



**Policy Council
August 10, 2016
A G E N D A**

- I. Call to order: Sharon Adams, Chairman
- II. Presentation of Board Minutes of Previous Meeting (June 21): Ida Mullins, Secretary
- III. Presentation of the PC Financial Status Crystal Counts, Treasurer
- IV. Kids Central Financial Report..... Laura Taylor-Baugh, Comptroller
- V. Monthly Updates:
 - A. Education Services Tammy Mullins, Asst. Director
 - B. Children and Family Services Terry Gentry, Asst. Director
 - C. Nutrition Services Junior Rose, Nutrition Specialist
 - D. Family Engagement Lindsey Sturgill, Fam. Engage
 - E. Health Services..... Regina Cantrell, Health Specialist
 - F. Human Resources Services Allen Couch, HR Specialist
- VI. Old Business:
 - A. Facilities Update.....Darrell Edwards
 - 1. Appalachia
 - 2. Monte Vista
 - 3. Esserville Early
 - 4. Main Office
 - 5. Coeburn 1
- VII. New Business:
 - A. Lee County Early Head Start Program Update Terry Gentry
 - B. PIR (Program Information Report) 2016 Terry Gentry
 - C. Self-Assessment for 2016 Terry Gentry
 - D. Child Outcomes Report 15-16 4th Period Tammy Mullins
 - E. Pre Service Training Report..... Tammy Mullins
- VIII. For the good of KIDS Central, Inc. (Open comments):
- IX. Next Meeting: *-The next Policy Council Meeting will be held on Wednesday, September 14, 2016 at the administrative Building of Kids Central, Inc. beginning at 11:00 a.m.*
- X. Adjourn:

KIDS CENTRAL INCORPORATED
Policy Council Meeting
August 10, 2016

The Policy Council of Kids Central Incorporated met on Wednesday, August 10, 2016, at Kids Central Administration Office. Vice Chairman, Steve Raleigh, called the meeting to order at 11:00 a.m. A quorum was determined to be present.

Present: Steve Raleigh, Jr, Crystal Counts, Tabitha Vanover, Ida Mullins, Ben Hughes-Calvert
Mary Collins

KCI Staff present: Darrell Edwards, Tammy D. Mullins, Laura Taylor-Baugh, Terry Gentry,
Jennifer Owens, Lindsey Sturgill, Candice Jennings, Lisa Bentley, Allen Couch,

Board of Director member attending: none

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

Presentation of Minutes from previous meeting in May was approved with no corrections.

Motion by Mary Collins to accept minutes as presented.

Motion seconded by Norman Calvert.

Motion carried by unanimous vote of members.

Finance Report of the Policy Council

Crystal Counts, Treasurer for Kids Central, made her report to the Council on the financial statements of Kid Central. As of June 30, 2016, New Peoples Bank Account Balance was 0.00. Outstanding check of \$0.00 plus \$1000 was deposited July 16-17 fiscal year. Checks written after June 30, 2016 was \$81.82 makes the balance as of this date, August 10, 2016 at \$918.18. Crystal encouraged all attending the meeting to submit the mileage reports monthly.

Policy Council Vice Chair, Steven Raleigh, asked for a motion to accept this financial report as given.

Motion by Crystal Counts was made to approve the financial report of the Policy Council.

Motion was seconded by Mary Collins to approve.

Motion carried by unanimous vote of all members present.

Staff Reports Presented:

COMPTROLLER REPORT:

Laura A. Taylor-Baugh presented the bank statements, deposit records, checks written for invoices and for payroll. This is the first month of fiscal year 16-17 at 8.33% completed. She also presented the credit statements from Wal-Mart, Lowe's and Food City for review. She announced that all figures for total expenses of the federal grant funding request was \$277,963 of actual amount for total federal expenses being \$3,759,995 of this first month Also provided report of total cash in Accounts at \$18,007.72 at June 30, 2016. In Kind Contributions are at 8.01%, which is very good at actual contributions totaling \$75,309 of budgeted amount of \$939,999. Total Federal Expenses that has been requested \$277,963 of the Budget amount of \$3,959,995 for a 7.02% of budget.

Vice Chair, Steve Raleigh, requested approval of financial report as presented:

Motion by Mary Collins was made to approve comptroller financial report.

Motion was seconded by Ida Mullins.

Motion carried by unanimous vote of all members present.

