



**Policy Council
Meeting
April 13, 2016**

<u>AGENDA ITEM</u>	<u>PERSON RESPONSIBLE</u>	<u>PROCESS</u>
Sign In and Welcome	Chair, Sharon Adams.....	
Roll Call/Quorum	Ida Mullins, Secretary	Determine (25%)
Minutes of Previous Meeting – (March)	Ida Mullins, Secretary	Acceptance
Finance Report of the Policy Council	Crystal Counts, Treasurer.....	Report/Action
Staff Reports:		
• Finance	Laura Taylor-Baugh, Comptroller	Acceptance
• Education Services.....	Tammy Mullins, Asst. Dir.-Education Services	Report
• Enrollment and Attendance.....	Terry Gentry Asst. Dir. Child & Family Services.....	Report
• Child and Family Services.....	Terry Gentry, Asst. Dir. – Child & Fam. Services.	Report
• Nutrition Services	Junior Rose, Nutrition Specialist.....	Report
• Family Engagement	Lindsey Sturgill, Family Engagement Specialist.....	Report
• Health Services	Regina Cantrell, Health Services Specialist	Report
• Human Resources.....	Allen Couch, Human Resources Specialist	Report/Action
Old Business:		
1. The "BLAST" 2016	Staff.....	Report
2. Health Advisory Meeting	Staff.....	Report
New Business:		
1. CSSR Monitoring Review	Darrell Edwards, Executive Director	Report
(Comprehensive Services and School Readiness)		
2. Policy and Procedures Manual Changes ..	Tammy Mullins and Allen Couch	Report/Action
and Clarifications		
3. Presentation of 2016-2017	Tammy Mullins.....	Report/Action
Operating Calendar		

For the Good of Kids Central, Inc. (Comments, Discussions and/or Concerns):

Upcoming Meetings:

Executive Committee..... **There will be no Executive Committee Meeting for April 2016.**

Policy Council

The next meeting of the Policy Council will be held on May 11, 2016 at the Administration Building beginning at 11:00 a.m.

Adjourn:

KIDS CENTRAL INCORPORATED

Policy Council Meeting

The Policy Council of Kids Central Incorporated met on Wednesday, APRIL 13, 2016, at Kids Central Administration Office. Sharon Adams, Policy Council Chairwoman, welcomed everyone and called the meeting to order at 11:00 a.m. Chairwoman, Sharon Adams, determined a quorum was established. (25%)

Present: Sharon Adams, , Crystal Counts, Alesha Moore, Kristen Ratliff, Vanessa Smith, Thomas Williams, Mary Collins, Candice Jennings, Lisa Bentley, Cynthia Bullion, Norman Colbeid, Steve Raleigh, Sharon Adams, Ida Mullins, Amanda Raleigh, Crystal Barton, Sheila Carter

KCI Staff present:

Darrell Edwards, Laura Taylor-Baugh, Terry Gentry, Tammy Mullins, Regina Cantrell, Allen Couch, Vernon Rose, Lindsey Sturgill

Others present: none

Roll Call/Quorum

Sharon Adams dispensed with the roll call and recognized a quorum of members present.

Presentation of Minutes from last meeting was approved with corrections of date of the meeting changed to April 13 from April 6.

Motion by Steve Raleigh to accept minutes as presented with correction.

Motion seconded by Vanessa Smith.

Motion carried by unanimous vote of members.

Finance Report of the Policy Council

Treasurer reported that there was no activity for this month. Checkbook balance was \$598.52 the mileage form was distributed to attendees and encouraged to submit By end of May.

REPORTS:

Finance:

Laura Taylor-Baugh, Comptroller, distributed the financial status report for February 2016. This is the ninth month of fiscal year with % of budget at 75%. She also reported the income and expenditures through the end of February 2016. Total cash in accounts is balanced on February 29, 2016 at \$132,199.53. Laura Taylor-

Baugh, Comptroller, requested a vote to accept the financial report as presented.

Motion was made by Crystal Counts *to accept financial statement as presented.*

Motion seconded by Alesha Moore.

Motion carried by unanimous vote of members.

