

KIDS CENTRAL INCORPORATED

Policy Council Meeting

October 14, 2015

The Policy Council of Kids Central Incorporated met on Wednesday, October 14, 2015 at Kids Central Administration Office. Lisa Meade, Policy Council President and Ashleigh Woods, Vice President were unable to attend.

Darrell Edwards called the meeting to order at 11:00 a.m. A quorum was determined to be present.

Policy Council Members Present:

Sharon Adams, Nicole Page, Anna Campbell, Alesha Moore, Melinda Edwards, Lily Ring, Mary Collins, Regina Hughes Calvert, Normon Calvert, Amanda Raleigh, Steven Raleigh, Amanda Blanton, Aneisha Chandler, Ida Mullins, Crystal Counts,

KCI Staff present:

Darrell Edwards, Terry Gentry, Tammy Mullins, Candice Jennings, Lisa Bentley, Vernon Rose Jr, Allen Couch, Lindsey Sturgill, Leslie Graves, Paula Bates, Laura Taylor Baugh

Board Members present: Edward R. Hutchinson, Thomas Williams with a guest, Angie Williams

Roll Call:

Ida Mullins, Secretary, dispensed with the roll call and recognized a quorum of members present.

Presentation of Minutes from previous joint board and council meeting on September 15, 2015 meeting were approved with no corrections.

Motion by Crystal Counts to accept minutes as presented.

Motion seconded by Sharon Adams.

Motion carried by unanimous vote of members.

MINUTES:

Staff Reports Presented:

COMPTROLLER REPORT: Included with the Financial report by Laura Taylor Baugh. Darrell Edwards introduced the new comptroller, Laura Taylor Baugh to the policy council. He then explained this job description and how the financial report is a snapshot of monthly activity within the organization. Hopefully, as the new year continues we will be more informed of financial reports and our role within the organization.

Finance Report of the Policy Council

Laura Taylor Baugh, Comptroller for Kids Central, made a report to the Council on the financial statements of Kid Central. Mrs. Baugh presented the bank statements, deposit records, checks written for invoices and for payroll. She also presented the credit statements from Wal-Mart, Lowe's and Food City for review. Mrs. Baugh announced she was very satisfied with her new position and thanked the staff for providing her assistance. Hopefully, the new software will be installed and working by October 2015. The mileage form was distributed to attendees and encouraged to complete. The mileage form was explained and encouraged all council members

to complete as demonstrated using Google search and round trip format.

Enrollment and Attendance:

Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for September 2015. Total enrollment is 404 students. Ms. Gentry reported attendance for September was 87.02%, which is above target. She shared the increases and decreases of attendance per site. Head Start Enrollment is 304 children and Early Head Start Enrollment is 100. Totals to date for Kids Central Inc is 404. The Home Base program had 57 enrolled and Center Base was 247 for September 2015.

Child and Family Services:

Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. She announced that free flu shots will be given at the Wise Health Wagon October 19, 2015. A new date has been scheduled, "Play With Me Day" to share with families how children learn through play and to encourage family involvement through organized play activities demonstration. Terry also described the emphasis this year on childhood nutrition and share more at later date upon completion of surveys sent for families to complete. Today was the deadline for surveys to be completed and returned to teachers.

Education Services:

Tammy Mullins, Assistant Director Education Services reported on the classes and staff that she oversees. Children have settled in to a routine and teachers are busy assessing children's development and preparing for first parent conferences in first week of November. Tammy explained the School Readiness action plan that is in progress now. An Educator Survey has been sent to policy council, board of director, public school principals, pre-k teachers, kindergarten teachers, special education administrators, special education teachers, and guidance staff. The survey is a tool to collect information to ensure Kid Central readiness goals are currently aligned with public school systems and the community. Updates will be done towards goals as needed. As part of this action plan, the Education Specialist conducted teacher survey on training topics that the teachers felt they needed or wanted more useful information. Training options will be planned accordingly to their requests. Ongoing Monitoring was reported by Tammy Mullins with 18 of 31-group staffing completed. All staffings are targeted to be completed by the end of November. Staffings help ensure compliance with federal standards plus ensuring quality services to children and families. In September 26 through October 8th Leslie and Tammy completed two 20 minute cycles of CLASS observations in all Head Start classrooms (That is a total of four CLASS cycles per classroom) The CLASS Federal Review event is scheduled October 26th through October 30th. One reviewer will be in attendance. Tammy explained the CLASS Review Event at a glance 2016 and how it is organized and the classroom DATA as described per Domain. There are 3 domains to be scored.

