

**KIDS CENTRAL  
INCORPORATED**

**Policy Council Meeting    May  
13, 2015**

The Policy Council of Kids Central Incorporated met on Wednesday, May 13, 2015, at Kids Central Administration Office. Lisa Meade, Policy Council Chairwoman, called the meeting to order and dispensed with roll call. Lisa determined a quorum was present. (25%)

**Present:**

Summer Meade, Crystal Counts, Ida Mullins, Mary Collins,  
Crystal Barton, Ashley Woods, Amanda Raleigh, Mona Mullins,  
Paula Herron, Lisa Meade

**KCI Staff present:**

Darrell Edwards, Joseph Boyd, Terry Gentry, Regina Cantrell, Vernon  
Rose Jr, Lindsey Sturgill, Lisa Bentley, Allen Couch

**Board of Directors members present: Thomas Williams**

Presentation of Minutes from previous April 8, 2015 meeting were approved with no corrections.

**Motion by Ashley Woods to accept minutes as presented. Motion seconded by Paula Herron. Motion carried by unanimous vote of members.**

**Finance Report of the Policy Council**

Joseph Boyd reported that there was no activity for this month. Copies of statements from Wal- Mart and Lowes showed zero balance for the past month. The mileage form was distributed to attendees and encouraged to complete as the last one before new year begins in June.

**Staff Reports Presented:**

**Finance:** Joseph Boyd, Comptroller submitted a credit card financial statement for Wal-Mart and Lowes stores with review of finances as of the closing out of this month for the year. Joseph encouraged everyone to return any mileage forms or expenses

that needed reimbursement as soon as possible. The financial status requested a vote to approve the end of year balances of zero for credit cards.

Motion by Mona Mullins to approve the financial status as presented. Motion seconded by Mary Collins. Motion carried by unanimous vote of members.

Education Services: Tammy Mullins, Assistant Director of Education Services, was not available due to involvement with the federal review team. The federal reviewer has visited all classrooms and will provide the results as soon as received from Philadelphia office. Terry Gentry gave an update on education services since last month. Terry stated that the team was very busy completing health and safety reviews this week. Teachers completed PALS (Phonological Awareness Literacy Screening) screenings on all children who will be entering kindergarten next school year. She distributed a handout reflecting our children's average scores for this program year and the past five years. All averages are within age appropriate expectations. These screening results help the staff plan development trainings and the school readiness goals action plans.

Calendar Changes: Terry reported that no changes have been made to calendar since the April, 2015 Policy Council meeting. KCI part year programs were closed 15 days which will extend their school year to May 14th. Clintwood KCI classrooms have missed two extra days due to the relocation and renovation of their classrooms. The last day for them will be May 18th. A copy of the 2015/16 Part Year School Calendar was distributed by the director, Darrel Edwards.

Ongoing Monitoring: Terry Gentry, the Health Service Specialist, family advocates and Tammy continue to conduct staffing with 420 children enrolled. The staffing team reviewed student files with discussions of health, family, and education status provided. Teachers completed classroom checklists with focus on health and safety of rooms and bus safety such as monitoring proper loading and unloading the bus. Leslie and Tammy review these documents and ensure more follow up on any health and safety concerns identified. The staffing reviews have been completed.

Enrollment and Attendance: Terry Gentry distributed the monthly enrollment and attendance figures for April. She shared the increases and decreases of attendance per site. The Attendance was 83.11% which is an increase of .17%. The target attendance rate for KCI is 85%. The total enrollment continues to be 420 with no changes in HeadStart or Early Head Start numbers. Head Start Enrollment is 320 children and Early Head Start Enrollment is 100.

Child and Family Services: Terry Gentry, Assistant Director announced that the staff has begun the recruitment phase for students for next year. KIDS CENTRAL will be participating in several events planned around the county to enroll new children. She provided flyers to council members of an event occurring June 5, 2015 at Food City in Big Stone Gap, VA from 10:00 am to 2:00 pm. Terry invited everyone to visit there for this

event, Wise County Early Childhood Fair.

Anyone with ideas for additional recruitment activities are welcome to share with Terry or staff members.

Nutrition Services: Junior Rose, Nutrition Specialist presented the Nutrition Services report for previous month of April, 2015. Kaseyville children from 4 full year classrooms, 11 Part Year classrooms, 3 Toddler classroom and 12 Home Base Classroom total 4759 meals.

