

# Kids Central Incorporated Policy Council Meeting January 14, 2009

The Policy Council of Kids Central Incorporated met on January 14, 2009 at the Kids Central Administration office. Bethany Renfro called the meeting to order at 11:00 a.m. Dee Strouth called roll.

Present: Bethany Renfro, Kenneth Rose, Dee Strouth, Thomas Williams, Colleen Cantrell, Jody Taylor, and Melissa Bateman

Staff present: Lisa Barton, Chris Austin, Mary Collins, Kim Austin, Terry Gentry, Teresa Blair, Sandra Harvey, and Darrell Edwards

## AGENDA

The agenda was reviewed and **Dee Strouth made a motion to approve the agenda as presented. Thomas Williams seconded the motion. Motion carried.**

## MINUTES

The minutes of December's meeting were presented. With no corrections or additions, **Kenneth Rose made a motion to accept the minutes as written. Melissa Bateman seconded the motion. Motion carried.**

## BOARD REPORT

Because December's Board meeting was held jointly with the Policy Council, there is no information to report.

## DIRECTOR'S REPORT

Darrell Edwards gave members of the Policy Council a copy of the Head Start Review Protocol. We do not know the date of our review as of yet but everyone will be notified of the date. Policy Council members will receive a phone call from the Reviewers to schedule a meeting. We do not know which members they will call. Any members who have questions regarding our program may call Darrell, Kim, Chris or Lisa at anytime.

The Review Team will visit the centers, talk to staff, look at the files, and ask questions. They will also talk to the Board of Directors and the Administration Staff. They are interested in seeing what we are doing correctly.

Darrell hopes all went well for Christmas in the classrooms. All centers had sponsors this year and with the way it was handled, and with the thanks and gratitude given to the sponsors, next year should be as good if not better.

Kids Central will not supply food items for parties such as soft drinks, cakes, cupcakes, etc. If parents bring these items to the center, they must be store bought or they may, for example, bring a cake mix and it may be made at the center.

We had a great meeting in December. It was held at the Wise Baptist Church. It was great to have the children attend the presentation for the Board and Policy Council. The children are what this program is about.

### STAFF REPORTS

Finance: Lisa Barton gave copies of the financial statements to the Policy Council. She states that we have spent 39% of our Head Start funds. We have received approximately 60% of our required in-kind for the year.

Education: Kim Austin reported that Kids Central is looking for an agency-wide field trip for the children. We have chosen not to attend Sesame Street Live this year. Parents who have ideas for the field trip can let their Teachers know and they will relay the information to Kim.

The end-of-the year blast is in the planning stages. Kim hopes to have a committee by next month to work on the project.

Transportation: Chris Austin reported that we currently have an opening for a Bus Monitor for Hawthorne and Ramsey. This position will work approximately 6 hours a day due to the two bus runs. We also have an opening for a Bus Driver at Dogwood Terrace. This bus run is approximately two hours per day.

The end of the month enrollment report was given to the Policy Council members by Chris. He summarized the information on the report and stated that attendance has now been added to the report. He noted that the Regional Office wants attendance to be at least 85%.

Family Services: Teresa Blair stated that in previous meetings, some of our grandparents expressed an interest in training. Mountain Empire Older Citizens has a program called KinCare and they are willing to come to a Policy Council meeting and conduct some training. After some discussion of the training, **Colleen Cantrell made a motion to invite Mountain Empire Older Citizens to attend February's Policy Council meeting for training. Jody Taylor seconded the motion. Motion carried.**

Nutrition: Mary Collins gave hand outs and menus for January. She informed members that January is oatmeal month. In February, Mary will be forming a committee to meet with a Dietician to create menus for the upcoming school year and to talk about nutrition matters.

### TREASURER REPORT FOR POLICY COUNCIL

The Policy Council Treasurer was not at the meeting so Lisa Barton gave members the following information: Policy Council balance was \$971.47. There was one check written for \$55.46 to ABC Distributing for items for the Policy Council Store.

## NEW BUSINESS

### New Hires:

The following have been hired by Kids Central:

- Ronnie Abshire – Bus Driver at Clinchco

**Kenneth Rose made a motion to approve the above listed new hire. Dee Strouth seconded the motion. Motion carried.**

### Policy Change:

Our employees who work in the classrooms are not given duty-free lunches or breaks due to the coverage issues with the children. Our Personnel Policies and Procedures Manual, Policy 303 stated that we gave employees a lunch period and two fifteen-minute breaks. The Department of Labor (both Federal and State) do not require employers to give lunch or break periods.

We have removed Procedure #3 from Policy 303. This change to the Policies and Procedures Manual requires us to update our Employee Handbook removing the section titled “Break Periods” on page 16. This also requires a change to the Table of Contents page.

**Dee Strouth made a motion to accept the above listed changes to the Personnel Policies and Procedures Manual and the Employee Handbook. Kenneth Rose seconded the motion. Motion carried.**

### Budget Meeting:

Lisa Barton stated that our Grant Application is due March 1. A detailed budget must be included in the application. She has scheduled a meeting for the Board of Directors and Policy Council members for February 3<sup>rd</sup> at 10:00 a.m. This meeting will discuss the budget for the upcoming year and any changes that need to be made.

A money workshop will be held for parents on January 22<sup>nd</sup> at the Administration Office.

### Mental Health Written Plan:

Terry Gentry stated that a change has been made to the Mental Health Written Plan. On the Objective Mental Health Services 130424(a)(3), a sentence has been added to paragraph (a) as follows: “Mental Health services will be scheduled for each center for on site orientation and assistance at least two times per program year”. She states that this has always been our process, but it needed to be stated in writing.

## COMMENTS

Kennith Rose wanted to let everyone know that Logistic Care has a program that allows parents and grandparents transport their children or grandchildren for medical services and will pay \$.40 per mile. They will pay \$.50 per mile if you want to transport others for medical services. He will be attending training and will report back to the Policy Council with the information he receives.

Colleen Cantrell stated that some parents would like different items stocked in the Policy Council Store. Darrell stated that this was their store and they could have the items they chose. Holiday items are being offered as well as regular household items that food stamps will not cover.

Parents need to be running the store to have it more accessible for parents. You don't need to be a member of the Policy Council to help operate the store. Parents are welcomed. Policy Council members need to meet with their center parents and discuss this and get volunteers.

#### NEXT MEETING

The next meeting of the Policy Council will be February 11, 2009 at 11:00 a.m. at the Administration Office.

The next executive meeting will be held January 27, 2009 at 11:00 a.m. at the Administration Office.

With no further business or discussion, **Kennith Rose made a motion to adjourn. Dee Strouth seconded the motion. Motion carried.**

Meeting adjourned at 12:00 p.m.

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Dee Strouth, Secretary

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Sandra Harvey, Recording Secretary