary School. They are in need the classroom space. We have already vacated the classroom and have removed the playground equipment, the woodchips, and have planted grass and laid straw. The question now is where to place the children this year. One proposal is to purchase a mobile unit from Shirley Mullins for \$22,900, which includes set up, delivery, and a handicapped access. Clinchco Elementary sets middle between Haysi and Nora and there are no major roads in that immediate area. There is not much land available in the Clinchco area. Chris asked if anyone knows of someone who owns land to help us locate a place. Carol Edwards owns the lot and building where old Clinchco office was located. Charles Hay stated there is a unit beside Triple T. It is the old PSA building and Donald Baker stated the contact person would be Ronnie Phillips. Darrell stated this is an urgent situation. The only other alternative is to open a second center in the Haysi center. Charles said the simplest solution would be the office located next to Triple T. The unit is already there and handicapped accessible. It would not take too much to set up as a center. Darrell stated the easiest way to get the Board approval for the final decision would be to conduct a telephone poll of all Board members. The Board can give their approval by telephone. Donald Baker states he will assist Chris Austin in locating a center for Clinchco.

Charles Hay made a motion to move forward with finding a location for the Clinchco center and having the Board members polled by telephone for action on the final recommendation. Shirley Rogers seconded the motion. Motion carried.

Old Clintwood Center:

Up until 1998, the Clintwood center was located in the white house located on school grounds. We paid rent for this house plus the block building directly behind it. In 1999, we purchased a mobile unit and placed it on the hill above the house. Since 1998, we have not paid any rent for the use of this property. We only used the house and building for storage. The Dickenson County School System recently sent us a bill for \$16,800 for rent owed from 1998 to the present. Jewell Askins asked if there was any correspondence when mobile unit was put on property. Chris stated that the only contract we had expired in 1998 and neither party has anything else. There are two options to take care of this situation. One is to pay the \$16,800 and remove the unit from the property (the unit is valued at approximately \$8,000 and will cost approximately \$7,000 to move), and the other is to sign over the title for the mobile unit in exchange for the rent due. We are currently still paying the utilities and insurance on the mobile unit and we have removed the items from the center and the playground equipment.

Shirley Rogers made a motion to give the mobile unit to the Dickenson County School System in exchange for rent due. Charles Hay seconded the motion. Motion carried.

Organizational Chart

Two changes were made to the organizational chart. Bus Monitors were added under the Family and Community Partnerships Director. Substitutes were added under the Educational Services Director. We hired two full-time substitutes to work in classrooms as needed and they can be rotated to give Teachers planning time if they are not needed as a substitute.

George Aichel made a motion to approve the organizational chart as amended. Ed Hutchinson seconded the motion. Motion carried.

Appalachia II Center

The Appalachian II center is currently located in the Presbyterian Church on Spruce Street in Appalachia. Our center is located in the basement of this church. There is a problem where we don't own building and we can't fix any problems or repairs that occur. We must wait for approval.

A couple of months ago, the Board of Directors gave permission to contact the owners of the building regarding Kids Central purchasing the building. Apparently there was some miscommunication and the owners thought we were going to make offer and we thought they were going to get the building appraised. Discussion has been made regarding an offer amount of \$10,000. The building has an assessment value of \$186,000. George Aichel stated that the \$10,000 price was discussed because of the purpose for the building. The owners may not accept an offer this low. The Church recently paid over \$4,000 for roof repairs. Donald Baker stated that we needed to negotiate a price first. George Aichel made a motion to make an offer to purchase the Presbyterian Church for \$10,000. Shirley Rogers seconded the motion. Motion carried. Donald Baker asked if Philadelphia needed to approve this offer. Darrell stated they did not. Darrell stated that if a counter offer is higher, it would be brought to full Board for discussion.

