

Kids Central Incorporated Policy Council Meeting April 14, 2010

The Policy Council of Kids Central Incorporated met on April 14, 2010 at the Kids Central Administration office. Dee Strouth, Chairperson, called the meeting to order at 11:00 a.m. Jennie Thacker, Secretary took the roll.

Present: Fred Luntsford, Dellia King, Samantha Hamm, Jennie Thacker, April Harvey, Deanna Dingus, Sue Coleman, Colleen Cantrell, Tabitha Harvey, Dee Strouth, and Thomas Williams

Staff present: Darrell Edwards, Kim Austin, Chris Austin, Lisa Barton, and Sandra Harvey

AGENDA

The agenda for today's meeting was presented for approval. **Deanna Dingus made a motion to approve the agenda for today's meeting. April Harvey seconded the motion. Motion carried.**

MINUTES

The minutes of the previous meeting (March 10, 2010) were presented. With no corrections or additions, **Fred Luntsford made a motion to accept the minutes. Deanna Dingus seconded the motion. Motion carried.**

DIRECTOR'S REPORT

Darrell Edwards reported that attendance has been down in the previous few months because of the winter weather. It's hard to believe the end of the year is almost here. It's now time to get ready for the year end blow-out. The Policy Council store will be set up during the blow-out just as it was last year. Parents are encouraged to bring all their KCI bucks as they are only valid through May 31st.

STAFF REPORTS

- Finance: Lisa gave everyone a copy of the financial statements for March. We are close to meeting our in-kind requirement for the year. At the end of March, we have spent 77% of Head Funds, 70% of Early Head Start funds, and 30% of Early Head Start Expansion funds. All financial reports, including the ARRA report, 272 report, and the payroll tax reports have been completed and submitted.

- Education: Kim Austin reported that Kasey's Academy will be taking their last field trip to the Hands On Museum in May. Children in Kasey's Academy will also have a transition celebration during the year end blow-out.

The Book Fair will begin April 15th. All items are buy one get one free. Parent night will be held next week.

- Transportation/Enrollment: Chris gave everyone a copy of March's enrollment report. Total attendance in March was 81.09%. We are fully enrolled, and the Early Head Start expansion center and both home bases are fully enrolled.

On transportation, Chris reported that the drivers were finishing their on-board observations. All drivers have one observation per year by a staff member.

- Nutrition: Mary Collins was not able to attend today's meeting but she gave everyone copies of the menus for March and handouts.

FINANCE REPORT FOR POLICY COUNCIL

Deanna Dingus reported that the balance of the Policy Council account at the end of March was \$536.00.

NEW BUSINESS

- Grant Proposal for Permanent ARRA Increase: Last year we received a permanent 3.06% Cost of Living Allowance (COLA) and a temporary 1.84% COLA. The 1.84% is temporary through September 2010. In March, we received a letter stating the 1.84% increase is now permanent. The grant application included the 1.84% because KCI did not want to take that amount away from the employees, so now that money can be spent elsewhere. Lisa Barton made a recommendation to the Policy Council that the money be used to increase current staff's pay by 2%, but not increasing the pay scale, to help offset the amount KCI matches toward employee's 401K plan from 3% to 5%, and employee retention. The grant proposal for these funds is due April 30th.

Darrell Edwards added that exit interviews used to be held for part-year staff on their last day prior to lay-off. This procedure allowed staff to know if they would be returning for the following year and if so, the location they would be working. The exit interviews were stopped by the previous Board Chair four year ago. They will begin again this year. Exit interviews are scheduled for the staff's last day.

Deanna Dingus made a motion to approve the 2% pay increase for current staff. Jennie Thacker seconded the motion. Motion carried.

- Remove 3.06% Pay scale from Personnel Policies and Procedures Manual: When we received the above mentioned COLA funds last year, we had to prepare two pay scales, one for a 3.06% increase and one for a 4.9%. Now that we have been informed that the 1.84% increase is permanent, we need to remove the 3.06% pay scale from the Personnel Policies and Procedures Manual.

April Harvey made a motion to remove the 3.06% pay scale from the Personnel Policies and Procedures Manual. Jennie Thacker seconded the motion. Motion carried.

- End of Year Blast: The end of the year blast celebration will be held Friday, May 14th at the Dickenson County Fair Grounds in Haysi. Activities for the children will include bounce houses, karaoke, a train, and a petting zoo. Kim Austin asked if anyone had any contacts for other types of activities to let her know.

- Proposal for Powell Valley Blended Classroom: When the 2010 – 2011 grant application was submitted, it did not include the blended classroom located in Powell Valley Primary because we were not sure about VPI's funding for next year or their willingness to collaborate. Because we have received the Early Head Start expansion grant, we are going to have a review within the next twelve (12) months. A blended classroom would be a concern because the school system does not have to operate under standards as strict as ours. Senior staff will continue to explore this opportunity.

April Harvey made a motion to accept the recommendation of KCI in this matter. Deanna Dingus seconded the motion. Motion carried.

COMMENTS

Darrell reported that our Program Specialist is scheduled to come June 2 – 3. This is her first visit to our program. He would like to get a small group of Policy Council members together to meet with her if possible.

NEXT MEETING

The next Policy Council meeting will be May 12, 2010 at 11:00 a.m. at the Kids Central Administration Office.

The next Executive meeting will be held on April 27, 2010 at 10:00 a.m. at the Kids Central Administration Office.

With no further business or discussion, Dee Strouth adjourned the meeting at 11:40 a.m.

Jennie Thacker, Secretary

Sandra Harvey, Recording Secretary