

Kids Central Incorporated Board of Directors Meeting March 24, 2009

The Board of Directors of Kids Central Incorporated met March 24, 2009 at Kids Central's Administration Office in Esserville. Teresa Adkins, Chairperson, called the meeting to order at 11:04 a.m.

Board Members present: George Aichel, Teresa Adkins, Jason French, Edward Hutchinson, Larry Kennedy, Sister Bernie Kenny, Carl Mullins, and Shirley Rogers

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

Minutes:

Sister Bernie Kenny presented the minutes from the last meeting (February 17, 2009). On page 3 of the minutes, in the last paragraph, it was noted that a second to reconvene into regular session from a closed session meeting was not in the minutes. The correction was made to add "Roy Munsey seconded the motion. Motion carried". **Carl Mullins made a motion to approve the minutes of the last meeting with the above correction. Jason French seconded the motion. Motion carried.**

Finance Report

Lisa Barton gave Board members copies of the financial statements (including credit card statements) for February. She stated that we have spent approximately 65% of our Head Start funds and 68% of our Early Head Start funds. Expenses are about normal for this time of year.

Shirley Rogers made a motion to accept the finance report. Sister Bernie Kenny seconded the motion. Motion carried.

Policy Council Report

In Fred Luntsford's absence, a Policy Council Report was not given.

OLD BUSINESS

- Review. Response from the review could take sixty (60) to ninety (90) days. Nancy Elmore was at the Virginia Head Start meeting at stated to Kim Austin that she heard we had a good review. One outcome of the review was that the Board needed to conduct a performance evaluation on Darrell Edwards by May 31st. The Personnel Committee of the Board conducts evaluations of the Executive Director. Shirley Rogers and Sister Bernie volunteered to be on the committee.
- Virginia Head Start Association Meeting. Darrell Edwards stated that employees of Kids Central are active members of the Virginia Head Start Association. Chris Austin is the President. Kids Central was a presenter this year, discussing the Annual Report. The meeting was held at the Hotel Roanoke. Nine staff members from Kids Central attended the meeting. Lisa Barton stated it was a good experience to see how other programs interact. Kim Austin stated that Nancy Elmore discussed funding for the

upcoming year. Lisa Barton added that we will have a quick turn around for the grant applications for the stimulus funds. We will probably only have a thirty (30) day turn around time. The Virginia Head Start Association meeting will be held near Virginia Beach next year.

NEW BUSINESS

- Personnel Policies and Procedures Manual Policy #101 (Standards of Conduct). During the review, we were informed that a paragraph that is listed on the Standards of Conduct form that all employees sign when first hired was not listed on the Standards of Conduct Policy. We were told that it would be best if we added that paragraph to our policy so the policy read the same as the form. The last paragraph was added to the Standards of Conduct Policy. **Ed Hutchinson made a motion to approve the addition of the last paragraph to the Standards of Conduct Policy. George Aichel seconded the motion. Motion carried.**

- Accounting Policies and Procedures Manual pages 23 and 47. On Page 23 of the Accounting Policies and Procedures Manual, a sentence was added to state that the Executive Director approves and initials all journal entries before posting. On page 47, a sentence was added to reflect that our signature stamps are kept in a safe locked area at all times. These are clarification items recommended by the Review Team. **Jason French made a motion to approve the addition of the above sentences on pages 23 and 47, respectively. Shirley Rogers seconded the motion. Motion carried.**

- Blended Services Agreement. Kim Austin reported that we have received a draft agreement of services from Donna Bates at Wise County Schools. Some of the items in this agreement will be determined by our Board of Directors, such as the amount per child to pay Wise County Schools. Kids Central had blended services with Wise County prior to Darrell Edwards and Kim Austin being employed. Blended services consist of having some Head Start children in a County School Pre-K classroom. These children will receive all the benefits and services of Head Start. This agreement is for eight (8) Head Start children.

This collaboration of services is important because it allows all children in our services area to be served, and building a relationship with Wise County Schools is very important.

In prior years, we paid the school system \$500 per child in the blended program. We would provide transportation for these children due to the Head Start Standards regulation of transporting Head Start children with harnesses. The school system would only be providing the education. Ten percent (10%) of Kim Austin's time will be spent monitoring the blended program.

We will not lose any Head Start children by taking this blended option. This will only affect four year olds. The Wise County Schools will be voting on this option at their next Board meeting.

Jason French questioned the parent partnership experience. Parents in Head Start have the opportunity to interact with their children. Kim Austin stated parents would still have their involvement and will still be eligible for training.

Kim announced that a meeting will be held with Donna Bates and The Coalfield Progress on March 25th.

George Aichel made a motion for Kids Central Staff to proceed with the Blended Services agreement option with an amount of \$500 per child payable to Wise County Schools. Ed Hutchinson seconded the motion. Motion carried.

▪ Enrollment Update. Due to Chris Austin not being present at today's meeting, the enrollment status for February was in the packets Board members received for today's meeting.

▪ New Hires. Lisa Barton reported that the following people have been hired by Kids Central:

- o Sandra Lawson Substitute
- o Natalie Jones Early Head Start Classroom Assistant at Esserville
- o Valerie Caudill Substitute
- o Carla Weatherbee Bus Monitor for Ramsey and Hawthorne

The following person has been terminated from their position:

- o Patty Fleming Substitute

Jason French made a motion to approve the above listed new hires and termination. Shirley Rogers seconded the motion. Motion carried.

Closed Session

Edward Hutchinson made a motion that the Board go into closed session as provided by Section 2.2-3711(A)(1) of the Code of Virginia, for discussion, consideration or interviews of prospective candidates for employment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific officers, appointees, or employees of Kids Central Incorporated for the purpose of discussing personnel matters lawfully exempted from public discussion. Carl Mullins seconded the motion. Motion carried.

George Aichel made a motion to reconvene into regular session. Carl Mullins seconded the motion. Motion carried. Members of the Board of Directors were polled to certify that only those matters lawfully exempt from public discussion pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for which you went into closed meeting to discuss namely the discussion of personnel matters, were discussed.

George Aichel	Yes
Teresa Adkins	Yes
Jason French	Yes
Edward Hutchinson	Yes
Larry Kennedy	Yes
Sister Bernie Kenny	Yes
Carl Mullins	Yes
Shirley Rogers	Yes

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Lisa Barton stated she talked to Fred Luntsford concerning quotes on all of Kids Central's insurance policies. She asked him to wait until the review was over before giving her the information he has. She has compiled information on our current policies and asked members of the Board of Directors to serve on a committee for this project. Shirley Rogers volunteered to serve on the committee with Fred Luntsford and Lisa Barton.

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be April 21, 2009 at 11:00 a.m.

ADJOURNMENT

Carl Mullins made a motion to adjourn. Sister Bernie Kenny seconded the motion.
The meeting adjourned at 12:00 p.m.

Sister Bernie Kenny
Secretary

Sandra Harvey
Recording Secretary