Education Services:

Tammy Mullins, Asst. Director Education Services, presented the education services report for August. Summer has flown by and the staff is ready to begin a new year with part year programs. The classroom staff will return August 22nd for annual all staff in service training dates. Several trainings are scheduled during the last two weeks of August. In addition to our annual training topics such as OSHA, child development, active supervision, policies and procedure reviews, several new sessions have been added: Encountering a Hostile Intruder/Shooter, Distractive Driving, and Time to Sign. Other training topics to support the students outcomes data include: Block play with opportunities to build literacy and math skills, Challenging Behaviors, Avoiding Power Struggles, Building Relationships, and Conflict Resolution with Young Children. School Readiness training will be presented by Jessica Christian, kindergarten teacher from Wise Primary School.

Ten teaching staff members (five classrooms) will attend four AI's Pals training sessions during the two weeks of in-service. This training is provided by partners at Smart Beginnings. This is through a grant received last year to provide this social emotional curriculum to childcare centers throughout Southwest Virginia. This makes ten classrooms equipped to use the AI's Pals curriculum to supplement the High Scope Curriculum.

Teachers will be making home visits during the last week of August. Open House is scheduled for September 1st and 2nd. Tammy encouraged all the community and parents to visit the classrooms and learn about KCI.

In New Business Tammy shared the results of child outcome data for School Readiness. As of Period 4 Child Outcomes Report all four periods aggregated show how many children have met their benchmarks. The numbers denote that the fourth period only includes three Head Start classrooms this year and the Early Head Start program had several children age out. New children entering the program during the fourth Period caused the reporting period to look as if children regressed in some areas and stayed the same in others. In accordance with federal regulation (45 CFR Chapter XIII 1307.3 (2)(i), Kids Central aggregates and analyzes child outcome data to enhance the quality of Head Start and Early Head Start services. School readiness goals and staff development plans are established based on this assessment data. Tammy shared a very thorough graphic demonstrating the results of Head Start Kindergarten Readiness Goals for fourth period and graphics for 2015-16 and 2014-15 Early Head Start and Head Start assessment data.

Calendar Updates listed no new schedule changes to the school calendar. Summer break for the children is August 22nd through September 5th. Children return the day after Labor Day on September 6th.

Work Schedule Changes from Jun 1, 2016 to May 31 for classroom and center transportation staff was 156 work schedule changes that were accommodated.

Enrollment and Attendance:

Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for June and July 2016. Total enrollment for June 2016 was 148. Ms. Gentry reported attendance for June was 86.04%. The attendance for July was down due to the summer attendance enrollment totals decrease. The total July attendance was 79.04%. She shared the increases and decreases of attendance per site. Head Start Enrollment was 48 children and Early Head Start Enrollment is 100.

Child and Family Services:

Terry Gentry, Assistant Director for Child and Family Services gave an update of family services staff activities. The summer months have focused on recruitment at specific locations. The towns of Pound and Coeburn KCI staff will attend and distribute KCI literature and applications for the new school year. The Infant and Early Head Start staff has been involved in training resulting in a total of 11 staff trained in curriculum based developmental instruction.

Nutrition Services:

Junior Rose, Nutrition Specialist, provided the report for July 2016 by another KCI staff person as he was attending training on this day. The Nutrition Services report for Kaseyville children includes Head Start Classrooms, Early Head Start Classrooms and Regular and Early Home Base. The total average of monthly-attended meals served was 1104. This report includes field trips, home base lunch served 81 meals, and served 468 adults meals; breakfast meals served 1006 children; Lunch meals served 1097 children; and afternoon snacks served 1048 children.

Family Engagement:

Lindsey Sturgill, Family Engagement Specialist, reported on family involvement at Kids Central. Lindsey announced that 7 of 8 centers experienced 50% enrollment and participation of membership in classroom on Family Engagement days for 2015-16. The emphasis for this school year will be focused on literacy and math activities. Lindsay has been planning the open house for the beginning of school year as an opportunity to meet families and encourage their involvement with classrooms. The first field trip for the Kasey kids will be October 28 at the Aquarium in TN. The Six annual Movie night at Central is to be scheduled. Lindsey looks forward to all the fun activities planned for the new school year.

Health Services: Regina Cantrell, Health Services Specialist, provided a written report, as she was unable to attend today's meeting due to attending the Infant/Toddler Conference in Staunton, VA. She reports that since she had completed the majority of hearing and vision screenings for the children in June, she only had a few left in the home base program to screen in July. All screenings were conducted within the 45-day timeline. The remainder of July was spent entering the data and completing the files for documentation. I also completed two newborn welcome visits to assist the mother and newborn in ensuring they are both in good health after delivery, no signs of failure to thrive, postpartum depression, or other health and well being needs that might need addressed. I also provide valuable resources that families may need.

