

# Kids Central Incorporated Policy Council Meeting April 9, 2014

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The Policy Council of Kids Central Incorporated met on Wednesday, April 9, 2014, at Kids Central's Administration office. Willie Wood, Policy Council Chairman, welcomed everyone and called the meeting to order at 11:03 a.m. Willie Wood, Chairman, determined a quorum was established.

**Present:** Ashley Woods, Lisa Meade, Charlene Moore, Emma Lou Charles, Willie Wood, Crystal Barton, Jacob Williams, and Shiela Carty

**Staff present:** Darrell Edwards, Valerie A. Lee, Christy Fleming, Terry Gentry, Lisa Bentley, Rebecca Bolling, Teresa Blair, Lindsey Sturgill

**Others present:** Thomas Williams from KCI Board of Directors

## Roll Call/Quorum

Willie Wood, Chairman, dispensed with the roll call and recognized a quorum of members.

## Presentation of Minutes from the March 12, 2014, Meeting

In the absence of Tina Edwards, Policy Council Secretary, Willie Wood, Chairman, called for a motion to accept or decline the minutes as presented from the March 12, 2014, Policy Council meeting.

*Motion by Ashley Wood to approve minutes of the March 12, 2014, meeting as presented.*

*Motion seconded by Lisa Meade.*

*Motion carried by unanimous vote.*

## Finance Report of the Policy Council

In the absence of the Policy Council Treasurer Keisha Parton, Darrell Edwards gave general information on the finances of the Policy Council. The Council is in good financial shape. Mr. Edwards mentioned he had not received any expense reimbursement requests since January. He requested that any outstanding expenses be submitted for reimbursement. Lisa Meade and Ashley Woods both mentioned that they had turned in mileage expenses that had not been reimbursed to date. Mr. Edwards stated he had not received these for approval. Mr. Edwards will call Ms. Parton for these forms.

## Staff Reports

**Finance:** Christy Fleming, Comptroller, distributed the February financial report. In February, Kids Central was 75% through the fiscal year but had only used 70% of funding. We added five days back to the calendar for part-year staff and children. April 30 is the last day for children; May 2 is the last day for part year staff. Mr. Woods asked if the five days were moved forward

or backward. Ms. Fleming stated the days were added to the calendar. Mr. Edwards mentioned that twelve days were cut in the 2013-14 calendar due to budget cuts, but five days were added back to the end of the year. For the 2014-15 school year, all twelve days will be back on the calendar that were cut from the 2013-14 calendar. Ms. Fleming also mentioned that staff had also been paid for the major snow days that Kids Central was closed. Ms. Fleming went over credit card expenses starting with Wal-Mart, where Kids Central spent \$384.84. Administrative Aide Janet Sturgill was working on the tax billing with the Food City bill, which would be available for viewing after the meeting. The available credit card bills were distributed for viewing during the meeting.

***Motion by Lisa Meade to accept the financial report as presented.***

***Motion seconded by Ashley Woods.***

***Motion carried by unanimous vote.***

**Enrollment and Attendance:** Lisa Bentley, Family Advocate MIS Manager, distributed the March end of month enrollment and attendance report. She noted that we are fully enrolled. Attendance is back up to 84.93%. The 85% threshold has only been breached a couple of months during the year.

**Education Services:** In the absence of Tammy Mullins, Assistant Director for Education, Terry Gentry, Assistant Director for Family Services, reported on home base and the classrooms. The second parent conferences are being completed. Teachers are doing PALs assessments for the children going to kindergarten. The spring portion of literacy tests for children turning four years of age by September 30 is being conducted. Core data has just ended for part year, which will result in progress data being discussed probably at the next month's PC meeting. Core data is an assessment tool to determine where a child is developmentally. April 30 is the last day of school for part year students; so, by the next meeting, our part year school year will have ended.

**Child and Family Services:** Terry Gentry, Assistant Director for Child and Family Services, noted parent surveys had gone out for completion. She encouraged all to complete these forms. The feedback in the fall was very good. Ms. Gentry requested that parents rate the activities throughout the year and let her know activities that were well done or not. Planning for next year's events is already taking place. Lindsey Sturgill and Ms. Gentry were working together on fatherhood events. Transition meetings are in full swing for children that have IEP (Individualized Education Plan).

**Nutrition Services:** In the absence of Junior Rose, Nutrition Specialist, Lisa Bentley, Family Service/MIS Representative presented the Nutrition Services report for March 2014. Data from that report follows.

