

Kids Central Incorporated Board of Directors Meeting August 19, 2014

The Board of Directors of Kids Central, Incorporated, met Tuesday, August 19, 2014, at Kids Central's Administration Office. Will Sturgill, President of the Board of Directors called the meeting to order at 11:00 a.m. after determining a quorum was present.

Board Members present: Mike Standifur, Harry D. Childress, Sherry Tabor, Bill Dotson, Sister Bernie Kenny, Thomas Williams, Edward Hutchinson (Karen Davis called in her planned absence)

Staff present: Darrell Edwards, Regina Cantrell, Terry Gentry, Lindsey Sturgill, Vernon Rose, Jr., Christy Fleming, Tammy Mullins, Valerie Lee

Guests present: Angie Owens

Presentation of Board Minutes of June 10, 2014, Meeting

Thomas Williams, Board Secretary, mentioned that all members received the minutes of the June 10, 2014, meeting in the mail. Mr. Williams asked that if the minutes have been read by all, and did not find any corrections, for a motion to approve the minutes as presented.

Motion by Sister Bernie Kenny to accept the minutes as written.

Motion seconded by Mike Standifur.

Motion carried by unanimous vote.

Installation of Members for the 2014-15 Kids Central, Inc., Board of Directors

Darrell Edwards, Executive Director, called for installation of the members of the Board of Directors for fiscal year 2014-15 for the board members not present at the June 2014 meeting. Mr. Edwards asked that these members have the following oath administered to them:

“You have been elected to the Board of Directors of Kids Central, Inc., to uphold the highest standards and to execute stewardship of this corporation. As such, this oath is to affirm that you do solemnly pledge that you will faithfully execute the duties of a Board Member of Kids Central for the 2014-15 fiscal year. If you agree, please affirm by saying I will.”

Affirmations by Mike Standifur, Harry D. Childress, Sherry Tabor and Edward Hutchinson.

Presentation of the Financial Report ending July 2014

Christy Fleming, Comptroller, stated that the financials for fiscal year ending May 31, 2014, are not yet completed and cannot be presented, yet. Next month, financials should be completed and reported to the Board for the 2013-14 fiscal year as well as June and July 2014. Ms. Fleming spoke about the annual fiscal audit being completed this past week. The auditor will make a presentation to the full Board during

the September Board Meeting. Preliminary indications are that the audit is very positive. Ms. Fleming did state that expenditures for June were \$277,000 consisting of the old and new grants. Of this amount, \$167,000 were accounts payable funds with \$110,000 expended on payroll. Ms. Fleming has a copy of the vendor checks written during June 2014 for distribution today. She also distributed the Food City invoices for May (\$4,600) and June (\$4,600), Wal-Mart invoices for May (\$1,000) and June (\$1,400) and the Lowes invoice for June (\$350). The audit and employee returns have kept her office very busy over the last few weeks. As the financial report was not completely presented for the past two months, an approval is not required at this time.

Will Sturgill, Board Chair, asked about the status of the work comp mod rating and insurance coverage. The presentation given by Bradley Robertson from Trustpoint Insurance at employee in-service on Monday the 18th was very promising. He stated there were no accidents with our fleet of vehicles last year. Ms. Fleming stated that the news on the work comp policy was good. We have only had one reportable comp claim in the past year. Instead of the \$81,000 annual work comp insurance rate from last year, the rate is now \$58,000. We are thrilled with the results of our efforts of safety awareness, employees thinking about the repercussions of their actions before they can cause an injury, etc. We will partially see the savings this year and the other part next year as our fiscal year is June – May, and the work comp year is October through September. The savings this fiscal year for KCI are roughly \$17,000.

Darrell Edwards, Executive Director, spoke about claims on our liability insurance. Per Mr. Edwards, we did not have any claims on our liability. Speaking for an agency this large, this statistic of no claims is important. This year, we filed one water damage claim in Appalachia, which ruined the floor that had to be replaced. The value of this claim was roughly \$3,000.

Monthly Updates

- Education Services: Tammy Mullins, Assistant Director for Education Services, gave an Education Department update. All part year classroom staff, bus monitors and bus drivers returned to work yesterday for training. Training is scheduled all week this week and some days next week with some days next week being spent preparing the classrooms and conducting home visits. Everyone is excited about our new year.
- Children & Family Services: Terry Gentry, Assistant Director for Children and Family Services, gave an update on child and family service provisions. Coeburn and Appalachia centers are not fully enrolled as of yet. With the addition of the sequestration funds, employees would not be eligible for the incentive benefit if our centers are not fully enrolled. We have put forth a lot of effort this year to fully enroll our centers. We have had representatives at every community event/activity. Our classroom staff has really come through providing names for children to recruit as early as last year. A lot of effort has been expended. For the children we do have enrolled, we have many activities to fill their time. Included are father activities to concentrate on fatherhood involvement, classroom activities, new family day activities, and more to make this one of our best years.
- Nutrition Services: Junior Rose, Nutrition Specialist, presented the Nutrition Services report for July 2014.

