

Kids Central Incorporated

Policy Council Meeting

November 9, 2011

The Policy Council of Kids Central Incorporated met on November 9, 2011 at the Esserville Center in Norton. Sue Coleman, Chairperson, called the meeting to order at 11:00 a.m.

Policy Council Secretary, Tabitha Harvey, called the roll.

Present: Rebecca Davis, Cassandra Cline, Mike Standifur, Samantha Bowens, Stephanie Monge, Patricia Brock, Willie Wood, Virginia Collins, Bonita Stair, Sue Coleman, Missy Sisson, Randa Mullins, and Tabitha Harvey

Staff present: Darrell Edwards, Lisa Bentley, Tammy Mullins, Terry Gentry, Paula Bates, Christy Fleming, and Sandra Harvey

Others present: Gabriel Shupe (Appalachia I), Brittany Greene (Appalachia EHS), Laura Lane (Dogwood), Jennifer Deary (Gilliam HB), Christen Ramey (Clinchco), Brittany Mullins (Clinchco), Jennie Thacker (Monte Vista), Pamela St. Arnaut (Appalachia II), and Victoria Allen (Esserville)

SEATING OF NEW MEMBERS

Representatives present at today's meeting that were not at last month's meeting were: Gabriel Shupe, Brittany Greene, Laura Lane, Jennifer Deary, Christen Ramey, Brittany Mullins, Jennie Thacker, Pamela St. Arnaut, and Victoria Allen. Darrell read the Oath of Policy Council members to the above those listed above. All affirmed their Oath and were seated as members of the 2011-2012 Policy Council.

MINUTES

The minutes of the previous meeting (October 12, 2011) were presented. **Jennie Thacker made a motion to approve the minutes of the previous meeting. Virginia Collins seconded the motion. Motion carried.**

CHANGE TO POLICY COUNCIL CHECK WRITING PROCEDURES

Darrell Edwards explained that beginning with this meeting, reimbursement checks for mileage and babysitting will either be mailed to members or will be given out during the next meeting. He stated that there were too many members and it took too much time for the Treasurer to try to write checks out during the meeting. If he writes checks during the meeting, he is missing the information presented. It was also mentioned that reimbursement for babysitting is now \$5.00 per hour for three (3) hours, but cannot be paid if a family member is the babysitter.

Staff Reports

- Finance Report. Christy Fleming presented the Policy Council members with a copy of the financial statements. She reports that she drew down \$324,000 and of that, \$128,000 was for payroll. We have currently spent 26% of our Head Start funds and 28% of our Early Head Start funds. She reported that as of the end of October, we have received \$164,000 in in-kind

for Head Start, and \$87,000 for Early Head Start. In September, we received \$118,000 of in-kind for Head Start, and \$7,000 for Early Head Start.

- Enrollment and Attendance. Lisa Bentley reported that October's attendance was 83.66%. We are fully enrolled and continue to have a waiting list.
- Education. Tammy Mullins gave members a copy of the PALS results. She stated that most of the children are doing good. We will focus on printing, upper case letter recognition, and letter writing. November 13th has been scheduled for parent conferences.
- Disabilities. Terry Gentry reported that we have great collaboration with the county schools. 10% of our total enrollment must be children with an identified disability. We have met that 10%. We currently have thirty-four (34) children with disabilities in Head Start, and twelve (12) in Early Head Start. Some of the Policy Council members praised our program for the difference made in their children with disabilities.
- Nutrition. Handouts for the month of October were given. Mary welcomed parents to visit the centers and to have Thanksgiving and Christmas dinner with their children.
- Family Involvement. In Lindsey's absence, Terry stated that twelve (12) centers had 50% or more participation last month. Three centers had 100% participation. The Kasey's Academy trip to Ripley's Aquarium was very successful. We had 140 people attend. December's family day incentive will be a free book from scholastic books. In October, we gave pumpkin certificates to those attending family day. Two hundred (200) certificates were redeemed.