Visits to Kaseyville	Children from 4 full-year classrooms, 11 part-year classrooms, 12 home-base classrooms
Home Base Lunch	Children-55, Adults-76
Adults/Classrooms	1,034
Breakfasts	2,324
A.M. Snacks	1,339

Lunches	4,091
P. M. Snacks	3,942
Fields Trips	4 full-year classrooms, 3 toddler classrooms, 11 part-year classrooms, 12 home-base classrooms
Total Attendance	4,091

**Family Involvement:** Lindsey Sturgill, Family Engagement Specialist, gave a report on family activities. Ms. Sturgill noted that she just completed family days at all centers. The attendance winners were Haysi and Esserville Toddlers 2 in May. The prizes were pizza parties. Ms. Sturgill presented percentages for attendance. Overall, all centers combined for over 63% attendance. Most centers were above 50% for the entire year. Seven centers had over 70% attendance for every Family Day. Family Involvement Services now knows where they need to focus attention for next year with the population they are serving and father involvement. Family Day attendance showed a 74% female involvement. The modified sign-in sheet was able to pinpoint who actually attended family day activities, including moms, dads, grandmothers, aunts, etc. We now know exactly from where our family involvement comes. Mr. Edwards asked the percentage for father attendance, as he knew the average nationwide is 5%. Ms. Sturgill reported a 12% father attendance during Kids Central Family Days. Ms. Sturgill mentioned that the reason we have mostly mom attendance is that for the most part, moms are the only parent in the household. However, if we knew how many dads we had in each household, our numbers might look even better. Ms. Sturgill stated we would target dad involvement over the next year. We have great engagement; there is a difference in involvement and engagement. Some families attend every single time and come to actually get involved rather than just sit in a chair. Mr. Edwards mentioned that most families are engaged in family portrait night and other activities; we really have a lot of father participation. Ms. Sturgill agreed as the 5% national average is far below our 12%. Ms. Sturgill still recommended boosting the father involvement a little by targeting activities next year. This year was the fourth year for family days; they keep getting better and better, for which she is very thankful to our families. The Kasey Academy trip to the Zoo was successful. A great time was had by all. The turnout for the zoo trip was 60 out of 70 eligible families. The springtime movie has been canceled because the drive in is undergoing a renovation to digital. The fall movie is still on schedule. We are ready for the end of year blast. The blast is scheduled for next Thursday, April 17, from 10 a.m. to 2 p.m. The maps will go out to teachers and home based teachers tomorrow. The focus this year is engagement. All activities are those that can be done at home including tie-dyed shirts, sand art, food craft, face painting, etc. Many vendors will be there with handouts along with our food distributor, who will be handing out snacks. We will also be conducting a scavenger hunt with clues on the Greenbelt with laminated Kasey Kangaroos showing where the clues are located. At the very end of the blast, a photographer will take family photos. These photos can be emailed to the families or a disc mailed to the home. Darrell Edwards, Executive Director, commented on the family involvement activities as a matter of value versus cost; is the value worth the cost of the activities and our work put into the programs. He stated the Policy Council needed to decide if the value is worth the cost and effort. The program is an expensive program. A capital outlay is required to fund these family days, portrait nights, and activities that families take home with them at the events. Had we not thought that this was going to be beneficial to the participants, we would never have started the program. We have taken this program to a different degree. I do not think that when we first planned this program we expected it to be as big as it would be. The credit goes back to the Policy Council when we started family involvement. About six years ago, we started family engagement activities. Then, we actually had the program on the books for two years before we got Lindsey involved in it.

We are lucky to have this program. With the budget cuts last year, we never discussed scaling back family engagement activities. We discussed scaling back bus runs and other items, but we never touched family engagement due to the attendance numbers and statistics. The money that we put into this program is well worth the value. Ms. Sturgill reported that they are very cost effective with the programs. The most expensive items are the bare books, which are less than \$3 per child. Ms. Fleming offered the Council a report for total expenditure of the family engagement program, including salaries of the staff members involved. Ms. Sturgill said she plans activities with cost effectiveness in mind, including time and effort. Donations have helped control costs with, for example, the CDs that were donated two years ago for portrait night. Ms. Fleming stated that we try to be cost effective whenever possible. The children are the recipients of a great time. Ms. Gentry stated that one of Family Services goals was to increase attendance this year. The trickle-down effect of family engagement activities to the classroom is effective and helps with keeping educational goals a priority. When comparing last program year with this program year, attendance has increased across the board. Mr. Woods mentioned that Family Day also helps the morale of the school. Everyone that can attend Family Days do to be able to get the big dinner at the end of the month. This gives everyone something to look forward to, especially the kids. The centers are proud of their accomplishments. Ms. Sturgill and Ms. Gentry spoke of all the parents, children and staff getting to know one another, networking, doing activities with the children; it is like a family reunion. In all of the classrooms, we have that kind of rapport. We have a good relationship with our families. When we are all together, if a family is in need, we are able to talk to them and work through family issues. This type of relationship sets the pace for involvement for the children and families who move on to kindergarten. Mr. Woods mentioned that it helps dads be familiar with being at school with their children. He mentioned that he has been at school with his children since the smallest was in kindergarten. He said he enjoyed working to help raise money for Christmas activities, making brownies to take to sell. Mostly women were the only family members to attend, but I won the bakeoff one year, cracked the walnuts myself. Ms. Sturgill mentioned that that is engagement. Involvement would be going to the bakeoff. Engagement is cracking the walnuts, baking the brownies and bringing them. That is the difference. Ms. Sturgill thanked the Policy Council members for being involved and engaged and being more than just people dropping off their children, being family to us.