Enrollment and Attendance: Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for March 2016. Ms. Gentry reported an improvement of 9.82% increase attendance with total attendance at 86.56%. Terry Gentry described Head Start Enrollment is 315 children and Early Head Start Enrollment is 100. Totals to date for Kids Central Inc was 415 enrolled in both programs.

Education Services: Tammy Mullins, Assistant Director of Education Services, gave an update on education services for month of April.

Since our last meeting, the 4 year olds visited their local primary school/elementary schools for transition experiences. The end of year evaluations of children's development progress is being completed for family meetings at the end of the year parent conferences. The Education Supervisor and Tammy attended the Wise County Career & Technical Center Advisory Meeting to learn about their Early Childhood Education program and share employment requirements / credentialing of Kids Central for employment. Tammy was encouraging a joint effort with the school to allow volunteering experiences at Kid Central for students learning early childhood education careers at the vocational school.

Several staff of Kids Central attended the Virginia Head Start Association 2016 Annual Conference in Fredericksburg. Leslie Graves, Traci Fisanick, Regina Cantrell, Candice Jennings and Tammy Mullins attended trainings that were of interest to their field of expertise at KCI.

Calendar Changes: Tammy Mullins distributed handout of updates. There are no new schedule changes to our calendar. The last day for the children in Part Year program is May 6th and Part Year staffs last day is the following Monday, May 9th.

Ongoing Monitoring: The executive staff has completed all classroom staffing and is finishing up on few home-based staffing. This is to help ensure compliance with federal standards and providing quality service to children and families.

Leslie and Tammy were busy conducting spring CLASS observations in preschool classrooms and will provide some data at the next meeting in May that will be used to analyze training needs and program performances. They are continuing to update The Education Written Plans that will require approval next meeting. This document will be distributed electronically in order for policy members to review the document before our next meeting.

Work Schedule Changes were given from June 1, 2015 to March 31st. Accommodations for work schedule changes listed as 1260 for 76 classroom & Center Transportation staff.

Child and Family Services: Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. She stated that Kids Central, Inc continues to meet our required 100% enrollment of students with identified disabilities. Several students are in the process of evaluation and both staff and the local school systems are monitoring several.

The end of year BLAST has been scheduled for May 6 at Big Stone Gap Bullitt Park. Everyone is encouraged to bring families and attend.

The WIC clinic has been scheduled for April 28th from 1:00 pm to 4:00 pm. KCI staff have participated in 3 Nutrition training sessions with the next session being held on April 22nd. The grant provided by Smart Beginnings and Nemours has allowed KCI to purchase \$2000 in learning materials for breastfeeding and developing healthy life style habits.

The Lonesome Pine Library is hosting our Kids Central Art Show with all centers and home based programs represented. The library also allowed us to display recruitment brochures and flyers about the benefits of art.

The recruitment efforts have been occurring in April with flyers being mailed through USPS as well as the new 6 foot Kasey Kangaroo stand up on display for publicity. Applications for the school year 16-17 programs are now being accepted. Please contact Lisa Bentley or Candice Jennings if interested.

Nutrition Services: Junior Rose, Nutrition Specialist, presented the Nutrition Services report for March 2016. A total average of monthly-attended meals served was 4803. The nutrition report includes children from Head Start classes, Early Head Start classes, regular, and Early Home base.

Family Involvement: Lindsey Sturgill, Family Involvement Specialist reported on family Involvement at Kids Central. Lindsey planned and participated with families in Activities in classes. Lindsey awarded winners in the attendance competition at the classroom. Haysi and Clintwood and Pound were recognized as winners for best family Participation. This year the 4 year olds graduating to kindergarten will be traveling to Knoxville Zoo for special field trip for end of year. The Fatherhood Night at UVA Wise gym was a success and hopefully will become an annual event.

Health Services: Regina Cantrell, Health Services Specialist, enjoyed the conference she attended. She shared the importance of dental care for our population. She has been working very hard to get parents and staff recertified for CPR. Regina is setting up the fall calendar for hearing and dental exams. Regina announced the Health Advisory Dinner Annual meeting is being planned and date will be announced when scheduled.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that one personnel change has been made since March meeting. Patsy Hackney has been hired as a Floater Assistant for Kids Central and requires board approval.