Family Involvement: Lindsey Sturgill, Family Involvement Specialist, reported on family involvement at Kids Central. Lindsey planned and participated with families in special activities in classes with lots of fun and success. In addition to classroom plans, a field trip to Knoxville Zoo was enjoyed by the four year olds that will not be attending KIDS Central next year. The book fair was held at KCI administration office for two nites and was very successful. Family involvement was excellent. The movie nite held at Central Drive In was themed "Incredible" as the movie. There were 350 attending the movie. It was an incredible end of year event. A special thank you to Paula Herron for this opportunity. The end of year BLAST estimated about 1000 in attendance at Big Stone Gap Bullitt Park on May 8th. So many community agencies participated. A discussion will be had at a later date for plans of the next year BLAST.

Health Services: Regina Cantrell, Health Services Specialist, has been working very hard to complete all the file reviews. The files have been updated with new information. Regina invited the Policy Council to attend the next Health Advisory Committee meeting on May 18th for the annual lunch meeting at KCI. Please RSVP if attending by May 11 to keep accurate count of meals needed.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that no personnel changes have been made since April meeting.

Mr. Couch reported that Kids Central has three open position as of May, 2015 for: Bus driver in Clintwood, VA, Education Specialist, and Family Advocate.

#### **OLD BUSINESS**

Darrell Edwards, Executive Director, asked Lindsey Sturgill to elaborate on the successes of the end of the year BLAST. So many agencies volunteered their time and materials such as Union High School art students who did face painting. The school calendar for the 2015/16 was distributed with no changes. He reminded the members that the Homebased HeadStart will begin one week earlier than the class sites.

#### **NEW BUSINESS**

**Round Two of Federal Review:** Darrell Edwards, Executive Director, announced that the second round of federal review is occurring now and should be completed by May 13, 2015. The areas of review are Environment : Health and Safety. All classrooms have been visited and the results of this review will be shared with the staff at a later date in a written report.

**Eligibility, Recruitment, Selection, Enrollment & Attendance Regulation Updates:**

Terry Gentry provided the Policy Council a required Enrollment & Recruitment Staff training for us on new regulations effective March 12, 2015. This is an effort to combine Head Start Standards and the Head Start Act into a simpler, easier to read and understand system of guidance. The application process will not be impacted by this regulation. Emphasis on interviews at the application process have to be face to face. Eligibility determination utilizes the application as the verification form which includes the source of income as proof in paper format. A hard copy of the proof of income is kept for documentation. A statement with signature acknowledging the accuracy of the information is required for eligibility process. Children receiving public assistance or SSI are categorically eligible for Head Start services. Age eligibility remains the same. Verbal verification of age can be used for eligibility instead of only having a birth certificate. Programs may still enroll 35% of 100% to 130% above the poverty guideline as long as efforts have been demonstrated to serve the neediest children first. Children over income may be eligible if within the 10% enrollment totals. Children that are found homeless and children in foster care are categorically eligible for Head Start. Good documentation is always required to support families found homeless. Also within three months the staff as well as the Board and Policy Council must be trained on new ERSEA. Kids Central must develop a policy and plan of action for any staff member that is found intentionally enrolling ineligible families. Head Start eligibility verification must be re-verified in a child's third year. Early Head Start eligibility is for the duration of that child's enrollment. Re-verification must happen when a child transitions from EHS to HS. Attendance of this training was taken to verify Policy Councils required training.

**For The Good of Kids Central, Inc. Open Comments**

Lisa Meade, Chairwoman, asked if there were any open comments or concerns to be discussed today. Darrell Edwards requested time to discuss future ideas and plans. The Norton Elementary School has contacted KIDS CENTRAL as being favorable to opening one classroom at their school for next year.

Questions were addressed to him from members as to the status of the eligibility changes for Virginia public schools. Virginia schools have been given a one year waiver before deciding requirements of enrollment for PreK. This delay allows KCI more time to recruit 4 year olds in our communities by any way that will be successful. Getting the word out to parents is very important and we need to sell our program to everyone we meet. Registration and flyers were distributed to members.

Mr. Edwards extended a warm appreciation to all in attendance for making KCI the best program and thanks to his staff for all the hard work exhibited by them.

**Upcoming Meetings**

**JOINT MEETING with Board of Directors on June 16, 2015.**

**Executive Committee...** There will be no Executive Committee Meeting for April, 2015.

**Parents Policy Council.** The next meeting of the Policy Council will be held on June 16, 2015 at the Administrative Building located in Norton, VA beginning at 11:00 a.m. This is a change of one week later than regularly scheduled council meeting due to being a joint meeting with BOD.

With no further business, Lisa Meade, Policy Council Chairwoman, asked for motion to adjourn the meeting at 12:15 p.m.

**Motion by Ashley Woods to adjourn Policy Council meeting..**

**Motion seconded by Mary Collins.**

**Motion carried by unanimous vote of members.**

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Ida Mullins, Recording Secretary