Visits to Kaseyville	Children from 4 full-year classrooms, 3 toddler classrooms, 6 home based classrooms
Home Base Lunch	Children-21, Adult-51
Adults/Classrooms	503

Breakfasts	1,224
A.M. Snacks	102
Lunches	1,540
P. M. Snacks	1,484
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 6 home-based classrooms
Total Attendance	1,540

(Please note that these numbers differ from the report given at the Policy Council meeting on August 12, 2014, as additional information was received after that date.)

- **Enrollment and Attendance:** Lisa Bentley, Family Services Manager, presented the enrollment and attendance report for July 2014. She noted July's attendance is down from the previous month. This is 78.70%, which is typical for July due to child transitioning to kindergarten, family vacations, etc.
- **Family Engagement:** Lindsey Sturgill, Family Engagement Specialist, made the Family Engagement Services report. Ms. Sturgill welcomed the new member since her last attended meeting. Ms. Sturgill is a part year employee and was out during part of the summer. Since returned, she has planned a full calendar. Starting this year is the Open House at the end of this month. This is an opportunity for the families to view the classrooms and staff. The Open House is an opportunity for families to put faces with names. Ms. Sturgill invited the board members to attend any activity throughout the year that KCI plans for the families and children. We are taking advantage of the drive in theater this year. Last year, we were not able to field trip to the theater as the theater was in the process of converting to digital. Family Days have been revamped. Child and Family Services staff reviewed core statistics to determine activities for Family Days. With our typically lower scores in math and science, Family Days will highlight math and science skills where our children and families need help. These activities will help parents be teachers at home in these curriculum areas. Play with me Day is an activity planned this year. This is our second year with this activity. With Kids Central's curriculum being different than what families first think, we invite the parents to come in to the classroom and play with their children during a part of the day so they can see the curriculum that we use. Typically, moms are mostly involved in Head Start, according to our statistics. To increase fatherly participation, we have planned activities to get dads involved. In November, we have an activity for dads to network with each other. We particularly planned this outing during football season. In the spring, our fatherly activities include getting moving/getting healthy. Kasey's Academy will return this year for four year olds who will go to Kindergarten next year. Incentives for these children and their families help them both transition to kindergarten with the extra field trips to the Aquarium in October and others planned.

Mr. Childress mentioned football season and asked if Lindsey had contacted UVA Wise's athletic teams and cheerleaders to coordinate their players becoming volunteers. He mentioned that Coach Beamer at Virginia Tech (whose mother was a teacher) had his players go out to the schools to read to them. This might be something that would work for us with UVA Wise right here close. We could have some of their big named players to read to our children in the classroom. Ms. Sturgill mentioned that the department had discussed this opportunity with the basketball team at UVA Wise through the athletic director. We have not pursued it at this point although we do love the idea. With the 40th Anniversary Celebration being held at UVA Wise's facilities, their staff being so accommodating, we felt the college is such an untapped resource that we need to utilize more often. Ms. Sturgill does like the idea. Mr. Childress said that this might help the college by getting their athletes in the community more often creating a larger fan base by getting the attention in the KCI classrooms. Mr. Childress suggested getting

the athletes to read books in the classrooms to the kids and distributing book collection containers to get books for the children.

Mr. Edwards mentioned that UVA Wise's student services project included Kids Central in their Make A Difference Day when nine students came to Kaseyville to totally clean and organize. The relationship with UVA Wise and Kids Central is being built upon as the college's staff is becoming more community oriented. Kids Central has had a center on the campus for 12-14 years now without much interaction between us and the college. Mr. Edwards believes that now the relationship is changing for the better.

Mr. Childress mentioned that there are staff members and local athletes who work at and attend UVA Wise that have a community connection upon which we can build. These athletes can instill in our children and parents the need to start building now a foundation to motivate toward college. We might be able to make a change in one or two children.