Some Teachers are asking for ideas and suggestions for field trip destinations and cooking experiences.

Policy Council Financial Report

Mike Standifur reported that the balance in the Policy Council account is \$1975.71. He gave members a copy of the financial statement.

OLD BUSINESS

No old business to discuss at today's meeting.

NEW BUSINESS

- Change to Administrative Organizational Structure. Governance of Kids Central is comprised of the Board of Directors, Policy Council, and staff. A proposal was sent to members along with their monthly information packet explaining change to administration. Originally, senior staff was comprised of four staff (Executive Director, Family and Community Partnerships Director, Comptroller, and Assistant Director). The Family and Community Partnerships Director resigned last year, the Comptroller resigned in August, and the Assistant Director resigned in September. The Comptroller position has been filled, giving senior staff two (2) members as of today. The Assistant Director's position was advertised, however, out of seventeen (17) applications, none met the qualifications of an educational background in early childhood. Therefore, it is proposed that a change to the administration organization take place

which will change the senior staff back to four (4) members. It is proposed that the current Education Supervisor, Tammy Mullins, be changed to Assistant Director – Education Services, and the current Disabilities Coordinator/Homebase Supervisor, Terry Gentry, be changed to Assistant Director – Child and Family Services. The next level of management will consist of the Human Resources Specialist (title change from Human Resource Manager), Financial Services Specialist (title change from Financial Services Assistant), Education Services Supervisor, Health Services Specialist (title change from Health Services Manager), and Food Services Specialist (title change from Food and Nutrition Assistant). A new position of Administrative Aide has also been proposed. This position will answer telephone calls and greet visitors, along with assisting staff with projects.

Questions from several Policy Council members were directed to Tammy Mullins and Terry Gentry, the candidates for the new positions of Assistant Director. They were asked if they felt qualified to fulfill the new positions and if there was a sufficient pay increase to cover the expanded duties. Both Tammy and Terry answered in the affirmative. Terry stated that along with the added responsibility, there was also an added personal reward of doing what is right and continuing a trend of positive leadership and upholding high standards established by Kids Central. It was ascertained that both women have the qualifications, experience, and training to do the job.

This proposal, containing thirteen (13) points, has been discussed and approved by the Board of Directors. It must have the Policy Council approval and be submitted to the Regional Office for acceptance. **Cassandra Cline made a motion to approve the proposal as presented, including the two Assistant Director positions, along with the title changes to the positions that make up the management team, and the creation of a new position of Administrative Aide, and salary adjustments. Jennie Thacker seconded the motion. Motion carried.**

- **Inclement Weather Policy**. Currently Kids Central follows the local county schools for closures, early dismissals, and snow delays. However, this year, Wise County has changed their inclement weather policy to a three (3) hours delay. Due to this change, Kids Central can no longer follow their schedule. We will use a two-hour delay, and an early dismissal system. These notifications will be placed on WCYB. **Rebecca Davis made a motion to approve the above changes to the inclement weather policy. Patricia Brock seconded the motion. Motion carried.**

- **Personnel Actions**. Sandra Harvey presented the Policy Council with the following personnel actions:

- Virginia Collins – Bus Monitor for Nita Bond and Coeburn II Centers
- Teresa Elkins – To replace Virginia Collins as Bus Monitor for Nita Bond and Coeburn II Centers

Jennie Thacker made a motion to accept the above listed personnel actions. Becky Davis seconded the motion. Motion carried.

COMMENTS

A training session for parents will be held at 1:00 pm today if anyone would like to attend.

The next meeting of the Policy Council will be held jointly with the Board of Directors on Thursday, December 15, 2011 at 11:00 a.m. The location will be announced.

An executive committee meeting will not be held in November.

With no further business, the meeting adjourned at 12:00 p.m.

Tabitha Harvey, Policy Council Secretary

Sandra Harvey, Recording Secretary