#### WKU Review

The Board members were sent copies of the review report from Western Kentucky University. The majority of their issues were of a common sense nature. In the past, focus was taken from away from the education component and we are now getting back on track. Most of the items of concern have already been corrected. We, as an agency, need to practice what we preach. By the September review, these items will be taken care of. By the scheduled review next spring, everything will be completed and taken care of. Darrell stated that we needed to accept the report because we paid for the review and it was approved by Philadelphia. George stated that he read the whole document and there were a lot of recommendations. He questioned Darrell about the ability of getting these things taken care of. Darrell states that they were a lot of small items that have been started and are constantly being corrected. Forms have been revised and every month Teachers will know what Supervisors are looking for. Ed Hutchinson made a motion to accept the Review report from Western Kentucky University. George Aichel seconded the motion. Motion carried.

#### Educational Services Director

The applications for the Educational Services Director have been received. Darrell would like to set an interview date of Monday, June 27 from 11:00 a.m. to 1:00 p.m. There are five candidates to interview. If these candidates are not qualified for the position, we will re-advertise. Jewell Askins and Charles Hay stated they would be able to attend the interviews on the above date.

#### New Business:

##### Donna Raines' Resignation

Donald Baker received a letter from Donna Raines asking for her resignation from the Board of Directors. He read the letter to the Board members. Shirley Rogers made a motion to accept the resignation of Donna Raines. Charles Hay seconded the motion. Motion carried.

The City of Norton will need to be contacted to appoint another representative to our Board of Directors. George Aichel stated there is currently another vacancy on the Board.

#### New Hires and Dismissals

Chris Austin presented the Board with new hires. There are three new hires:

§ Jason Mays – Maintenance Worker. Jason worked for us through the Department of Social Services and was hired as an Interim Maintenance Worker during Ray Harvey's leave for back surgery. He is a good worker and is eager to learn.

§ Kristy Turner – Early Head Start Assistant/Driver for Esserville. Kristy was the second choice during the interviews for this position when first advertised.

§ Patricia Keith – Assistant for the Haysi or Coeburn I center.

§ Patricia Keith – Assistant for the Haysi or Coeburn I center.

Shannon Scott made a motion to approve the hiring of Jason Mays, Kristy Turner and Patricia Keith. Jewell Askins seconded the motion. Jim O'Quinn sustained from voting due to a family conflict of interest. Motion carried.

#### 2005-2006 Calendar

The Board members have been given a copy of the calendars for both Head Start and Early Head Start for the 2005-2006 school year. Staff met, discussed and set these calendars. The Home Visitors and Family Service Workers will now be on the same schedule as the Education staff. This year the Family Service Workers and Home Visitors ended their year fifteen days prior to the end of school. This left the Education staff without any Family Service support. Darrell stated he does not want this to happen again. From now on, Family Services and Home Visitors will be begin and end at the same time as the Education staff and will not work when the Education staff does not work. Jim O'Quinn made a motion to accept the 2005-2006 Head Start and Early Head Start calendars. Charles Hay seconded the motion. Motion carried.

#### COLA and One-Time Funds

Lisa Barton stated that the Board approved the COLA and One-Time Funds application at last month's meeting. We received a letter May 16th stating the COLA amount is \$31,948 for Head Start and \$4,302 for Early Head Start. The application for the COLA and One-Time Funds is due July 8. Charles Hay made a motion to approve the COLA and One-Time Funds Application. Shirley Rogers seconded the motion. Motion carried.

#### Home Visitors and Family Service Workers

Lisa Barton stated that last year, the Home Visitors and Family Service Workers came back to work two weeks prior to the Education staff and left fifteen days before the Education staff. If they were on the same schedule as the Education staff, there would not be an issue of children in the centers without Family Service Workers. On snow days, if the Education staff does not work, the Home Visitors and Family Service Workers will not work either. George Aichel made a motion to approve the Home Visitors and Family Service Workers being placed on the same work schedule as the Education Staff. Charles Hay seconded the motion. Motion carried.

