

Kids Central Incorporated

Policy Council Meeting

February 21, 2007

The Policy Council of Kids Central Incorporated met on February 21, 2007 at the Kids Central Administration office. Jason French, Chairperson, called the meeting to order at 11:00 a.m.

Present: Gaynell Deaton, Karen Church, Vanessa Smith, Tracy Balthis, Jason French, Ellen Baird, Heather Mullins, Lisa Blair, Yvonne Hall, and Edward Hutchinson

Staff present: Darrell Edwards, Lisa Barton, Leslie Graves, Mary Collins, Chris Austin and Sandra Harvey

Minutes:

The minutes of the last meeting were presented to the Policy Council members. With no corrections or further discussion, **Ellen Baird made a motion to approve the minutes of the last meeting. Yvonne Hall seconded the motion. Motion carried.**

Open Comments:

Ellen Baird asked Mr. Edwards what could be done for the children on these very cold mornings, especially when the school systems are on delays. Mr. Edwards stated that a new weather policy will be discussed at this meeting that will address these situations.

Board Report:

The Board of Directors met on February 20th. The minutes were read and approved. The financial report was given by Lisa Barton. The Appalachia II Center was discussed. The Board approved the amended weather policy, new hires, the 2007-2008 program calendars, the new self-assessment tool, the revised organizational chart and the budget application. The Board discussed the Leadership Award and it was voted that this award would be called the Donald Baker Excellence in Leadership Award.

Director's Report:

Darrell Edwards reported that the budget application for the 2007-2008 fiscal year is due March 1st. There were no increases or cuts to this budget. All documentation to be included in the refunding application will be discussed today.

Education Report:

Leslie Graves reported that all of our centers are now set up with cable internet. All education staff can now receive e-mails. This will help with communications throughout the agency.

Finance Report:

Lisa Barton stated that we have been working on our refunding application. As of the end of January, we have spent 60% of our Head Start funds and 55% of our Early Head Start funds. One big expense we must pay in April is our State Unemployment Tax. We must pay 6.27% of the first \$8,000 of each employee's salary.

We have switched from a T-1 line for broadband internet in the Administration Office to high-speed cable internet. The difference in the price allows us to connect all centers to high-speed

cable internet. We are still working out the little problems with the internet connections but everything is going fine.

This year, so far, we have received more in-kind than we did for the entire year last year. We need \$821,000 and we have already received \$608,000. We are in good shape with in-kind for this year.

Nutrition Report:

Mary Collins gave members of the Policy Council menus and handouts for February. We are aiming for healthy eating habits for the children. These handouts have some good nutritious recipes for parents to try at home.

OLD BUSINESS:

- Appalachia II Center: The Appalachia II Center has moved into the Appalachia I building. Darrell Edwards stated that this move is complete and the parents are very happy. The centers are working very well together. Gaynell Deaton stated that the children are very happy with the new location and are enjoying the playground.

NEW BUSINESS:

- S.W.O.T.: This survey was composed from input of our Staff, members of the Board of Directors and Policy Council regarding Kids Central's strengths and weaknesses. This helps set our goals and objectives which helps lay the foundation of our training plan.
- Organization Chart: Darrell Edwards gave the Policy Council members copies of the new organization chart. This chart shows the move of the Maintenance and Mechanics under Darrell's supervision and shows the new Janitor position.
- Program Calendar: Darrell Edwards gave the Policy Council members copies of the program calendars for 2007 – 2008 for Early Head Start and Head Start.
- Budget Presentation: Lisa Barton stated that a budget meeting was held on February 6th and all members of the Board of Directors and Policy Council were invited. Our budget has been cut in the past and this year we will be level funded. There are not many changes from last year's budget. We are funded for 360 Head Start children and 44 Early Head Start children.

We have a \$3,700/month mortgage on the Administration Building and the building next door. Supplies are considered anything under \$5,000. We will need \$810,000 of in-kind for the 2007 – 2008 fiscal year.

We should have \$32,816 Head Start and \$9,453 Early Head Start funds left. The senior staff would like to use this money to give staff raises. Staff has not had a raise in three years. Teachers will be given up to a 6% raise and support staff will be given up to 3%. Since we have gone from a step pay scale to a merit pay scale, pay increase will be tied to staff evaluations. Ed Hutchinson stated that the Board Members were concerned about the allocation of the pay raises, but were told they would be tied to performance evaluations.