Ms. Sturgill mentioned targeting one or two of the male athletes to increase male involvement/engagement for our children. Kids Central could work with UVA Wise male athletes as our children need male involvement/male engagement. In the past, KCI has had ball players come read for a whole year. The children enjoyed the interaction, especially because they were males. While I was working at Hawthorne, several athletes hauled wood chips for us for our outside area.

Bill Dotson, Board Member, remembered that the athletic teams are required to complete community service. We might be able to tap into that initiative. Ms. Sturgill agreed that we are always looking for helping hands.

Mr. Edwards requested Ms. Sturgill to make contacts regarding student athlete volunteers and report back to the Board at next month's meeting. Mr. Childress mentioned that Kids Central could be a good source of internship for someone going into education. This might be a potential source of volunteers and classroom help that we have yet to tap into. Tammy Mullins, Assistant Director for Education Services, mentioned that she had contacted UVA Wise about internships in the past. Where KCI is not a school, the credit would not be available for students in education classes. Nursing students do come to get credit hours in our centers conducting development screenings.

- Health Services: Terry Gentry, Assistant Director for Child and Family Services, gave the update on Health Services in the absence of Jennifer Owens, who has now returned to work after a brief absence. Ms. Gentry started by introducing our co-Health Services Specialist Regina Cantrell. Ms. Cantrell stated that she is very excited to be the newest employee at Kids Central. Her husband and she live in Wise. They have one son and two granddaughters, aged seven and two weeks. Will Sturgill, Board Chair, welcomed Ms. Cantrell to Kids Central. Ms. Gentry continued with the update on Health Services. Hearing and vision screenings are being scheduled. These services will take place in September. Freda Helbert with the Audiology Group in Norton will assist. In October, dental screenings are scheduled. The schedule is set, and we are awaiting the children. Will Sturgill asked what day the children are scheduled to return to the classroom. Ms. Gentry replied September 2, 2014, is the first day back.

- Human Resources: Valerie Lee, Human Resources Specialist, reported several changes to review. When read to the Policy Council, Ms. Lee mentioned the Council members were lost in the list. So, she distributed a list for the Board Members to review when reading. This list includes:

- Resignation of Rebecca Bolling, Health Services Specialist
- Resignation of Jasmine Calhoun Deel, Bus Driver, Clinchco
- Resignation of Bertha Silvis, Bus Driver, Coeburn
- Nicole Bear, Classroom Assistant/Driver, Appalachia 1, Termination of Employment

- Termination of Employment, Caitlyn Beverly Boatright
- Resignation of Jerri Horton, Bus Driver, Dogwood & Monte Vista Centers
- Rehire of Amy Brienne Mullins, Bus Driver, Dogwood & Monte Vista Centers
- Hiring of Brittany Church, Substitute
- Hiring of Marcia Terry, Classroom Assistant/Driver, Monte Vista
- Resignation of Clarice Powers, Teacher, Wise
- Hiring of Travis Gibson, Bus Driver, Coeburn
- Hiring of Regina Cantrell, Health Services Specialist

Ms. Lee stated these personnel changes needed a vote of approval to be accepted and asked for a vote.

Motion by Thomas Williams to approve the personnel changes as presented.

Motion seconded by Mike Standifur.

Motion carried by unanimous vote.

Ms. Lee mentioned that several positions remain open as well as three absences that are health related. She asked that the Board Members and staff sign a card for Cassandra Talley who is out for some surgery.

OLD BUSINESS

Clintwood Relocation Project: Darrell Edwards, Executive Director, gave an update on the Clintwood Relocation Project. Mr. Edwards said that it was his fervent hope that he would have been able to come to today's board meeting and let the members know that the relocation project was complete, and the center would be opened on the second day of September. But, Mr. Edwards accepted the responsibility for failing to meet this deadline. Once under construction, the project was moving along very well when the Town of Clintwood visited and requested an asbestos study on the building. Construction was halted. We found that the company who occupied the building prior to KCI had already conducted an asbestos study; however, this company did not have a copy of the study. So, KCI had to contract with Thompson and Litton to conduct another asbestos study. Thompson and Litton did find asbestos in the building. The scope of the finding was the glue located underneath a six foot by twenty foot piece of tile used has a five percent solution of asbestos strands. This was the only finding. We would be able to continue construction as there was no abatement and no disturbance of the asbestos. The Town of Clintwood then needed a building permit. As of next week, KCI intends to be in the building working. The opening of the center is planned for October. Rather than wait for a natural break in the calendar, such as Thanksgiving or Christmas, KCI plans to transition to the new center in October per Tammy Mullins' request. The Child Development Center, in which the Clintwood Center is now housed, has deteriorated over the years. For quality purposes, we need to move. We also don't want to pay rent in two places. The owner of the new Clintwood Center facility is a prince of a man. He agreed to three months of free rent in which to make the repairs to the building and set up the center. Mr. Edwards noted that he would love to conduct a future Board Meeting in the facility, once opened. He also asked that the Board Members in attendance today go next door to look at the converted office space into the new centers that we moved from Hawthorne and Ramsey. The transformation is amazing. The center has new lighting. The same concept will be held to in the Clintwood project and any future project into which we move. We are saving money by moving from the Child Development Center to downtown Clintwood. The exposure will be greater for our company with recruitment being easier not being hidden in the Industrial Park. Even though advertisement is extensive, exposure is valuable as people still do not know the scope of our services, beginning with free child care. Recruitment is handled door-to-door, by advertising, etc. in Dickenson County in which we have been operating for 20 years. To increase exposure, this is a good