Human Resources: Allen Couch, Human Resources Specialist, reported to council that new personnel changes have been made since May meeting and require a vote of approval. Nine personnel have been hired since May. The following are recommended to the council for hire: Jessica Mullins as classroom assistant/driver; Tammy Carty as classroom assistant/cook; Alicia Crotzer as floater classroom assistant; Glenda Collins as classroom assistant/cook; Nick Fisanick as bus monitor; Rachel Britton as caregiver; Debra Adkins as floater assistant; Paulina Crabtree as floater assistant; and Angela Powers as floater assistant.

Vice Chair, Steve Raleigh, requested approval of personnel changes as presented:

Motion by Mary Collins was made to approve the hiring.

Motion was seconded by Crystal Counts.

Motion carried by unanimous vote of all members present.

Mr. Couch reported that Kids Central has open positions as of August 2016 for: Bus Monitor in Clintwood and bus monitor at Pound.

OLD BUSINESS

Darrell Edwards gave an update to council of what facilities required repairs, the situation at each site, and happy to report that all damages and repairs are 99% complete and ready for the school year. The locations for the repairs and upgrades were Appalachia, Monte Vista, Esserville Early Classroom, Main Offices with water damage, and Coeburn 1 site.

NEW BUSINESS

Terry Gentry reported on the status of the new Lee County Early Head Start Program. She distributed a copy of the grant proposal written by staff to be reviewed by council in order to submit by the deadline.

Tammy requested action was needed to approve the grant to submit.

Policy Council Vice Chair, Steven Raleigh, asked for a motion to approve grant submission
Motion by Mary Collins was made to approve the grant with submission for Lee County Early Head Start Program

Motion seconded by Crystal Collins.

Motion carried by unanimous vote of members.

Terry also provided us with a snapshot of Program Information Report for 2016 that they continue to work on for next months meeting.

Terry Gentry also provided a report of self-assessment for this year, 2016. The goals are listed based on strengths and methods for improvement. She requested approval of this self-assessment report as presented.

Policy Council Vice Chair, Steven Raleigh, asked for a motion to approve Self Assessment for 2016.
Motion by Mary Collins was made to approve the Self-Assessment for 2016 as presented.

Motion seconded by Regina Van over.

Motion carried by unanimous vote of members.

The Child Outcomes Report for the 4th period of 2015-16 is given in the monthly updates by Tammy Mullins, Asst. Director listed in these minutes.

Tammy also invited the Policy Council to the PreService training events happening next week at the Holiday Inn of Norton, VA.

For The Good of Kids Central, Inc.

Darrell Edwards, Executive Director, gave a short review of the past five years, the struggles, and how impressed he is with the staff of KCI. He was very complimentary of how needs of KCI are handled, the support of each staff for each others success, and the dedication for the children and their families to make KCI so very successful all year. He explained the membership of the Policy Council would be closed out in September with a new group to start the meeting for 2016-17. All families with children in KCI are encouraged to attend and be active participants of their child's classroom. Get involved, volunteer, and continue to be the "shining stars" we have become. Thank you to the staff for all hard work required getting the Lee County grant completed and how grateful he is that the staff works as a harmonious group.

The KCI families can be very proud of the job by the staff to make children safe, happy, and educated.

Open Comment: None by members

Upcoming Meetings

Executive Committee No date scheduled

Policy Council Meeting

The next meeting of the Policy Council will be September 14, 2016 at the Administrative Building located in Norton, VA beginning at 11:00 a.m. Lunch will be provided after the meeting.

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

Motion by Crystal Counts to adjourn Policy Council meeting.

Motion seconded by Mary Collins

Motion carried by unanimous vote of members.

Ida Mullins, Recording Secretary



Sign-In Sheet

Titled Meeting	Policy Council	Trainer	
Date	8/10/2016	Time	11:00 AM - 11:54
Location	Administrative Building		

Number	Signature	Representing	Center/Town
1	<i>Rachel Collins</i>	KCI	
2	<i>Allie Couch</i>	KCI	
3	<i>Ira Mullins</i>	KCI - Council	Norton
4	<i>Janet Taylor Baugh</i>	KCI	Admin
5	<i>Fanny Mullins</i>	KCI	Admin.
6	<i>Mary Carson</i>	Nutrition	Coeburn
7	<i>Janet Quen</i>	Health	Haysi
8	<i>Candice Jennings</i>	KCI	Admin
9	<i>Jana Bentley</i>	KCI	Admin
10	<i>Bonnie Carter</i>	KCI	Collins
11	<i>Crystal Coe</i>	KCI	Norton-Wample
12	<i>Deborah Yanover</i>	KCI	Norton-C Barton
13	<i>Stacy Boyd</i>	KCI	Norton
14	<i>Lindsey Sturgill</i>	KCI	Admin
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KIDS CENTRAL INCORPORATED

Board and Policy Council Meeting

June 28, 2016

The Policy Council of Kids Central Incorporated met in a Joint Meeting with Board Of Directors for purpose of installation of Officers and Members of Board of Directors on Wednesday, June 28, 2016, at Kids Central Administration Office. Thomas Williams, Board Secretary called the meeting to order at 11:00 a.m. A quorum was determined to be present.

