

Kids Central Incorporated Policy Council Meeting November 10, 2010

The Policy Council of Kids Central Incorporated met on November 10 2010 at the Kids Central Administration office. Dee Strouth, Chairperson, called the meeting to order at 11:00 a.m.

Laura Gollaway, Secretary, called roll.

Present: Laura Gollaway, Deanna Dingus, Heather Fleming, Liz Merritt, Christina Edwards, Melinda Huffman, April Harvey, Patricia Neece, Thurman Mullins, Michelle Collins, Brittany Bible, Renee Miller, Sue Coleman, Tabitha Harvey, Dellia King, Dee Strouth, Thomas Williams, Edward Hutchinson

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

It was determined that there were people present who were not at the last meeting and had not been seated as members. **April Harvey made a motion to seat the following people as members of the 2010 – 2011 Policy Council:**

**Beverly Ison
Jennie Thacker
Sherry Sluss**

**Krystal Hamilton
Kim Hollyfield**

**Mike Standifur
Melissa Turner**

Liz Merritt seconded the motion. Motion carried.

AGENDA

The agenda for today's meeting was presented for approval. With no corrections or additions, **April Harvey made a motion to accept the agenda for today's meeting. Melinda Huffman seconded the motion. Motion carried.**

MINUTES

The minutes of the previous meeting (October 13, 2010) were presented. Without any comments or corrections, **Melinda Huffman made a motion to accept the minutes as written. April Harvey seconded the motion. Motion carried.**

DIRECTOR'S REPORT

Darrell Edwards, Executive Director, reported that he would defer his director's report until he starts the Policy Council governance training.

STAFF REPORTS

Finance Report: Lisa Barton, Comptroller, gave copies of the financial statements ending October 31st to the Policy Council members. She explained what information the financial statements were comprised of, and the different categories. As of the end of October, we had spent 25% of our Head Start funds, and 34% of our Early Head Start funds. Early Head Start ARRA funds ended September 30th, but were renewed through September 30, 2011. We have currently spent 14% of those new ARRA funds.

Education/Enrollment Report: Kim Austin reported that we are fully enrolled. The full-year centers are doing great with their enrollment. St. Paul and Coeburn II are still having issues with enrollment. Kim feels that we will exceed our 10% disability requirement.

Transportation Report: Darrell stated that we are in desperate need of new buses. Many of our buses in our fleet are over twenty (20) years old and have over 150,000 miles. Only seven buses are considered “newer buses”. As of today, we have still not received any response from the Regional Office regarding our application to apply for a loan through Rural Development for funds to purchase six (6) buses.

Nutrition Report: Mary Collins was not able to attend today’s meeting but the nutrition reports and menus for November were given to the Policy Council members.

Family Involvement Report: Lindsey Sturgill, Family Involvement Specialist, informed members that she has some great ideas planned for the upcoming family days. In December, the Policy Council will meet along with the Board of Directors on December 14th from 11 am – 1 pm at The Tavern on Main, 225 Main Street, Wise. Some of our Head Start children will be putting on a presentation for everyone. Centers that have family days scheduled during the Christmas break will be rescheduled.

A question was asked concerning donations for the purchase of buses. Darrell replied that all donations must go through him. Lisa stated that we have over one hundred employees and over 400 parents. We can’t allow everyone to solicit donations because one person or business may be asked by over 100 people. The Federal Regulations do not want Head Start to participate in fundraising.

In order for the children in our program to receive Christmas presents, they need to be sponsored. Fourteen (14) of our centers have already obtained sponsors for their children. Any money received from sponsors must come to Darrell with specific information that includes: the center the money is to be used for; the name of the contact person; mailing address of person or company; telephone number of company; and the name of the Policy Council member who solicited the sponsor.

Kasey is now a television star. Kasey and Lindsey Sturgill appeared on the Channel 11 morning show “Daytime Tri-Cities”. There is a link to the video footage on our website. Kasey’s Academy went to the Knoxville Zoo in October. The trip went very well and everyone had a great time.