Nutrition Services:

Junior Rose, Nutrition Specialist, presented the nutrition report. The Nutrition Services included Caseyville children from 4 full year classrooms and 6 Early Home Base to visit. He reported the children from 4 Full Year Classrooms and 6 Early Home Base had meals to go on field trips. Joe reported total average of Monthly attendance meals being served was 3464; this included home base lunches to children of 63 and 116 adults served. This resulted in totals of adults/classrooms meals served as 1023; breakfast served as 2037; AM snacks served as 1277; lunch served as 3451; and afternoon snacks served was 3292.

Family Engagement:

Lindsey Sturgill, Family Involvement Specialist, reported on family involvement at Kids Central. Lindsey described the monthly results and family planning activities. She reported the

attendance at movie nite was very successful with 484 participants. Oct. 23 will be trip to Aquarium in Gatlinburg, TN for children leaving the program the next school year. There are 87 of 123 registered to attend the trip. Lindsey explained the new Family Day/Parent Engagement monthly schedule created to assist with development of more interaction between parent and child. All the activities for the year are included on the calendar with the learning objective to be addressed written in RED. Lindsey also encouraged members to come visit the classrooms and participate in the learning activities with the students.

Health Services:

Regina Cantrell, Health Services Specialist, was not able to attend. Terry Gentry reported that Regina has been very busy making home visits to do health screenings for height and weight. There were 123 dental visits of current students.

Human Resources:

Allen Couch, Human Resources Specialist, reported to council that personnel changes have been made since September meeting and action is required. Three positions have been filled and needs approval.

Tamatha Dale as Part Year Substitute

Vickey Addison as Full Year Classroom Assistant for Esserville

Jamie Stanley as Full Year Classroom Assistant for Wise

Rebekah Messer Cook as Full Year Classroom Assistant for Appalachia

Christopher Luce Edwards as Mechanic Helper

Motion by Mary Collins to approve the hiring of listed names.

Motion seconded by Aneisha Chandler.

Motion carried by unanimous vote of members.

Mr. Couch reported that Kids Central has two open positions as of October 2015 for:

Bus Driver - Coeburn

Classroom/Cook at Monte Vista Center

OLD BUSINESS

Darrell Edwards, Executive Director, gave a description of the status of the Federal Fiscal Review as of today. Two of the three reviews have been completed. The two included the work improvement policy with a new policy manual completed as result. The 2nd review included Health and Safety completed in April. The results were very favorable with only one noncompliance that was remedied. The third Review is scheduled in the near future with a visit to do observations of classrooms.

NEW BUSINESS

Darrell Edwards announced the proposed slate of officers to be presented for elections for 2015 – 2016 Policy Council. He explained the seating policy is one vote per one classroom. The member in attendance on the sign-in sheet will be the voting members of policy council. The elections proceeded with nominations from floor and additions allowed if selected. The following officers were voted as listed:

Chairperson Nominated was Ashley Woods

Motion by Alesha Moore to nominate Ashley Woods

Motion seconded by Sharon Adams.

Motion carried by unanimous vote of members.

Vice-Chair Nominated was Stephen Raleigh
Motion by Regina Hughes Calvert to nominate Stephen Raleigh.
Motion seconded by Alesha Moore.
Motion carried by unanimous vote of all members.

Treasurer Nominated was Crystal Counts
Motion by Aneisha Chandler to nominate Crystal Counts
Motion seconded by Amanda Blanton.
Motion carried by unanimous vote of all members.

Secretary Nominated was Ida Mullins
Motion by Aneisha Chandler to nominate Ida Mullins.
Motion seconded by Amanda Blanton.
Motion carried by unanimous vote of all members.

Darrell Edwards expressed appreciation to all the policy members who attended and are willing to volunteer their time to this program. Please feel free to call the administration at any time. The next meeting will include the installation of all new officers.

For The Good of Kids Central, Inc.

Open Comment

Darrell Edwards explained the size of 2015 Kid Central organization as 120 employees and 16 sites. The discussion was concerning the changes that will result in the future of focusing on early head start children. The age distribution of school age kids attending public schools will greatly impact the Head Start programs and all programs targeting the same kids of preschool age for recruitment. More will be discussed as this becomes known to the administration.

Upcoming Meetings

Executive Committee... There will be no Executive Committee Meeting for October.

Parents Policy Council. The next meeting of the Policy Council will be held on November 11, 2015 at the Administrative Building located in Norton, VA beginning at 11:00 a.m.

With no further business, Ida Mullins, Policy Council Secretary asked for motion to adjourn the meeting at 12:15 p.m.

Motion by Alesha Moore to adjourn Policy Council meeting.

Motion seconded by Stephen Raleigh.

Motion carried by unanimous vote of members.

Ida Mullins, Recording Secretary

