

# Kids Central Incorporated Board of Directors Meeting August 18, 2009

The Board of Directors of Kids Central Incorporated met August 18, 2009 at Kids Central's Center Building in Esserville. Teresa Adkins, Chairperson, called the meeting to order at 11:04 a.m.

Board Members present: Teresa Adkins, David Belcher, Edward Hutchinson, Sister Bernie Kenny, Carl Mullins, and Shirley Rogers

Staff present: Darrell Edwards, Lisa Barton, Kim Austin, Chris Austin and Sandra Harvey

## Minutes:

Sister Bernie Kenny presented the minutes from the last meeting (June 23, 2009). **Shirley Rogers made a motion to approve the minutes of the last. David Belcher seconded the motion. Motion carried.**

## Finance Report

Lisa Barton reported we are two (2) months into our fiscal year. Expenses are low during the summer months because of the part-year centers being closed.

During the summer months, we order supplies for all the centers so everything is on hand when staff arrives for the new school year.

In-kind amounts rise each year based on our budget. We are working with staff to ensure we will meet our in-kind requirements this year.

## Policy Council Report

Darrell Edwards reported that the Policy Council met on August 11<sup>th</sup>. It is hard to get enough members to report to a meeting to ensure a quorum during the summer, but he was thrilled that members are still coming to the meetings. He stated that Jason French was missed by Kids Central. He did a lot of work for the Policy Council and volunteered a lot of his time to the program. This year, we are going to try to increase the parent involvement in the classrooms this year.

## OLD BUSINESS

- Early Head Start Expansion Grant. We have not heard any response as of yet concerning our Early Head Start Expansion Grant. We hope to have some information by September.
- One Time Funds. Darrell passed around a copy of the specifications of the building that was requested with the one-time funds. We also asked for cars, buses, refrigerators, a refrigerator/freezer unit, and computers. We did not ask for anything that we do not need. We hope to know something on this application by October.

## NEW BUSINESS

- Rural Development Grant. While talking to Rural Development, Lisa Barton was told that Kids Central qualifies for a \$25,000 grant. Lisa asked to have the information sent to her regarding the grant. She received a phone call from them stating that we qualify for an additional \$25,000 grant. With this grant money, we will purchase two (2) new buses. We will have to pay the difference in the price of two new buses. We currently have money we are holding for the building loan that can help us pay this amount.

**Carl Mullins made a motion for staff to complete and submit the Rural Development Grant Application for the purchase of two new buses. Sister Bernie Kenny seconded the motion. Motion carried.**

- Program Written Plans. Kim Austin stated that our Written Plans have not changed this year. We used to print a copy for everyone but that is expensive. Our Written Plans are on-line on our website for viewing. If we have changes during the year, we will present the change for approval.
- Health Policies and Procedures. The only change to our Health Policies and Procedures is the lice policy. It now states that we may send children home who have lice and that they may not be able to attend school until they have no signs of nits. The Health Advisory Committee has approved these policies and procedures at their last meeting.

**Shirley Rogers made a motion to approve the Program Written Plans and the Health Policies and Procedures. Sister Bernie Kenney seconded the motion. Motion carried.**

- Kasey's Academy. Kasey's Academy is a new program Kids Central designed for four (4) year olds. The idea of the program is to entice parents to send their four (4) year olds to Kids Central instead of Pre-K. The children will go on two major field trips during the year, The Knoxville Zoo and Ripley's Aquarium, as well as other activities. We are trying to serve as many children as possible and we know that some children will attend Pre-K instead of staying in our program. We have ads in all the local newspapers regarding Kasey's Academy.
- New Hires/Transfers. Chris Austin reported that the following people have been hired by Kids Central or transferred within the agency:
  - Amber Mullins – Lead Caregiver at Esserville EHS (promoted from Substitute)
  - Junior Rose – Classroom Assistant/Cook/Housekeeper at Wise (transferred from Ramsey and from part-year to full-year)
  - Delena Bentley – Classroom Assistant/Cook/Housekeeper at Appalachia (transferred from Wise)
  - Daniel Amos – Classroom Assistant at Hawthorne
  - Angela Fee – Early Head Start Caregiver at Esserville Early Head Start
  - Ashton Maggard – Substitute
  - Regina Large – Classroom Assistant/Cook/Housekeeper at Ramsey
  - Jennifer Shastid – Classroom Teacher at Pound
  - Shelia Baker – Classroom Assistant at Coeburn II
  - Brigitte Sturgill – Bus Monitor at Hawthorne and Ramsey
  - Jerri Horton – Bus Driver at Powell Valley Blended Classroom

**David Belcher made a motion to approve the above listed new hires and transfers. Edward Hutchinson seconded the motion. Motion carried.**

- Monthly Enrollment Report. Chris Austin stated that the enrollment report this month is only for our full-year centers because our part year centers are not yet in operation for the year.

We have had five children in the Monte Vista/Dogwood area move into Lee County, just across the county line. They want to continue with Kids Central services and after talking with Lee County, Lee County has agreed to allow us to service these children but we must also receive permission from the Regional Office. We are not waiting to hear from them.

We have reason to believe that some of the children in our service area near Russell County are being recruited by People Incorporated. Right now the St. Paul center only has eight (8) children enrolled. Kim Austin stated that the Performance Standards state that a center must have thirteen (13) children enrolled in order to operate. We are taking steps to prove whether or not children in the Wise County area are being recruited by People Incorporated. If they are, we will report this information to the Board of Directors and ask for approval to send this information to the Regional Office for assistance.

We need 360 children by August 31<sup>st</sup>. As of today, we have 346 enrolled. We may have to replace some children in September if they decide to go to Pre-K.

- Parent Handbook. A copy of the updated Parent Handbook was given to all Board of Directors members.
- Member Appointment. The City of Norton has appointed Norma Crowder to the Kids Central Board of Directors. The last appointee from the City of Norton never attended a meeting, even though we sent information explaining the dates and times of the meetings. Kim Austin stated she believed Ms. Crowder was a Pre-K Teacher at Norton Elementary School, and if so, it would be hard for her to attend the meetings.
- Wayne Herndon Case Update. Darrell Edwards read a letter from Mark Hurt, Wayne Herndon's Attorney addressed to Judge Jones requesting that he extend judgment on this case.
- Health Insurance. Lisa Barton stated that several months ago, Board Member Fred Luntsford discussed proposals for all of our insurance policies. She has been working with several different agencies for the last several weeks to try and find the best policy for the best price. She believes that for the health insurance we now have, we have the best policy for the best price. However, the premium for our policy has increased twelve percent (12%) for the upcoming year. She is proposing that we keep our current policy and have Kids Central bear to increase as to not raise the employee's portion of the premium. Also, she is proposing changing the Short-term Disability coverage from a maximum payout of \$600 per week to \$1000 per week to ensure proper coverage for all staff. This will raise the premium less than \$1500 per year.

**Carl Mullins made a motion to keep the current Health Insurance Policy and to have Kids Central pay the 12% increase in the premium for the staff, and also to increase the maximum payout of the Short-Term Disability Policy to \$1000 per week instead of \$600. Shirley Rogers seconded the motion. Motion carried.**

#### FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Darrell informed the Board that George Aichel will be missing some meetings. He has to have back surgery and we all want to wish him a speedy recovery.

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be September 15, 2009 at 11:00 a.m.

ADJOURNMENT

The meeting adjourned at 11:47 a.m.

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Sister Bernie Kenny  
Secretary

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Sandra Harvey  
Recording Secretary