- TA Plan: Brandy Black-Thacker visited our program to work on our training plan. Our goals and objective were used to create this plan. Our funding has not increased for training, which includes CPR and First Aid, Governance Training for the Board and Policy Council and the two week in-service in August.

Lisa Blair made a motion to approve and accept the Organizational Chart, the Training Plan, the Program Calendar and the Budget application. Ellen Baird seconded the motion. Motion carried.

- Appreciation Awards: Darrell Edwards stated that he would like to have an awards program to show recognition to members of our staff, Board and Policy Council. The criteria for the award will be given to the Policy Council. This award will be a yearly award.

Tracy Balthis made a motion to approve the Appreciation Awards. Lisa Blair seconded the motion. Motion carried.

- Serve-U: We currently use HSFIS for our information database. HSFIS is a server based program which uses a hard drive to save information. It is a free program but does not include technical support. It is not very user friendly and does not have an automatic back up. Serve-U is a web based program which saves the data on a web server. We are able to restrict the usage and allow as many users as needed. We would have the ability to add photos of the children and parents to their files. It backs up automatically and would be available for parents to view their children's progress. There is an on-line demonstration which takes approximately forty-five minutes. The initial cost is \$1500 and a monthly fee of \$250. A technical support contract is included for five years. We would receive in-kind of \$1500 and \$250 per month.

Lisa Blair made a motion to discontinue the use of HSFIS and begin the use of Serve-U. Yvonne Hall seconded the motion. Motion carried.

- Inclement Weather Policy: Darrell Edwards stated that at the last meeting, an inclement weather policy was presented and approved. However, that policy was not feasible to our operations. We have revised the policy and the part-year centers will now follow the county school systems for delays, closings and early dismissals. Ramsey and Hawthorne centers will follow Wise County's schedule. The full-year centers and Administration Staff will continue to operate on a normal schedule.

Lisa Blair made a motion to accept the new Inclement Weather Policy. Vanessa Smith seconded the motion. Motion carried.

- Policy Council Member Status Change: Lisa Blair has been a Policy Council Representative for Shelia Beardsley's Home Base program this year. Recently, her child transferred from Home Base to Appalachia Early Head Start. Due to Appalachia EHS already having a representative and alternate on the Policy Council, Lisa Blair asked to be moved to a Community Representative in order to remain on the Policy Council.

With no objections or comments from the Policy Council, it was agreed to move Lisa Blair to a Community Representative on the Policy Council.

- New Hires: Kids Central has recently hired the following:

Jasmine Calhoun – Bus Monitor at Clinchco
Sabrina Mullins – Bus Monitor at Longs Fork and Clintwood
Anita Freeman – Janitor

Heather Mullins made a motion to accept the above listed new hires. Vanessa Smith seconded the motion. Motion carried.

- Parent Involvement: We are trying to encourage more parents to get involved in our program by meeting, volunteering, etc. In the beginning of the school year, we have a large number of parents wanting to participate in the Policy Council. But, as the year passes by, our participation gets smaller. Jason French would like to create a Parent Involvement Group that would help come up with ideas for more involvement from parents. Darrell Edwards stated that the Policy Council may be able to have a "store" where parents would earn "dollars" for attending workshops, trainings and meetings. They would then be able to take their "dollars" and trade them for items in the "store". Early planning is a must. Center meetings have always had low

attendance. We need to devise a plan to encourage parents to attend center meetings, and Policy Council meetings. Once a plan is created, letters should go to every parent to inform them of meetings and/or activities being held.

Adult Education: Amelia Collins with the Adult Education program spoke with the Policy Council regarding parents working towards their GED. She stated that classes are held in all areas and they offer day and night classes. They also have distance learning programs. Once a person feels they are ready to take the test, they offer a free practice test. If you pass the practice test, they will give a certificate to take the GED test for free. The Family Advocates have brochures on the Adult Education program.

NEXT MEETING:

The next Policy Council meeting will be held March 14, 2007 at 11:00 a.m. at the Kids Central Administration office.

The next Policy Council Executive Meeting will be held February 26th at 12:00 at the Kids Central Administration office.

With no further business, **Lisa Blair made a motion to adjourn the meeting. Vanessa Smith seconded the motion.**

The meeting adjourned at 12:00 p.m.

Lisa Blair, Secretary

Sandra Harvey, Recording Secretary