FINANCE REPORT FOR POLICY COUNCIL

Deanna Dingus reported that the balance of the Policy Council account at the end of October was \$1042.92. Members received a copy of the Policy Council financial sheet.

OLD BUSINESS

Written Plans: Kim Austin reported that the written plans have been updated, but there are no major changes. Changes made included dates and job titles. The written plans have been placed on our website in order for everyone to review. Hard copies are available for anyone who requests one. **April Harvey made a motion to accept the updated written plans. Jennie Thacker seconded the motion. Motion carried.**

Self-Assessment: Kim reported that the self-assessment has been completed. Some of the strengths of Kids Central include having internet connections at every center; volunteers (parents and foster grandparents) in our centers; community partnerships; staffing to make sure each child receives all the services he or she needs; we have installed slide mats on every playground at the bottom of the slides; we met and exceeded our in-kind requirement; and we have developed a checklist system for safety. Some of our goals include: woodchips on playgrounds; reduce our staff turnover; increase our community support; allow parents more input in developing the menus; shorten the length of current

bus routes; purchase new buses; increase attendance of parents at parent meetings. **Melinda Huffman made a motion to accept the self-assessment. April Harvey seconded the motion. Motion carried.**

NEW BUSINESS

Policy Council Representative to the Board of Directors: The Policy Council needs to elect one of its members to attend the Board of Directors meetings to represent the Policy Council. The following people were interested in the position: Dee Strouth, Mike Standifur, Michelle Collins, Melinda Huffman, April Harvey, Laura Gollaway, and Sue Coleman. Instead of voting for one representative, Edward Hutchinson made the statement to allow all the above members to represent the Policy Council.

Employee Pay Incentive: Our current employee incentive policy states that the only employees eligible for the incentive are full-time, or full-time part-year employees. Regular part-time employees are not currently eligible. The incentive is tied to our enrollment. If we fully enrolled from November 1 – October 31, employees receive an incentive of 1.5% of their annual salary. Lisa Barton stated that Kids Central would like to change this policy to include “All other regular part-time employees will receive a minimum of \$25.00 or \$10.00 per year of service for a maximum amount of \$100.00 based on the procedure below.” This will allow all staff to be eligible for the incentive. **Melinda Huffman made a motion to approve the above revision to the Employee Pay Incentive policy. Renee Miller seconded the motion. Motion carried.**

Personnel Actions: Lisa Barton presented one (1) new hire for the Policy Council’s approval, Brandon Scott Moore has been hired as an on-call substitute. **Jennie Thacker made a motion to approve the above new hire. Brittany Bible seconded the motion. Motion carried.**

2010 – 2011 Policy Council Governance Training: Darrell Edwards explained to the Policy Council that the Policy Council is required to have governance training annually. All members received a copy of the governance training materials. He stated that this was one of the largest membership for the Policy Council that we have had in a while.

It is necessary for members to understand what the Policy Council is and what their role and responsibilities are as a member. For them to fully understand, to start the training, Darrell began with giving members a history of the Head Start program along with the history of Kids Central. He explained all the information contained in the governance training book and showed a slide presentation.

Impasse and Bridge Agreements: Darrell explained to the Policy Council the role of the impasse and bridge agreements. The agreements have not been changed except for the dates. **Melinda Huffman made a motion to accept the updated Impasse Agreement. Kim Hollyfield seconded the motion. Motion carried. April Harvey made a motion to accept the updated Bridge Agreement. Brittany Bible seconded the motion. Motion carried.**

COMMENTS

There were no comments at today’s meeting.

NEXT MEETING

The next Policy Council meeting will be a joint meeting with the Board of Directors on December 14, 2010 from 11:00 am – 1:00 pm at the Tavern on Main, 225 Main Street, Wise.

A Policy Council Executive meeting will not be held in November.

With no further business or discussion, Dee Strouth adjourned the meeting at 12:40 pm.

Laura Gollaway, Secretary

Sandra Harvey, Recording Secretary