Motion was made by Steve Raleigh to approve hiring of Patsy Hackney.

Motion seconded by Crystal Counts.

Motion carried by unanimous vote of members.

Mr. Couch reported that Kids Central has open positions as of March 2016, for two floater assistants and bus monitor in Appalachia and a bus monitor in Pound.

OLD BUSINESS

Terry Gentry gave update from last month's discussion of the Lee County proposal to begin new services for pregnant women to children 3 years old. Terry is working to complete the deadlines for submission of Early Head Start Expansion Grant that is due July 1, 2016.

NEW BUSINESS

Darrel Edwards, reviewed new initiative of services between health and mental health that will be coming for 4 year olds. The Comprehensive Services and School Readiness monitoring review will be discussed at a later date when information is more precise.

Tammy Mullins and Allen Couch distributed the policy and procedures Manual changes with clarification of the items edited. The sections for personnel policy changes are section 212-employment decisions title changed from Pre-Employment Requirements to Requirements of Employment. Also in the Personnel Policy the section of 212 titled Employment Decisions, a paragraph was added to insure the integrity of the recruiting and hiring process, Kids Central delegates the authority to approve employment offers as follows:

"For the Executive Director and all key personnel positions as specified in the grand application or award document – the Board of Directors with approval of the Policy Council and the Office of Head Start".

Section 223 PreEmployment Requirements was also edited with changes as submitted for approval of our policy council.

Section 212 and Section 223 as presented.

Motion was made by Norman Colbeid to approve the changes to the Personnel Policy Handbook:

Motion seconded by Cynthia Bullion.

Motion carried by unanimous vote of members

Tammy Mullins gave a report for the Kids Central Inc 2016 – 2017 Part Year School Calendar. A new section for full year staff and part year staff are combined within section: 1.i of Procedures combined as new item to accommodate changes. A copy of the new calendar 2016 – 2017 was discussed with changes listed. Tammy requested action be taken to approve the new school year calendar for 2016-17.

Motion was made by Norman Colbeid to approve the new calendar as presented. Motion seconded by Crystal Counts. Motion carried by unanimous vote of members

For The Good of Kids Central, Inc. Open Comments

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. Sharon Adams, Chairwoman, adjourned the meeting.

Upcoming Meetings

Executive Committee...There will be no Executive Committee Meeting for April 2016.

Parents Policy Council...The next meeting of the Policy Council will be held on May 11, 2016 at the Administrative Building located in Norton, VA beginning at 11:00 a.m.

With no further business, Sharon Adams, Policy Council Chairwoman, adjourned the meeting at 12:00 pm.

Ida Mullins, Recording Secretary



Sign-In Sheet

Titled Meeting	Policy Council Meeting	Trainer	
Date	4/13/2016	Time	11:00 AM - 11:50
Location	Administrative Building		

Number	Signature	Representing	Center/Town
1	[Signature]	KCI	
2	Allen Couch	KCI	
3	Fanny D. Mullin	KCI	
4	Capital Carents	KCI	Norton/Wampler
5	Alana McBone	KCI	Haysi
6	Kristin Rothbb	KCI	Haysi
7	Vanessa Smith		Clinchwood
8	Thomas Williams	BOD	Norton
9	May Cole	PC	Coeburn
10	Cardie Jennings	KCI	Norton
11	Keinn Rose	KCI	Norton
12	Olisa Bentley	KCI	Norton
13	Cynthia Sullivan	KCI	
14	Kindra Stigall	KCI	Admin
15	Regina Carroll	KCI	Admin
16	Norman Calvert	Part Year	Norton
17	Jill Denton	KCI	Norton
18	Steve Ralph	KCI	Norton EPA I
19	Sharon Adams	KCI Appalachia I	Appalachia I
20	Laura Keli-Bauch	KCI	Admin
21	Dee Mullins	KCI	
22	Amanda Raleigh	Home base - ^{stidham} Janice	Norton
23	[Signature]	Clinchco	Clinchco
24	Shiel-Carter	Clinchco	Clinchco
25			

