

# Kids Central Incorporated Policy Council Meeting September 14, 2011

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The Policy Council of Kids Central Incorporated met on September 14, 2011 at the Esserville Center in Norton. Thomas Williams, Vice Chairperson, called the meeting to order at 11:00 a.m.

Policy Council Secretary, Sue Coleman, called the roll.

Present: Thomas Williams, Michael Standifur, Cassandra Cline, Tabitha Harvey, Melissa Baker, Sue Coleman, Delia King, Edward Hutchinson, and Deanna Dingus

Staff present: Darrell Edwards, Lindsey Sturgill, Mary Collins, Paula Bates, Christy Fleming, Lisa Bentley, Tammy Mullins, and Terry Gentry

Others present: Willie Woods (nominated representative for the Haysi Center).

## **AGENDA**

The agenda for today's meeting was presented.

## **MINUTES**

The minutes of the previous meeting (August 10, 2011) were presented. **Deanna Dingus made a motion to approve the minutes of the previous meeting. Mike Standifur seconded the motion. Motion carried.**

The minutes of the Executive Committee meeting held August 30, 2011 were presented. **Deanna Dingus made a motion to approve the minutes of the meeting. Mike Standifur seconded the motion. Motion carried.**

## **DIRECTORS REPORT**

Darrell Edwards reported that the new school year is good so far. Kim Austin resigned last week. She accepted a position at Southwest Virginia Community College. Kaseyville is now open and anyone interested may go upstairs and take a look.

Next month's meeting will be packed with new Policy Council members. Darrell will conduct Governance training for all members which will include manuals for them to use as a reference tool.

We have lost two key members on the Executive Management team. The Policy Council will be making a lot of very important decisions in the upcoming year. Any Policy Council member who no longer has a child in a center may stay on as a Community Representative member of the Policy Council as long as they have not served three (3) years in any capacity on any Policy Council in their lifetime.

## STAFF REPORTS

- Finance: Christy Fleming gave members a copy of the financial statements ending August 31, 2011. She reported that as of today, we have received 25% of our total required in-kind. ARRA funds have been approved through March 2012.
- Enrollment: Lisa Bentley reported that we were fully enrolled in August. We began the first day of school in September fully enrolled and have an active waiting list. Our attendance in August was below 85%.
- Transportation: Darrell reported that we have ordered three new buses and hope to have them delivered around Christmas. We will try again next year to purchase another bus through Rural Development.
- Nutrition: Mary Collins gave menus and handouts to members for September. She reported that she will be attending family days with Lindsey Sturgill.
- Family Involvement: Lindsey Sturgill submitted a proposal to the Policy Council regarding changing the KCI Bucks program to a Family Incentive program. She reports that we wanted to get a focus on family involvement and the family unit, and this will be accomplished with this new program. During September's family days, those in attendance will receive a free pumpkin to take home and carve. **Sue Coleman made a motion to accept the proposal for the Family Incentive Program. Cassandra Cline seconded the motion. Motion carried.**

Lindsey added that the home base programs have been added to family days. This will impact the budget, however, we will have things approved as funds allow.

The next family incentive will be movie night at The Central Drive-In. This will be held October 4<sup>th</sup> at 8:00 p.m. and will feature the movie Cars II. We do not have a choice in the weekday movie night due to the drive-in being open to the public during the weekends. We will provide popcorn and drinks. Kasey will be present at this event.

On October 28<sup>th</sup>, Kasey's Academy will be visiting Ripleys Aquarium in Gatlinburg, TN. Parents have already begun signing up for this trip.

## FINANCE REPORT FOR POLICY COUNCIL

Deanna Dingus reported that the balance in the Policy Council account as of today was approximately \$1,200.00.

## OLD BUSINESS

No old business was discussed at today's meeting.

## NEW BUSINESS

- PIR Report. Darrell reported that the PIR had to be completed and submitted no later than August 31<sup>st</sup>. We have already submitted the report but it needs to be approved by the Policy Council. The report shows that all positions have always had someone to fill in when necessary. This report is required by the Federal Government. **Deanna Dingus made a**

**motion to accept the PIR report and the submission of the report. Sue Coleman seconded the motion. Motion carried.**

- Self-Assessment. Darrell explained the self-assessment and stated that it aids us in our long range plan. It took 8 ½ weeks to become 95% complete on the first long range plan. We are now working on new plans and the Policy Council will receive information as it becomes available. In prior years, complacency and money were issues in previous SWOT surveys. SWOT surveys help with information for the self assessment. **Mike Standifur made a motion to accept the self assessment. Cassandra Cline seconded the motion. Motion carried.**

- Personnel Actions. Darrell Edwards presented the Policy Council with the following personnel actions:

- Wendy Hollyfield – Substitute
- Kirasten Clark – Classroom Assistant at Monte Vista
- Kim Austin – Acceptance of her resignation

**Deanna Dingus made a motion to approve the above personnel actions. Cassandra Cline seconded the motion. Motion carried.**

Darrell commented that Kim brought Kids Central to excellent education standards. The Policy Council and staff appreciates Kim and all she did for this agency. We will miss her.

### **COMMENTS**

Thomas Williams was commended for moving the meeting along as it should be.

### **NEXT MEETING**

The next Policy Council meeting will be held on October 12, 2011 at 11:00 a.m. at the Kids Central Administration Office.

An Executive Committee meeting will be held September 27, 2011 at 10:00 a.m.

With no further business or discussion, Thomas Williams adjourned the meeting at 11:35 a.m.

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Sue Coleman, Secretary

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Sandra Harvey, Recording Secretary