

Kids Central Incorporated Board of Directors Meeting September 20, 2011

The Board of Directors of Kids Central Incorporated met September 20, 2011 at Kids Central's Administration Office. Teresa Adkins, Chairperson, called the meeting to order at 11:05 a.m.

Board Members present: Teresa Adkins, David Belcher, Edward Hutchinson, Ronald Kendrick, Sister Bernie Kenny, Shirley Rogers, William Sturgill, and Thomas Williams

Staff present: Darrell Edwards, Lisa Bentley, Christy Fleming, Mary Collins, Myrlene O'quin, Tammy Mullins, Terry Gentry, and Sandra Harvey

Others present: Policy Council Member Sue Coleman, and Karen Davis (Board member recommendation)

Recommended Board of Directors Member:

Karen Davis with Infant and Toddler Connection of DILENOWISCO was in attendance at today's meeting as a potential candidate for the Board of Directors. Ms. Davis gave a brief description of the program she works with and stated that she has worked with children in Head Start. David Belcher stated that he would agree to be Ms. Davis' sponsor for the Board. **Shirley Rogers made a motion to accept Karen Davis as a member of Kids Central's Board of Directors. Sister Bernie Kenny seconded the motion. Motion carried.**

Minutes:

Shirley Rogers presented the minutes of the last meeting (August 16). With no comments or corrections, **Sister Bernie Kenny made a motion to approve the minutes. Edward Hutchinson seconded the motion. Motion carried.**

Finance Report

Christy Fleming gave copies of the financial statements to the Board. She stated that the information for Early Head Start is not complete because we just found out that the Early Head Start ARRA funds will roll into the Early Head Start budget.

We need a resolution for the change of signatures for our bank accounts. Presently, Edward Hutchinson, Kim Austin and Darrell Edwards are on the signature cards. Darrell proposed to have Tammy Mullins and Terry Gentry added to the signature cards for the accounts. **Shirley Rogers made a motion to remove Kim Austin from the account signature cards and add Tammy Mullins and Terry Gentry. Thomas Williams seconded the motion. Motion carried.**

Ronald Kendrick made a motion to accept and file the financial report as presented. David Belcher seconded the motion. Motion carried.

NEW BUSINESS

- PIR. Darrell reported that the PIR has been completed and submitted to the regional office. A copy of the report has been given to the Board members to look at.

- Self-Assessment. A summary of the self assessment was given to the Board members. It has been submitted to the regional office.
- Web Services. Earl Carter requested to address the Board concerning the termination of the use of his services by Kids Central. He stated that he was told by Kids Central that his services were no longer needed due to financial concerns and that staff should be taking care of the photos that we were paying him to do. He stated that the Kids Central website is down because the site is hosted by his account and he could not allow the site to remain with someone else handling the updates. He pointed out that he gave all the files for the website to Kids Central.

Mr. Carter proposed to the Board members that he will agree to continue as the web master, and continuing providing the services he did in the past, until the end of the school year for no charge, however, in return he would like to take possession of a digital Cannon camera Kids Central purchased for \$6,500.00. He stated that the Kids Central website has approximately 900 hits per week and is used on a daily basis by staff members. Teresa Adkins stated that the Board would bring this up for discussion during their closed meeting session.

- Personnel Actions. Sandra Harvey presented the Board members with the following personnel actions:
 - Wendy Hollyfield – Substitute
 - Kirasten Clark – Classroom Assistant at Monte Vista
 - Kim Austin – Acceptance of her resignation
 - Stacy Collins – Classroom Assistant at Esserville
 - Cynthia Shields – Classroom Assistant at Dogwood
 - Candice Chafin – Classroom Assistant at Hawthorne
 - Heather Bentley – Head Start Home Visitor
 - Leigh-Anne McDaniel - Substitute

Shirley Rogers made a motion to approve the above personnel actions. Thomas Williams seconded the motion. Motion carried.

- Education, Enrollment, and Attendance. Lisa Bentley reported that attendance for August was below 85% but for this time of year it is normal. We are fully enrolled and have waiting list containing eligible children. The new Home Visitor for Early Head Start has already received a large number of applications to start her case load.

- Closed Session.

Teresa Adkins made a motion to enter into a closed meeting 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. Sister Bernie Kenny seconded the motion.

Everyone present except Darrell Edwards and the Board members left the room.

Shirley Rogers made a motion to return to regular session of the Board. Thomas Williams seconded the motion. Motion carried.

Sandra Harvey read the following Certification of Closed Meeting:

“Do you 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 the closed meeting to discuss were discussed?”

David Belcher – Yes
Shirley Rogers – Yes
Teresa Adkins – Yes
William Sturgill – Yes
Karen Davis – Yes

Sister Bernie Kenny – Yes
Ronald Kendrick – Yes
Ed Hutchinson – Yes
Thomas Williams – Yes

David Belcher made a motion to accept the Performance Management Evaluation of Darrell Edwards. Shirley Rogers seconded the motion. Motion carried.

Will Sturgill made a motion to accept “excellent” as Darrell’s End of Period Summary Performance Rating. Thomas Williams seconded the motion. Motion carried. Teresa Adkins and Sister Bernie Kenny signed Darrell’s performance evaluation.

David Belcher made a motion to direct Darrell to contact Earl Carter and come up with an agreement acceptable to both parties to have Earl continue to provide his services to Kids Central. Ronald Kendrick seconded the motion. Motion carried.

Will Sturgill made a motion to table the Administration proposal presented by Darrell Edwards until the closing date for applications for the Educations Services Director position. Thomas Williams seconded the motion. Motion carried.

Thomas Williams made a motion to have the minutes reflect that the resignations of the two former senior management staff members had no reflection on Darrell Edwards. David Belcher seconded the motion. Motion carried.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

No comments were made at today’s meeting.

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be held on October 18, 2011 at 11:00 a.m. at the Kids Central Administration building.

With no further business, **Shirley Rogers made a motion to adjourn the meeting. Will Sturgill seconded the motion. Motion carried.**

The meeting adjourned at 12:40 p.m.

Shirley Rogers
Secretary

Sandra Harvey
Recording Secretary