KIDS CENTRAL INCORPORATED
Policy Council Meeting
March 9, 2016

The Policy Council of Kids Central Incorporated met on Wednesday, March 9, 2016, at Kids Central Administration Office. Sharon Adams, Policy Council Chairwoman, called the meeting to order and determined a quorum was present. (25%)

Present:

Melinda Edwards, Alesha Moore, Olivia Mullins, Crystal Counts, Ida Mullins, Steven Raleigh, Crystal Barton, Amanda Raleigh, Tabitha Vanover, Mary Collins, Vanessa Smith, Cynthia Bulto

Guest: Kimberly Asher, SWVACC

KCI Staff present:

Darrell Edwards, Paula Bates, Laura Taylor-Baugh, Terry Gentry, Tammy Mullins, Regina Cantrell, Allen Couch, Vernon Rose Jr, Lindsey Sturgill, Lisa Bentley

Roll Call:

Ida Mullins, Secretary, dispensed with the roll call and recognized a quorum of members present. 25%

Presentation of Minutes from previous February 16, 2016 meeting was approved with no corrections.

Motion by Crystal Counts to accept minutes as presented.

Motion seconded by Mary Collins.

Motion carried by unanimous vote of members.

Finance Report of the Policy Council

Treasurer reported that New Peoples Bank account balance as of 2/29/2016 was \$835.87. Checks written after 2/29/2016 were \$57.57 leaving a balance on 3/9/2016 of \$778.30. The mileage form was distributed to attendees and encouraged to complete.

Staff Reports Presented:

Finance: Laura Taylor-Baugh, Comptroller, distributed status report of the eighth month of Fiscal Year 15-16 (66.7%). The report listed Federal Grant Funding Requests of Actual money and then Budget amount. The % of budget was 75.61%.

In Kind contributions are \$589,717 of a budgeted amount of \$939,999. USDA Reimbursements are at \$123,773 of the \$200,000 that is 61.89%. Total expenses listed are \$2,842,902 of the total \$3,959,995 equaling a % of budget at 71.79%. The other amounts listed were for payroll taxes, insurances, & benefits, and Supplies, program & operating expenses.

Education Services: Tammy Mullins, Assistant Director of Education Services, gave an update since our last meeting having completed the second round of home visits with most families. The children are showing great progress as the year nears the end.

The Child Outcome Data: Period 2 of the COR 2015-16 report identified Alphabet recognition, name writing, and print and word awareness skills as the lowest area assessed by teachers. The report also reflects the number of children who met benchmarks during the period 1 and 2 reporting dates. The monthly teacher's management meeting will develop ideas for improving literacy, math, and science knowledge. The period 3 data collection ends April 15th for Part Year program and May 6th for Full Year program.

Calendar Changes: Tammy Mullins reported that schedule changes are: Part Year classrooms will be closed on March 28th due to in service training. As of today, Kid Central programs have closed 8 days due to weather. Any days missed by our Part Year programs must be made up at the end of the program year. As of today the last day for the children in Part Year program is May 6th.

Ongoing Monitoring: The second round of staffings have completed 19 of 31 groups. The goal is to have staffings completed by the second week of April. Staffings help ensure compliance with federal standards as well as ensuring we are providing quality services to the children and families. The Education Supervisor, Leslie and Tammy will begin conducting the spring CLASS observations this month. This CLASS data is used to analyze training needs and program performance.

Enrollment and Attendance: Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for February 2016. Ms. Gentry reported an improvement of 2.07% increase attendance with total attendance 76.23%. She shared the increases and decreases of attendance per site. The target attendance rate for KCI is 85%. Head Start Enrollment is 320 children and Early Head Start Enrollment is 100. Totals to date for Kids Central Inc is 420 enrolled in both programs.

Child and Family Services: Terry Gentry, Assistant Director for Child and Family Services gave the Department's report. She has been very busy in family services; recruitment efforts planned, and schedule any changes that need to be made for the next year.

Kids Central continues to meet the required 10% enrollment of students with identified disabilities. Several students are in the evaluation process to be identified.

The administrative staff is having a meeting today to discuss the BLAST at Bullitt Park on May 6th in Big Stone Gap, VA. The WIC clinic is scheduled for March 24th from 1:00 pm to 4:00pm at the KIDS Central Administrative building.