move. Mr. Edwards accepted the responsibility for the delays in construction of the new center at Clintwood, apologized and promised to move the centers as soon as possible. The project did not include requesting additional funding from our grant. In fact, the move helps Kids Central save money.

As a matter of record, Mr. Edwards verified that all the Board Members received their copies of the Clintwood Relocation Project for which we received approvals in the affirmative from all in attendance. When transmitted to Philadelphia, which is the same project document you received, the project was not accepted. Therefore, I now ask for a formal vote of approval/disapproval for the Clintwood Relocation Proposal. The Philadelphia office just wants to be sure the governance of our operation approves this project, and that the Board of Directors is fully informed.

Will Sturgill, Board Chair, asked if this building was the same as the old H&R Block building in Clintwood? Mr. Edwards affirmed that it was the same building. It was also the Post Office at one time. The only renovation, per Mr. Edwards, is putting in a split wall and continuing the hallway. The bathrooms and all is ready to be nailed in and plumbed. The work will just require a few days to complete. The carpet does not need improvement and is still very usable. It is a good, solid building. Mr. Davis, the owner, has been very supportive. In October, natural gas will be supplied to the Town of Clintwood. Mr. Davis has already let us know that he will convert the heating system, currently oil, to natural gas, which saves KCI heating costs. Mr. Davis replaced a window that was cracked and donated a brick sign in front of the building, which measures four feet by five feet in size. The new cost of a similar sign is estimated at \$8,000. Mr. Davis continues to support us in this endeavor.

Mr. Sturgill asked if a playground will be included in the property. Mr. Edwards explained the center will have an outdoor, rustic playground. This will be on top of asphalt, with padding installed around apparatus. KCI will not install a playground, but we will have a tricycle track, sand and water tables, arts and craft areas, etc. Across the street, is a huge city playground that is very appealing. That will become a mini field trip for us that we do not have to groom. It would not be inspected as part of our buildings and grounds. We will have an outdoor play area that we control.

After calling for and not receiving any questions on the Clintwood Relocation Project, Mr. Sturgill, Board Chair, called for a motion to approve the project as presented.

Motion by Harry Childress to approve the Clintwood Relocation Project as presented.

Motion seconded by Thomas Williams.

Motion carried by unanimous vote.

NEW BUSINESS

2014-15 Insurance Update.: Christy Fleming, Comptroller, gave an update on the insurance plans presented to the Board and Policy Council for our employees during Open Enrollment for a September 1st coverage date. We will stay with United Healthcare for our health insurance. The current XRDY plan came in at an increase of 18%. This original quote was reduced to a 6.99% increase. Several proposals were offered with all proposals increasing in cost, out of pocket, emergency room costs, after hours clinic copays, doctor visits, etc. We looked at each plan and based our decision on reducing the cost increase on our employees. As you recall, the employees received a two percent raise on June 1, 2014. Our primary goal was not to take this raise and more from the employee in health insurance cost increases. Our secondary goal was to reduce the cost increase on Kids Central as much as possible. The chosen plan had the employee deductible remaining at \$2,000. Changes in the plan included ER visits raising from \$100 to \$250 and specialist copays from \$40 to \$50. We offered two plans last year, one with a lower