#### Curriculum

Darrell Edwards stated that the Western Kentucky University report recommended using Creative Curriculum as our only curriculum. Dickenson and Wise County School Systems use High Scope as their curriculum. Our transition to Kindergarten would be so much easier if we used the same curriculum. Over thirty members of our staff are in training this week with Wise County Schools for High Scope training. Darrell would like to adopt High Scope as our only curriculum. It is not as expensive as Creative Curriculum. High Scope uses everyday things that take place in the home, not expensive purchases. Jewell Askins made a motion to adopt High Scope as the only curriculum used by Kids Central. Shirley Rogers seconded the motion. Motion carried.

Jewell Askins stated that Creative Curriculum assumed much less training of staff. There is more Teacher decisions in High Scope and the emphasis must be on training of Teachers. With High Scope, to be effective, it will take on-going staff development. With Creative Curriculum, tracking is documented by classroom. With High Scope, you can document individual student progress.

#### Yard Sale

Chris Austin noted that last year we had an auction to sell surplus items because we had a lot of big items to get rid of. This year, we have a lot of small items and an auction is not necessary. We will tag everything with a price and have a yard sale. The sale is scheduled for July 8th. Items that are not sold will be gotten rid of. Charles Hay made a motion to have a yard sale to sell surplus items. George Aichel seconded the motion. Motion carried.

For the Good of Kids Central:

Darrell Edwards asked to present an item to the Board that was not on the agenda. He stated that he tries to do everything fair. Last June we proposed to look at the degrees of employees who used non-traditional methods to receive degrees from non-accredited Colleges and Universities. Last month we stated we needed to cut these employees pay and not recognize these degrees. Head Start is not having issues with these degrees. They are having issues with places where you send in a check and they send you a degree paper. The acceptance of Madison and Cambridge degrees is not a Head Start decision, it is a management decision. Darrell is asking the Board members to rescind their decision to cut the pay for the affected staff members. He states he worked full time and went to school to get his education and he is against these degrees. But, employees are taking up to an \$7.00 per hour pay cut and he believes the employees should be allowed to keep their pay and work towards obtaining a traditional degree. Jewell Askins asked about the time invested and personal cost of employees for these degrees. She thinks the situation should be looked at on an individual basis. She wants to look at personal criteria. Darrell stated in it was in 2000 when the subject of these degrees began. Staff was told to get their degrees or not have a job. Ed Hutchinson stated that the employees did what they were told to do in the understanding of good faith. Donald Baker stated that the cuts in pay that have been discussed are big cuts. Darrell stated that the morale of these affected staff members is not good.

Donald Baker stated he thinks this is a personnel matter. We need to give Jewell Askins the information she is asking for pertaining to the work completed for the degrees and let the personnel committee make decision. George Aichel said he felt uneasy about voting for this pay cut last month because employees did exactly what they were asked to do. He is in favor of rescinding the pay cuts for these employees. Donald Baker stated that pay raises are easy to give, but very hard to take away. Mistakes have been made and it is his recommendation to let personnel committee look into this matter. George Aichel made a motion to rescind the pay cuts for staff affected by these degrees and to have this action referred to the personnel committee for a final decision. Shannon Scott seconded the motion. Motion carried.

Chris Austin stated that Sally Hamer came by a couple weeks ago and stated that there is \$29,270.11 left in loans that were taken out to purchase items for the agency. She stated that we may still use these funds to purchase items that were requested in the initial loan package. Therefore, we are asking to purchase two agency cars. Sally stated that it was possible to use these funds for this purpose. Chris stated we needed the Board approval to use these funds to purchase two 4-cylinder cars for the agency. Charles Hay made a motion to use these funds to purchase two 4-cylinder cars. Jim O'Quinn seconded the motion. Motion carried.

Donald Baker asked if the Board was required to meet every month. Darrell stated they were not required to meet every month. Donald stated that July would be a bad month for attendance because of members taking vacations. The Educational Services Director position needs to be addressed in July, but we can do a telephone poll for approval of the candidate for this position. This being agreed to by the Board members, there will not be a Board of Directors meeting in July.

Next Meeting:

The next Board of Directors meeting will be held August 16, 2005 at the Kids Central Auditorium at 11:00 a.m.

Adjournment:

The meeting was adjourned at 12:13 p.m.