Dad's Open Gym is currently scheduled for March 11 at the Greear Gymnasium on campus of UVA-Wise.

Tammy Mullins will be presenting information about CDA credentialing at the next Early Childhood Summit at MECC on Saturday, March 12. Terry reports that she is distributing flyers to inform public of KIDS Central programs during the conference also. Leslie Graves assisted in the planning of this program.

Early Head Start Home Base teachers attended training Ages and Stages: SE2 earlier this month. The updated version of the social emotional screening tool has been implemented for children birth to 36 months

Nutrition Services: Junior Rose, Nutrition Specialist presented the Nutrition Services report for previous month, February 2016. . Kaseyville children from Headstart Classrooms, Early Head Start Classrooms, Regular, and Early Home Base meal program were included. Total Average of Monthly Attended Meals served was 3283.

The break down of meals is: Home base lunch served 34 children and 67 adults.

Adults/classroom meals served 963; Breakfast served 1901 meals; AM snack was 1076 served; Lunches served at 3278; and PM snacks served at 2991 total.

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. The Family Day cooking class held at Wise Vocational School was very successful. Another cooking class is tentatively scheduled for the end of April for families to participate in making healthy recipes. Another new goal being met this year is an Art Exhibit to be held at the Lonesome Pine Public Library. Student's artwork will be exhibited with a reception night to be scheduled.

March 21 to April 1 will be a book fair held at KCI administration office. One evening book fair will be held for families unable to visit during school hours. Papers will be distributed to children with books available.

The end of year GROOVY BLAST has been tentatively scheduled for May 6 at Big Stone Gap Bullitt Park. Lindsey welcomes any assistance from members for any ideas or activities for the BLAST.

The annual field trip of Kaseyville (4 year olds leaving the program) to Knoxville Zoo is planned for April 22, 2016. More details will be shared at the next meeting.

Health Services: Regina Cantrell, Health Services Specialist, has been working very hard to get complete children's growth chart and update information. The review of files is complete and updated with new information. Regina reminded the Policy Council to consider attending the next Health Advisory Committee meeting for the annual lunch meeting at KCI. The date will be announced at next meeting.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that personnel changes have been made since February meeting and action is required. Personnel change is to hire Bridget Mullins at the position of Floater Assistant.

Motion by Mary Collins to approve the hiring of Bridget Mullins as presented. Motion seconded by Crystal Counts.

Motion carried by unanimous vote of members.

Mr. Couch reported that Kids Central has open position as of February 2016 for:

Floater Assistant – 3

Bus Monitor at Appalachia

Bus Monitor at Pound

OLD BUSINESS

Darrell Edwards, Executive Director announced that a phone interview will be held on the following Monday between Sharon Adams, Policy Board President, KCI management team and the Federal Review team participants from last review. Questions will be asked as a result of this last Federal Review to assure the fiscal findings have been corrected. This will be reported to Policy Council at the next scheduled meeting for April.

NEW BUSINESS

Darrell Edwards, Executive Director, asked Terry Gentry to share with the policy board the status of the grant proposal to allow the application for Early Childhood program in Lee County, VA. Terry described the process and justification of the decision to proceed. Terry requested approval from Policy Board on pursuing Early Childhood grant proposal so allow the application to begin.

Motion was made by Melina Edwards to approve the grant application to begin for Early Childhood serving Lee County, VA

Motion seconded by Mary Collins.

Motion carried by unanimous vote of members.

For The Good of Kids Central, Inc.

Open Comments

The Chairperson, Sharon Adams, asked if anyone would like to make any comments or concerns to address today. No comments given by board 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

Executive Committee... There will be no Executive Committee Meeting for March 2016.

Parents Policy Council. The next meeting of the Policy Council will be held on April 6 at the Administrative Building located in Norton, VA beginning at 11:00 a.m.

With no further business, Sharon Adams, Chairperson, asked for motion to adjourn the meeting at 12:15 p.m.

Motion by Crystal Counts to adjourn Policy Council meeting.

Motion seconded by Steve Raleigh.

Motion carried by unanimous vote of members.



Ida Mullins, Recording Secretary