deductible of \$2,000 and higher premium and another with a higher deductible of \$2,500 and a lower premium. An oddity occurred when UHC's quote on the cheaper plan cost more this year with a greater increase from last year to this one. So, we declined renewal of the second plan this year and only offered one plan to employees, the one with a \$2,000 deductible. The only cost to employees would be to employees who had the cheaper plan last year. The increase from the secondary insurance plan last year to the only insurance plan offered this year is an increase of a \$38.62 deduction last year to a \$51.21 deduction per paycheck this year. Those with the more expensive plan last year would not see an increase. Tammy Mullins, Assistant Director of Education Services, asked if this was the price difference for a full year employee to which Ms. Fleming said yes, it was. Ms. Mullins asked what the price difference from last year to this year would be for a part year employee. This increase would be from \$59.06 per paycheck last year to \$78.32 this year per paycheck. These employees would see a drop in their deductible from \$2,500 to \$2,000, which would help the employee absorb the cost of the increase in rates for those with the least expensive insurance last year. Ms. Fleming explained that while the higher plan cost employees from last year did not see an increase in payroll deduction for insurance with this new plan, she noted the employees who were insured on the least expensive plan last year would have better insurance this year with the lower deductible. An added benefit is that the pharmacy expense incurred by the employee will go toward the maximum out of pocket expense this year, in deference to last year.

Will Sturgill, Board Chair, asked for a written explanation of the expense change from last year to this year, to which he was provided a table of the medical/Rx, dental and vision rates. Also provided is a short list of the plan details for 2013-14 vs. 2014-15.

Ms. Fleming noted the cost increase on Kids Central for the additional insurance benefit. Monthly costs are \$34,000 with employee deductions reimbursing the company about \$5,000. The new cost value is \$410,000 for the year. We pay \$40,000 toward the Health Reimbursement Account benefits through Vested Health. This HRA is a \$1,000/year benefit for each qualifying employee to help pay for deductibles, copays, etc. We budgeted \$410,000; so, we are over budget \$41,000. As I mentioned earlier, our work comp rate reduction saved us \$17,000 for the fiscal year. Therefore, we are looking at coming in \$24,000 over budget on insurance benefits. When presented to the Admin Team, we feel we can cover the additional \$2,000/month requirement. We felt this necessary to keep from passing along the expense to our employees. Tammy Mullins mentioned that the employee vacancies would help cover these costs. Last year, the employee vacancies helped our bottom line by adding up. Mr. Edwards stated that the battle to contain healthcare costs would be fought every year. Healthcare costs for a company our size would not get better, but worsen. Mr. Childress, Board Member, mentioned that employee vacancies added up throughout the year might equal the cost of one position, which would make up the budget shortfall for insurance. Mr. Edwards stated the Administration Team simply did not want to pass along an increase for insurance to our employees. We created the HRA Vested Health account for our employees to bank because we had to accept a high deductible plan. If we give employees \$1,000 per year that is not used for three years, the employees are sitting on a \$3,000 bank. Employees must understand that the HRA is bankable and continues to grow if not used. If in fact an employee did have a major medical expense, they can use the money in the HRA bank. We changed last year to include dental expenses as a reimbursable expense through the HRA. Vision is also a reimbursable expense. Mr. Edwards stated that the Admin Team has made every effort to save the employee from having to pay exorbitant amounts for their insurance. Based on what is available in the community, KCI benefits are comparable to business and industry in the area. Christy said it right when she stated that we would absorb the cost increase for insurance.

Will Sturgill, Board Chair, asked if the copays increased? Ms. Fleming stated that the specialist copay increased from \$40 to \$50 per visit with regular office visits to the primary care physician remaining at \$25. We tried to look at what people used. Most people don't meet their out of pocket expense, unless

there is a major expense such as a surgery or maternity case. So, going from a \$5,000 maximum out of pocket to \$6,250 would affect the least amount of employees. Most people use insurance to go to the doctor or to get a prescription filled, or a specialist now and then. The deductible remained at \$2,000. This deductible did not increase. For most of our employees, they will not see a big increase. Mr. Sturgill stated that several local school systems changed their insurance to percentages rather than fixed dollar copays in order to pass along the increase in expense to the employee. Ms. Fleming stated that one of the plans offered by United Healthcare did include a copay percentage rather than a fixed dollar amount. When we talked about this option, we did not even consider this due to the expense incurred by the employee. Ms. Fleming went over the cost of the insurance for our employees. This rate table is added as an attachment to these minutes. Mr. Sturgill mentioned that these rates are very low compared to what the school systems are offering. Mr. Edwards stated that our insurance brokers, Trustpoint Insurance, have helped Kids Central get the best plans and rates that are available. Mr. Edwards also stated that to save money with lower rates, our disability insurance is now obtained through Anthem Blue Cross/Blue Shield rather than United Healthcare. He remembers three or four years ago while negotiating the rates for insurance that the bundling saved money. Bundling did not help us this year. Some of our insurance is with United Healthcare and some with Anthem. Ms. Fleming also stated that we would be able to offer long term disability to our employees through Anthem, as a voluntary benefit that is 100% paid by the employee and carries through to retirement age. Currently, we have an option for that through AFLAC. Mr. Childress also asked about a long term care benefit. Ms. Fleming mentioned that AFLAC would be looked to for that benefit.