Policy Council Present: Crystal Counts, Nikita Branham, Sharon Adams, Tabitha Vanover, Mary Collins, Melinda Edwards, Alesha Moore, Charlotte Counts, Amanda Raleigh, Steven Raleigh, Ida Mullins.

KCI Staff present: Tammy D. Mullins, Vernon Rose, Jr, Laura Taylor Baugh, Terry Gentry, Candice Jennings, Lisa Bentley, Darrell Edwards, Regina Cantrell, Allen Couch, Lindsey Sturgill, Paula Bates.

KCI Board of Directors: Paula Herron, Edward Hutchinson, Jeff Kiser, Thomas Williams.
Guests of Board Members: Angela Williams, Jacob Williams, and McKenzie Williams

Roll Call:

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

Presentation of Minutes from previous meeting of May 2016 was approved with no corrections.

Motion by Steven Raleigh to accept minutes as presented.

Motion seconded by Mary Collins.

Motion carried by unanimous vote of members.

Thomas Williams presented the Boards minutes of May 2016.

Motion by Paula Herron to accept and a second by Ed Hutchinson was approved.

Treasurer Report of the Policy Council

Laura Taylor-Baugh gave the treasurer's report for Crystal Counts, Treasurer for Policy Council. As of May 31, 2016, the balance was \$400.55. Laura encouraged all attending the meeting to submit the mileage reports in a timely manner.

Staff Reports Presented:

COMPTROLLER REPORT:

Laura A. Taylor-Baugh presented the bank statements, deposit records, checks written for invoices and for payroll. This is the twelfth month of fiscal year or 100% completed. She also presented the credit statements from Wal-Mart, Lowe's and Food City for review. She reported that as of this status report, KCI is on target of budget for fiscal year 15 – 16. She announced that all figures for total expenses of the federal grant funding request budget was \$3,759,995 of actual amount of the total budget being \$3,949,365. Cash Balances at May 31, 2016 in total cash accounts at New Peoples Bank is \$9,977.42. Available Federal Funds at May 31, 2016 remaining in Grant Year Funds is \$13,890. Also USDA Reimbursement Receivable at May 31, 2016 was \$13,484 with total funds to complete this 15-16 year at \$27,374. Also Noted was 2016 Expense carry forward at June 1, 2015 of \$131,555.18. Laura distributed

KCI IN-Kind 2015-2016 totals amounts by site and by totals. Totals listed were by month and by site. The totals were a large increase from previous year at \$1,339,120.82. Also reported was a phone poll to request proof of approval for cost of living increase from 1.8% to 2.0% to Oct 1, 2016 awarded and the health insurance increases being two times more. Council did approve by phone poll as unanimous.

The president requested approval of financial report as presented:

Motion by Steven Raleigh was made to approve comptroller financial report for June 2016.

Motion was seconded by Alesha Moore.

Motion carried by unanimous vote of all members present.

Motion was made by Paula Herron to approve the financial report. It was seconded by Ed Hutchinson. Motion passed.

Darrell Edwards reported on Health and Safety Finding. He explained that the finding had to do with the timing of background checks not being returned before employees reported to work. We have written and got approved new policy that brings us into compliance. We are now getting background checks back within 72 hours of being requested from the Virginia State Police. These will always be before a new employees first day.

Education Services:

Tammy Mullins presented the education services report for June. She reported that summer is their busiest time. Administrative staff is in the beginning stages of planning pre service trainings for the last week of August and first week of September. The All Staff in service day will be August 22nd at Holiday Inn in Norton. Since the last meeting, Traci Fisanick has passed her CLASS certification test and now is considered a Certified Pre-K Class Observer. Laura, Terry, and Tammy attended the Head Start Region III Executive Leadership Conference in PA to learn about the Five Year grant process. Brenda Hewitt, the new Region III Head Start Regional Program Manager, shared news that the new program for Head Start Standards will be out in October. Darrell Edwards, Terry and Tammy also attended the annual Virginia Head Start Directors Council conference for two and half day Leadership Challenge training. The School Readiness report was distributed to policy council with the spring PALS child outcome data. This is used to analyze the school readiness goals and action plan. According to the spring PALS data, all our four year olds who are preparing to start kindergarten this fall met their developmental ranges. Calendar Updates were none.

