

Kids Central Incorporated Policy Council Meeting October 10, 2012

The Policy Council of Kids Central Incorporated met on October 10, 2012 at Kids Central's Administration office. Sue Coleman, Chairperson, called the meeting to order at 11:04 a.m.

Tabitha Harvey, Secretary, called the roll.

- Present: Executive Officers from the 2011-2012 Policy Council (Sue Coleman, Mike Standifur, Willie Wood, and Tabitha Harvey), Edward Hutchinson
- Staff present: Darrell Edwards, Christy Fleming, Tammy Mullins, Terry Gentry, Mary Collins, Lisa Bentley, Lindsey Sturgill, Paula Bates, and Sandra Harvey
- Others present: Carolyn Mullins, Samantha Bowens, Tina Edwards, Lisa Meade, Frank Berry, Whitney Smith, Patricia Brock, Beverly Ison, Tisha Adams, Jannifer Potter, Gwen Chisenhall, Stephanie Kline, Evelyn Toney, and Thomas Williams (Board of Directors)

Roles of the Policy Council

Darrell Edwards, Executive Director, introduced himself to the newly nominated 2012-2013 Policy Council members. He explained the purpose and importance of the Policy Council and that he would be conducting training on governance and roles and responsibilities of the Policy Council during today's meeting.

Nominations and Election of Officers for the 2012-2013 Policy Council

Nominations for Officers of the 2012-2013 Policy Council are as follows:

- Chairperson – Mike Standifur
- Vice-Chairperson – Willie Wood
- Secretary – Samantha Bowen
- Treasurer – Carolyn Mullins

The members nominated above agreed to accept their position.

Installation of Members

Darrell read the Oath of Policy Council members to those present. The following representatives affirmed their oath of membership:

Mike Standifur, Willie Wood, Carolyn Mullins, Samantha Bowens, Tina Edwards, Lisa Meade, Frank Berry, Whitney Smith, Patricia Brock, Willie Wood, Beverly Ison, Tisha Adams, Jannifer Potter, Gwen Chisenhall, Stephanie Kline, and Evelyn Toney

Installation of Officers

Darrell read the Oath of Officers. Mike Standifur, Willie Wood, Carolyn Mullins, and Samantha Bowens affirmed their oath of office. Darrell presented the new Policy Council Officers.

Roles and Responsibilities of the Policy Council

Darrell issued each member a copy of the "Policy Council Members Guide – The Roles and Responsibilities of the Head Start Policy Council". A 47 slide power point presentation was delivered to the Policy Council. The training and orientation session covered all the topics required by the Performance Standards and included the Bridge Agreement, Impasse Procedures, Policy Council By-Laws, and the 2012-2013 Organizational Chart for Kids Central. The training manual was reviewed and discussed with members and questions were answered. Members were urged to use this manual as a handy reference resource and to call any staff member with questions or concerns.

At this time, Sue Coleman, 2011-2012 Policy Council Chairperson expressed her thanks to Tabitha Harvey, 2011-2012 Policy Council Secretary, and presented her with a set of books for her to read to her children. Sue also said thanks to staff members she has worked with during the year and presented them with a small trinket to show her appreciation.

Minutes

The newly elected and seated Officers and members of the Policy Council led by Mike Standifur continued the agenda presentation and Chairman Mike presented the minutes from the last meeting (September 12, 2012). With no changes or corrections, **Carolyn Mullins made a motion to approve the minutes. Willie Wood seconded the motion. Motion carried.**

Staff Reports

- Finance Report. Christy Fleming presented the financial report. She gave copies of financial statements for August and September 2012 to the Policy Council members. She reports that as of September 30th, we have drawn down \$637,000 of Head Start funds and \$189,000 Early Head Start funds which equals to approximately 22% of our annual budget.

We have received \$396,000 of in-kind for the year, approximately 42% of our yearly required amount, in four (4) months.

We budgeted \$25,000 for worker's compensation and was informed last week that our premium is increasing to \$70,000. Christy states that she needs to take a good look at the budget to see where the increase will come from, but as of now, it looks like it will be taken from the supplies category.

- Enrollment and Attendance. Lisa Bentley reported that we are fully enrolled. Our attendance for September was 86.78%. We are fully enrolled and have children on our waiting lists.

- Education. Tammy Mullins explained her duties and responsibilities to the Policy Council. She states that Teachers are assessing developments and parents will be called to set up parent conferences by the end of the month to review their child's development status. We need parent's involvement and participation to help prepare their child for kindergarten.

- Disabilities. Terry Gentry explained her duties and responsibilities to the Policy Council.
- Nutrition. Mary Collins explained her duties and responsibilities to the Policy Council. She gave handouts to members for October.
- Family Involvement. Lindsey Sturgill explained her duties and responsibilities to the Policy Council. She stated that family days have been great so far this year. Family day attendance is over 60% in every center.

Family movie night was held in September and we had over 1,000 people attend. The Cinema was nice enough to give us a second showing at 9:00 that night plus and second movie night a week later for the families who were not able to get into the first show.

Kasey's Academy will be going to Ripley's Aquarium on October 26th and will take a trip to the Knoxville Zoo in the spring.

Family portrait night will be held for our families. Dickenson County will be October 18th at the library from 4 – 6 pm and Wise County will be October 24th at the Esserville Center from 4 – 6 pm.

- Health. Stephanie Purvis, Health Services Specialist, introduced herself to the Policy Council and explained her duties and responsibilities. She stated that dental screenings will be held in December for the children.

Policy Council Financial Report

Mike Standifur reported that the balance in the Policy Council account as of the end of September was \$2,217.14.

Old Business

There was no old business to report at today's meeting.

New Business

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

- Stephanie Stanley Hired as a Classroom Assistant at Esserville
- Stacy Stepping Hired as a Classroom Assistant at Esserville
- Denise Sturgill Hired as a Classroom Teacher at Hawthorne
- Thomas Adkins Hired as a Part-Year Substitute
- Kimberly Gilliam Termination of Employment

Carolyn Mullins made a motion to approve the above listed personnel actions. Willie Wood seconded the motion. Motion carried.

Comments/Discussions. Darrell Edwards stated that this upcoming year is going to be the best yet. Kids Central is strong because of the staff, Board members, and Policy Council members it has onboard.

The Policy Council should have a representative to attend the Board of Directors monthly meetings. Chairman Mike Standifur asked for volunteers, and Tisha Adams agreed to be the Policy Council Representative to the Board of Directors. Members unanimously agreed to Tisha Adams becoming the Policy Council Representative to the Board of Directors.

The next meeting of the Policy Council will be held on Wednesday, November 14, 2012 at 11:00 a.m. at Kids Central's Administration Office.

The next Executive meeting will be held on Tuesday, October 30, 2012 at 10:00 a.m. at Kids Central's Administration Office.

With no further business, the meeting adjourned at 12:43 p.m.

Samantha Bowens, Policy Council Secretary

Sandra Harvey, Recording Secretary