

Kids Central Incorporated Policy Council Meeting May 14, 2008

The Policy Council of Kids Central Incorporated met on May 14, 2008 at the Kids Central Administration office. Jason French called the meeting to order at 11:00 a.m.

Present: Joan McFall, Gaynell Deaton, Kim Thompson, Mary Cox, Becky Whited, Amanda Coleman, Jerome Coleman, Adam Thompson, Melissa Bateman, Jason French, and Edward Hutchinson

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, Mary Collins, Tammy Mullins, and Sandra Harvey

MINUTES

The minutes from the April 2, 2008 meeting were presented. With no changes or discussion, **Gaynell Deaton made a motion to approve the minutes as written. Joan McFall seconded the motion. Motion carried.**

OPEN COMMENTS

No comments were made to the Policy Council.

REPORTS

- Board of Director's Report

Jason French gave a summary of the Board of Directors meeting to the Policy Council members.

- Director's Report

Darrell Edwards reported that staff is busy trying to close out this year and making preparations for next year. He announced that he has been with Kids Central for four (4) years already. Kids Central is in great shape with a good staff. The backbone of this agency is the parents and children.

Darrell stated that this has been the best Policy Council. Attendance has been good. We will meet in June and in August. June's meeting will be a joint meeting with the Board of Directors. In August, we will be setting the groundwork for the new Policy Council that comes on board in October. Darrell thanked everyone for being an integral part of Kids Central.

- **Education Report**

Tammy Mullins gave the Education Report due to Kim Austin being on maternity leave. Tammy stated that staff is busy trying to wind down for the year. The book fair was great success. We grossed approximately \$2600 in sales.

The end of the year blast will be Friday, May 16th at the Kiwanis Park in Haysi from 10:00 am to 1:00 pm.

Teachers are conducting parent conferences between now and the end of the year.

- **Transportation Report**

Chris Austin reported that all of our vehicles will be used for the end of the year blast. Buses will be brought to the garage at the end of the school year for routine maintenance and inspections.

- **Finance Report**

Lisa Barton reported that there is a delay on receiving the new bus we purchased. The company that makes motors for buses is on strike. Hopefully the strike will be over soon.

The fiscal year ends May 31st. We will be replacing the computer server within the next several weeks at a cost of approximately \$13,000. The new server will also have a disaster recovery backup system.

At the end of April, we have spent approximately 80% Head Start and 85% Early Head Start funds. Part year staff will receive their last paycheck on May 30th.

We have spent the \$35,000 grant from the Department of Social Services.

Lisa has moved the CD from BB&T to New Peoples Bank. This was discussed and approved during March's meeting.

During the month of April, we received approximately \$140,000 in in-kind. We need approximately \$31,000 more for the year. Lisa does not see a problem in meeting the in-kind requirement for the year.

- **Nutrition Report**

Mary Collins gave members copies of handouts and menus for May. She stated it has been a pleasure to work with the parents and children.

POLICY COUNCIL FINANCE REPORT

Lisa Barton stated that the Policy Council has approximately \$650 in their account.

OLD BUSINESS

- **Personnel Policies and Procedures Manual**

The Policy Council was given a copy of the new Personnel Policies and Procedures Manual to review during the April meeting. Darrell Edwards stressed that Policy Council members need to document the time spent review this manual for in-kind.

With no further discussion or questions, **Adam Thompson made a motion to accept and approve the Personnel Policies and Procedures Manual. Edward Hutchinson seconded the motion. Motion carried.**

- Parent Store

Darrell announced that the store will be open next Wednesday (May 21st). Parents may give their KCI bucks to their center Teacher if they do not want to use them. He is pleased with the store but knows that many of KCI bucks that have been issued have not been used. Parents have earned over \$4,000 in KCI bucks this year.

NEW BUSINESS

- Program Calendars for 2008 – 2009

Darrell Edwards presented the part-year and full-year calendars. He stated that the calendars have to be presented and approved every year. Our classes do not start until the day after Labor Day which works out great for everyone. Because we do not open until after Labor Day, we do not have to worry about altering our schedule when county schools alter their schedule because of the heat.

Gaynell Deaton made a motion to accept and approve the program calendars for the 2008 – 2009 school year. Adam Thompson seconded the motion. Motion carried.

- End of Year Blast

The end of the year blast will be held Friday, May 16th at the Dickenson County Fair Grounds. All agency vehicles will be used in transporting children, parents and staff to the event. We should have over 800 people in attendance. The Kiwanis have agreed to cook for the event. Darrell went over the list of activities, which will take place from 10 a.m. – 1 p.m.

- Grant for Educational Assistance for Employees:

Darrell reported that there is a grant available to help with education costs of staff receiving their degrees. Staff wishing to complete their degree will be eligible for education funds as follows:

20% or less to complete degree	100% paid by Kids Central
40% or less to complete degree	90% paid by Kids Central
40% or more to complete degree	50% paid by Kids Central

These funds will also be used to help staff members who are required to have a CDA.

Approval is needed by the Policy Council to submit the grant necessary for the request of these funds. **Kim Thompson made a motion to approve submitting the grant for Educational Assistance Funds. Melissa Bateman seconded the motion. Motion carried.**

NEXT MEETING

The next meeting of the Policy Council will be a joint meeting with the Board of Directors. The meeting will be held June 24, 2008 at 11:00 a.m. at the Administration Office.

The Executive committee will not meet in May.

With no further business or discussion, **Joan McFall made a motion to adjourn. Gaynell Deaton seconded the motion. Motion carried.**

Meeting adjourned at 11:35 a.m.

Gaynell Deaton, Secretary

Sandra Harvey, Recording Secretary