Ongoing Monitoring: The annual Facilities Health & Safety Screener was conducted in all full year classrooms. This is required during the first 30 days of the new program year. The OHS requires certification of the Health and Safety Screening from both governing bodies. This is a good assessment tool for identifying and remedying all concerns. Tammy requested a motion to accept the certification of Health and Safety Screener as presented. The President of Policy Council so ordered:

Motion by Steven Raleigh was made to accept the Health and Safety Screening tool

Motion was seconded by Charlotte Counts.

Motion carried by unanimous vote of all members present.

Sister Bernie Kenny made the motion for the Board to accept the Health and Safety Screening. The motion was seconded by Ed Hutchinson. It was approved by all members.

Tammy provided a chart of work schedule changes from June 1, 2015 to May 31, 2016 that had been accommodated in the 76 classrooms and Center Transportation Staff.

Enrollment and Attendance:

Terry Gentry, Asst. Director of Child & Family Services, distributed the end of month enrollment and attendance report for June 2016. Total enrollment for June was 176. Ms. Gentry reported attendance for June was 84.52%, which is a decrease of -1.33% from April. She shared the increases and decreases of attendance per site. Head Start Enrollment is 80 children and Early Head Start Enrollment is 100.

Child and Family Services:

Terry Gentry, Assistant Director for Child and Family Services gave an update of family services staff activities. Recruitment efforts have continued this month of May and June. Staff attended Pound Heritage Days, Best Friends Festival, Virginia Kentucky District Fair, an event at the Pound Center, The Early Childhood Health Fair, and other activities planned in July.

The Obesity Prevention grant concluded and the staff are using the training lessons in their program. Essexville now has a breastfeeding room available to staff and mothers of enrolled infants as well as home base mothers attending socials. Home Base is focusing on growing patio gardens with their families this summer.

WIC clinic will be at Esserville Admin office on July 28th from 1:00 to 4:00 pm.

Kids Central will be closed on July 4th as holiday.

Instructions on the Early Head Start Expansion grant was released on June 23rd, the grant application package for expansion into Lee County can now begin. The grant is due by August 24th, 2016

Recruitment will continue throughout the summer months.

Nutrition Services:

Junior Rose, Nutrition Specialist provided the report for June 2016. The Nutrition Services report for Kaseyville children includes Head Start Classrooms, Early Head Start Classrooms and Regular and Early Home Base. The total average of monthly-attended meals served was 2463. This report includes field trips, home base lunch served 36 meals, and served 76 adults; adults/classroom served 1202 meals; breakfast meals served 1874; Morning snack served 396; Lunch meals served 2457; and afternoon snacks served 2278.

Family Engagement:

Lindsey Sturgill, Family Involvement Specialist, reported on family involvement at Kids Central. Lindsey announced that 7 of 8 centers experienced 50% enrollment and participation of membership in classroom on Family Engagement days. Lindsey announced the first off campus "Cooking Class" to be held on January 19 with limited enrollment available. The location will be at the Wise County Vocational/Technical School in Wise, VA. The Book Fair was announced with a flyer advertising the books available to children and families with the theme this year, "Groovy". The date is March 29 to April 1, 2016 with after hours exhibit and sales planned at the administration offices of KCI building in Norton, VA.

Health Services: Regina Cantrell, Health Services Specialist, has been very busy reviewing children files and making visits to do health screenings of students. Children are encouraged to have dental exams every six months. She continues to schedule dental and hearing screenings for the children

NEW BUSINESS

Darrell Edwards, Executive Director presented a State of the Corporation Message on "Where Are We Now? Where Are We Going?"

Darrell Edwards led the Installation of Board Members for 2016 – 2017.

Darrell Edwards presented the installation of Officers for 2016-2017.

To conclude the meeting, Darrell Edwards presented Awards to the following:

KCI Parent Policy Council Award

KCI Staff Service Award

KCI Community Service Award

KCI Volunteer Service Award

KCI Donald Baker Leadership Award

For The Good of Kids Central, Inc.

Open Comment: none

Upcoming Meetings:

Executive Committee No date scheduled

Parents Policy Council. There will be NO meeting in July. The next meeting of the Policy Council will be held on August 10, 2016 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 Steve Raleigh to adjourn Policy Council meeting.

Motion seconded by Charlotte Counts.

Motion carried by unanimous vote of members.



Ida Mullins, Recording Secretary



Date

Thomas Williams, Board Secretary

Date