Mr. Edwards called for a vote of approval to accept the proposal of insurance through United Healthcare and Anthem for auxiliary insurance, and approve the increase in the budget for \$24,000 to pay for insurance.

Motion by Harry Childress to approve the proposal as presented.

Motion seconded by Thomas Williams.

Motion carried by unanimous vote.

Mr. Edwards then explained the KCI Total Compensation report given to each employee during open enrollment. He explained this was the first year that this total comp report was completed, and it was an eye-opener for all. He thanked Ms. Lee for completing the reports. All benefits that KCI offers to employees are highlighted. Summarizing the report, for example, an employee is paid \$20,000 in salary. Then, with each benefit on top of that, the benefit amount is for example \$15,000 on top of that salary. It shows compensation and salary, what each employee actually earned is \$35,000/year. We had a hard time trying to explain to our employee the value of the benefit package. When you itemize everything that the employee is taking advantage of and everything they are given an opportunity of, you will see the total compensation of that job. For example, the 401k benefit is based on their salaries rather than a number taken out of the sky. The report is personal. A report was created for every employee here. This was an awesome report. When employees saw this, they were amazed at the benefits of their jobs. Our employees' salaries are not the best because of the type of system we are under. When we get a COLA raise, everyone gets the same percentage COLA raise. We do not have a merit increase system. Employees are not paid by their production. When you put all of the information together and see what we have done to try to retain our employees, this is the reason some of the employees have been here for the 30+ years. They know we will take care of them. Eventually, this Board will need to come up with a new pay arrangement to become competitive with teachers. Credentials that we pay for gets our employees the credentials they need to work in the school system. These are the issues we deal with. Ms. Mullins mentioned that the sheet will open the eyes of those who are out job shopping, as we have had people leave us for \$0.25/hour. The last employee we lost will make \$0.25/hour more than what she

made at Kids Central. Mr. Edwards mentioned that this employee lost vacation and sick time to take a 0.25 per hour increase. Mr. Childress mentioned that in Kentucky he lost employees to less pay but the paycheck was weekly rather than bi-weekly. Mr. Childress asked if we could have one teacher we paid to supervise two others. He explained that instead of paying every Classroom Teacher the higher pay, we could pay one teacher more for the responsibility and keep a consistent pay for this position higher than the others. Ms. Mullins said that was a good point for teachers because most of our facilities have one teacher and three or four other staff members. She said that we need to get teachers' pay up. We lost two teachers this year to the school system. We really need to work on getting teachers in a competitive range. Our assistants now have to have an Associate's Degree or a Virginia certificate or CDA credential. These credentials cost money and time. We cannot just hire anyone off the street to work in our classrooms.

Mr. Childress mentioned that in Dickenson County, a \$12,000 a year position as an aide has to have a two year degree. You see the strain on the aide positions with the requirement of a two year degree.

Mr. Edwards mentioned that we are trying to do things for our employees to retain them. The employees received an eye-opener when they saw the value of the benefits on the Total Compensation report.