**Health Report:** Rebecca Bolling, Health Services Specialist, gave the health report. She distributed a flyer advertising the free health fair on April 16 and 17 given by the Health Wagon. They will be conducting lead screenings that the children will need to have. If anyone knows of someone who would need any of these services, please have them attend one of the days listed. Mr. Woods asked about the location of the free health fairs. Ms. Bolling reported that on April 16, the location is the Health Wagon Clinic in Wise, and on April 17, the location is the Valley View Freewill Baptist Church in Clintwood.

**Human Resources:** Valerie Lee, Human Resources Specialist, reported on personnel changes since the March meeting, which needed approval.

1. Carolyn Collins, Classroom Assistant/Cook/Driver from the Pound Center – termination of employment on 03/12/2014
2. Crystal Brock, Bus Monitor for the Pound Center, hired 03/19/2014

***Motion by Lisa Meade to approve the personnel actions as presented.***

***Motion seconded by Ashley Woods.***

***Motion carried by unanimous vote.***

Ms. Lee noted that Kids Central had open positions for which seven external and one internal candidate interviews were scheduled on April 14, 2014. These open positions include:

1. Classroom Assistant/Driver at the Appalachia 1 Center
2. Bus Driver at the Pound Center
3. Classroom Assistant Driver at the Esserville Center
4. Classroom Assistant/Cook/Housekeeper at the Pound Center

Lastly, Ms. Lee stated that we have two employees who are out long term for illness. She asked that the meeting attendees sign get well cards to send to these employees so it will boost their spirits and they will know we are thinking of them even though they are not here.

## **Old Business**

**Consolidation of Services Update:** Darrell Edwards, Executive Director, brought the Policy Council up to date on the Consolidation approved last month. The Hawthorne and Ramsey Centers are moving next door. It would be best if the Council members could take a few minutes to go next door to see the progress made. The maintenance crew has completely gutted the office next door. By June 1, we hope that it will be an operational center. There is still a lot of work to be done, but I am pleased with the work they are doing. We will be ready for the kids when the time comes. Mr. Woods asked if the office had been fully remodeled to which Mr. Edwards said that the whole office had been remodeled.

## **New Business**

**Presentation of the 2014-15 Budget:** Christy Fleming, Comptroller, gave an update on the 2014-15 budget. She distributed a change in the budget that included more money awarded, \$192,000 for Early Head Start and Head Start and a Cost of Living Adjustment of \$47,000 for both Head Start and Early Head Start. The distributed information shows the distribution of the additional funding. All days were added back to the centers as well as incentives to the employees with FICA taxes, increase of salaries by \$156,000, FICA \$12,000, Retirement \$5,000, Health and Dental Benefit Expense (due to an expected increase), addition of Contract Services, and repairs for \$28,000 which can be redistributed to supplies should the need arise. We also added back vehicle fuel expense for the additional days for part year at \$3,500. This information is the detail of the \$240,000 that we were given in the second round of the budget. \$189,000 went to Head Start, and around \$50,000 went to Early Head Start. Of that total, \$156,000 went to salaries and benefits for our staff, as that is where we originally cut. We are very pleased, as the addition to salaries will help morale with our employees. It was unfortunate that we had to take the cuts last year; so, we are excited this year about the additional funds to give back to our staff. Mr. Woods made note that the additional funds would help all around. Ms. Fleming asked for approval of the updated budget, and she will ask next week for Board of Directors approval so she can submit to Philadelphia by the May 1 deadline. If anyone has any questions about the budget details, please let her know.

***Motion by Lisa Meade to approve the updated budget as presented.***

***Motion seconded by Ashley Woods.***

***Motion carried by unanimous vote.***

**Calendar for 2014-15:** Terry Gentry, Assistant Director for Family and Child Services, spoke on the 2014-2015 Calendar. She stated that in addition to what Christy Fleming presented with the new budget, a program calendar was created based on the original budget with the original

days cut. With the additional budget award, a new program calendar is presented today with the stricken days added back to the calendar. Today, Ms. Gentry asked for approval of these days being added back to the calendar, based on the additional budget award. At the next Policy Council meeting, you will be presented with a new calendar with today's approved changes to the part year program and an additional in-service day so staff can attend the Virginia Head Start Conference next year held in Abingdon. Mr. Woods called for a motion for the Calendar.

***Motion by Lisa Meade to amend the calendar by adding cut days back to the part year program and adding one additional day of in-service for the staff.***

***Motion seconded by Ashley Woods.***

***Motion carried by unanimous vote.***

### **For the Good of Kids Central, Inc., Open Comments**

Mr. Woods, Chairman, asked if there were any open comments to be discussed today. As none was voiced, he moved forward with the agenda.

### **Upcoming Meetings**

**Executive Committee:** The Executive Committee will not meet in April.

**Policy Council:** The next Policy Council meeting will be held on Wednesday, May 14, 2014, at 11:00 a.m.

**Board of Directors:** The next Board of Directors meeting will be held on Tuesday, April 15, 2014, at 11:00 a.m.

***With no further business, Willie Wood, Policy Council Chairman, adjourned the meeting at 11:40 a.m.***

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Tina Edwards  
Secretary, Policy Council

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Valerie A. Lee  
Recording Secretary