P.C. Email Accounts: Tammy Mullins, Assistant Director for Education Services, stated she was excited about the email system. She mentioned that even though most of the Board Members probably already have an email account, this is another account for them. This account gives you access to One Drive in addition to email. One Drive is where we want to store all our documents. Many of the documents printed and distributed today can be stored on One Drive dispensing with the need to copy and making them available to read before the meetings. Now, you can have access to these documents with the email account information given to you today. All have a temporary password; you will need to access your account to change it. The second handout will give all an overview of Microsoft Office software you can use online, email service, and 50 gigabytes of email storage. The share point option is not being used right now. This allows us to conduct video conferencing. In the future, I hope to be able to utilize this feature. The teaching staff monthly meetings can be held this way without incurring the expense and time of travel to the main office. Mr. Childress mentioned that the school systems may be doing away with the smart boards. Ms. Mullins agreed that she had heard this as well. Mr. Childress hoped that if these smart boards became available, Kids Central may be able to get some of this surplus. Ms. Mullins mentioned that we have some smart boards on site that are in good shape as well as a smart table upstairs in Kaseyville. We put a lot of money into this technology and have had a lot of trouble out of this technology. Ms. Mullins explained that when Board Members log into Office 365 the first time, you can choose Outlook for email, One Drive for reviewing board meeting documents, and the calendar for, of course, your calendar. Email is straightforward. One Drive software is downloadable to your computer where you can store 50 gigabytes of data. If you have it synced with your computer, it will sync with One Drive. This allows you to keep personal documents in this area. Also, documents that will be presented at the Board Meetings will be presented in this area. It is exciting to go paperless. As Mr. Edwards, for those who do not like technology, we can still mail your Board Meeting packets. This option is also available for the Policy Council members. They will have one email account with access to One Drive, but we will still mail out packets to individuals who prefer that option. Mr. Edwards mentioned that Kids Central is a wireless facility if any board member wanted to bring a laptop. You can have your documents in front of you with the laptop as well as on paper. Office 365 is not a requirement. We will still be able to get you the documents. The most important point to make is a timing factor. We can put documents online and send to you the day they are produced. Mailings take longer to distribute to members. You will get your documents sooner by Office 365. Nonetheless, you will get your documents by the mail. This is new. We are working through this. We just have to wean ourselves into this process. This change comes from a request from the Board over six months ago that we had conversations about going paperless. Had we not updated the telephone system, we would not have been able to make this

change. Mr. Sturgill asked if it was possible to link current email addresses to this email address. Ms. Mullins said that you can have your email forwarded to your current email address. Ms. Mullins can set up the email to be forwarded to you, but you would still need to log in to get to One Drive. However, if we share the document through email, generally you just click on a link that will take you to One Drive where it asks you to sign in. It is not too big a problem. Mr. Dotson mentioned that he had a One Drive account that he has used for a few years, mostly for photographs. I had a drop box account that he uses for the Foster Grandparents Program that contains all the forms, etc., stored. This way, if someone runs out of a time sheet at one of the schools, they have access to all these documents. Drop Box is free. One Drive is free up to a certain amount. Mr. Dotson said he had recently paid an annual fee for 50 gigabytes as he had so many pictures. Ms. Mullins mentioned that all the accounts are free except for \$2.00 per teacher, per person. The Board Member, Assistants, and Cooks are free. The only ones we pay for are the ones that give us access to download the Microsoft Office software onto the computers. We pay for one teacher so we can download that software onto the center computer. The computers are a lot faster to edit online. You can edit and create documents online. However, it is a little bit slower, depending on the internet.

Presentation Child Assessment Outcomes Data for 2013-2014: Tammy Mullins, Assistant Director of Education Services gave the report on the Child Assessment Outcomes Data for 2013-14. Out data for last program year includes a lot of numbers. Please turn to the second page. Each period gives the percentage of children who reached their benchmarks. Period 4 contains data of four full year preschool classrooms. Period 3 includes all of part year and full year. Sometimes, the Period 4 number does not fluctuate a whole lot from the Period 3 number; it is expected to go up a little bit more. This is because there are fewer children and a less data. Overall, we went up in all of our goals. We have on the second sheet a breakdown by race, gender, home based versus classroom and age. We have our preschoolers on this page, three year olds who will hopefully all return to us and our four year olds. On the third page, is a strength assessment we pulled from our Child Observation Record. The teachers enter anecdotes based upon the child's level. This gives us a printout so we can see what the highest thing is being scored, what's the lowest thing being scored, what's our highest gains, what's our lowest gains. One of the things I like to look at is what our lowest score is. You can see on here that with our Head Start children it was writing, moving with objects and showing sound awareness. This tells us some things we want to focus on in our next program year to try to give the teachers more support in. We had the same layout for Early Head Start. We have increases there throughout the year. On our lowest scoring thing, its exploring time, responding to the feelings of others and responding to and identifying pictures and photographs. These are the lowest things the children score on, but the numbers is not high because that score in the COR runs from zero to five. So, three is not extremely low, when you look at it that way. Actually, our COR is tied to our High Scope curriculum and is changing this year, and the indicators are all changing; so, it will be interesting to see what our data is next year. We have on the last two pages our Phonological Awareness Literacy Screening we do on all of our four year olds. At the beginning of the school on average, you have for example ten alphabet letters was the standard that they knew. They knew ten upper case letters. They knew nine. At the end of the year, they had moved up to 16 out of 17. So, they did make progress. They are not quite where we want them to be. We want them to know all 26 letters when they leave here. This is something we are going to focus on. The last several years we have focused on math and science. It seems that with the data we had the last program year, we need to get back on the literacy band and focus more on letters and sounds and that kind of thing with our Head Start children. Mr. Childress asked if we pass along this information to the parents. Ms. Mullins responded that we do. Mr. Childress said he was sure we sent something home with the child where the child is and can work on at home. Ms. Mullins stated that we meet with the parents four times a year. We have two what we call parent conferences and two that we call home visits. We actually go out into the home. Each time, when they do their COR and they have an assessment, they get a printout called Family Report. It shows the parent what their high score was in each category. The strength assessment is individualized so that parent will know, here is some things I need to work on. They set goals and update them in those

meetings. So, we do have a real good system there. Some of the parents we work with aren't strong in following up and supporting their child at home as much as they could. But, it is something we do on a regular basis for them. Sister Bernie Kenny asked a question about something she did not understand. On the Early Head Start page, the second block everything seems to go down in period two. Ms. Mullins stated that she was not quite sure what happened there. She talked with Terry Gentry about this and think it was the turnover in babies moving out of the infant room into the toddler side. With our infants, we have to keep in mind there are only four that are actually infants. The rest are 16 months and up. So, most of our Early Head Start are 16 month toddlers. I think that is what happened during that COR period. Ms. Mullins mentioned she should make a note on the report. Ms. Mullins said she was going to invite the Board Members to our September 4th School Readiness Committee Meeting. We will take this data along with the Health Services data and look at attendance data, and look at our school readiness action plan, the current one we have, to see if we need to make any modifications. We also want to review our school readiness goals to see if there are any we want to change. This meeting is scheduled for the 4th in this room. We will do a lunch thing; we will do it about 11:00 o'clock, and then have lunch afterwards and update that document as well.

Presentation of 2014 Self-Assessment: Terry Gentry, Assistant Director for Child and Family Services presented the 2014 Self-Assessment. She noted this was an annual think that we do to look internally at what we are doing well and things we might need to work on. This data is through the end of May. It ended with our last program year, our 2013-14 program year. I just had it listed by strength and why we think that is a strength, and areas for improvement. On the back, I put a little narrative because with our areas of improvement, we want to try to justify what we are going to do to improve those things. I chose some things I know we want to concentrate on and explain those a little more in depth. Generally, we complete this with a lot of paperwork. We did it a little different this year. Instead of just handing out forms to everybody we put a lot of time and effort into meeting with people. So, comments that have been made at PC meetings and Board meetings were taken into account. Tammy's staff spoke with teachers individually at the end of the year with teacher interviews. I did it with home based staff and interviewed them. We got a lot of feedback with our community partners. I feel like we have more accurate data compiled this year.

Will Sturgill, Board Chair, asked for any comments or questions. With none, he called for an approval of the Self-Assessment as presented.

Motion by Sister Bernie to approve the Self-Assessment as presented.

Motion seconded by Thomas Williams.

Motion carried by unanimous vote.

FOR THE GOOD OF KIDS CENTRAL, INC.

1. Mr. Edwards mentioned that this year is a review year. As of October 1st, we are scheduled for a triennial review from the Feds. They can come at any time. Usually, they don't come until late winter, February or March. They come unannounced. They come on Monday morning, present their credentials, and we open up our shop to them and allow them to do anything they want to do. It is worse than an audit, but we are prepared. Three years ago, we had no findings of any kind in any area. Three years before that, we only had one. We are ready. The Board needs to be aware that this is a review year, and there are some things that will come in front of you, such as evaluations, etc. You will need to do my evaluation, and if we need a committee to do this, we can set that up. But, it needs to be done. Other than that, be forewarned that some of our activities will be geared toward this upcoming review so we can get ready. We are in a five year grant cycle that every five years, they can re-compete our grant, no matter

what, whether we are clean or not. However, it is contingent upon our actual review. If you have a clean review, you will probably get your re-designation when your five year period is up for an additional five years. Before, it was unlimited. Now, it is not, it is five years. We qualified for it for the third year in this program. I am not worried about this. Just for your edification, it is a review year. Good luck to all of us.

Next Meeting

The next meeting of the Kids Central, Inc. Board of Directors will be held on Tuesday, September 16, 2014 at 11:00 a.m. at the Corporate Office in Norton, Virginia.

Adjournment

With no further business, Mr. Sturgill called for a motion for adjournment of the meeting.

Motion by Thomas Williams to adjourn the meeting.

Motion seconded by Mike Standifur.

Motion carried by unanimous decision.

The meeting adjourned at 12:16 p.m.

Thomas Williams
Board of Directors Secretary

Valerie Lee
Recording Secretary