

Board of Directors

Kids Are First
Board of Directors MINUTES
Tuesday, January 26, 2016

Agenda Item	Discussion	Action	Follow Up needed?				
I. Welcome	Meeting was called to order at 6:10 PM by Mr. Eduardo Villarreal, Vice President	Meeting called to order.	No				
II. Call to order Roll Call/Sign In/Establish Quorum	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"><u>Members Present</u></td> <td style="width: 50%; border-bottom: 1px solid black;"><u>Members Absent</u></td> </tr> <tr> <td>Eduardo Villarreal Mercedes Puente Asalia Casres</td> <td>Sonia Guerrero Alfredo Padilla</td> </tr> </table>	<u>Members Present</u>	<u>Members Absent</u>	Eduardo Villarreal Mercedes Puente Asalia Casres	Sonia Guerrero Alfredo Padilla	<u> X </u> there is a quorum established	
<u>Members Present</u>	<u>Members Absent</u>						
Eduardo Villarreal Mercedes Puente Asalia Casres	Sonia Guerrero Alfredo Padilla						
III. Approval of Agenda	Approval of agenda	Motion to approve agenda was made by Mercedes Puente 2 nd by Asalia Casares Motion Carried					
IV. Approval of Minutes	Approval of 11/23/15 Regular Meeting Minutes and Special Call Meeting 12/03/2015 Minutes	Motion to approve minutes for Regular Meeting on 11/23/15 and Special Call Meeting on 12/03/15 was made by Mercedes Puente 2 nd by Asalia Casares Motion Carried					

V. New Business
A. Approval of Reports
1. Program Directors
Report

Ms. Yanez reported to the board that the auditors will be conducting an audit this week of 01/25/16-01/29/16. Karl Eck, CFO from WIPFLI is here all week for the audit.

Staffing Pearsall and Cotulla has been a challenge to find qualified staff for the teacher positions. There have been some changes, Teachers from EHS classrooms have been changed to the HS classrooms to fill the vacancy that has not gone over the 60 days. Any vacant position within the agency is to be filled within 60 days, as per HS performance standards, at this time we are less than 60 days. The transfer of EHS Teachers with Associate Degrees were done for the reason that EHS does not have a mandate that requires the teachers to have a degree, but HS does have a mandate.

Ms. Yanez informed the BOD about a waiver that can be requested and the procedure that has to be done if there is a need to request. At this time the administrative staff has made contacts with local Junior Colleges and University's to make contact with Early Childhood Teachers that are looking for employment. Looking into Coastal Bend and Laredo area is next, efforts will continue to find staff.

At this time there are about 12 employees who are working on earning their CDA Credential and will be done by end of this school year.

The board was provided with 401k proposals to

	<p>review.401k will be an action item in the next meeting. Fees for 401k plan has already been budgeted.</p> <p>Non-Federal money has been slowly coming in from community donations. Wal-Mart donated \$1000.00. In December 2015 Ms. Yanez reported about \$4,000.00 at this time the agency is at about \$6,500.00.</p> <p>Dates for NHSA Conference in Nashville, TN are as follows 05/16-05/20:</p> <p>Dates for Strategic Planning Meeting on 03/12 – 03/13 set for meeting.</p> <p>Dates for WIPFLi Training on 07/10-07/15 Will confirmation of who will be attending.</p> <p>Ms. Yanez asked the board to consider for the upcoming summer months 2016 which would be part of May, June and July merge centers in Eagle Pass, LBJ, Seco Mines with Las Colonias.</p> <p>Las Colonias has the space to house all EHS classrooms in Eagle Pass. Rosita Valley has no Early Head Start Classrooms LBJ has two Early Head Start Seco Mines has one Early Head Start Center</p>		
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	<p>The merging of the center will save on the cost of the utilities and salary.</p> <p>LBJ and Las Colonias are not far from each other, the only Center is Seco Mines that will be further away for the parents. The centers has been merged in the past and the parents from Seco Mines continued to take their children to Las Colonias.</p> <p>Mr. Villarreal asked for any analysis of the savings if the centers are merged to compare.</p>		
<p>2. Financial Reports November and December</p>	<p>Karl Eck, CFO presented Fiscal report for November 2015 and December 2015 and In-Kind</p>		
<p>3. In-Kind Report November and December</p>	<p>Karl Eck, CFO reviewed the In-Kind Report for November and December 2015</p>		

<p>4. CACFP/December Report</p>	<p>Ms. Yanez presented the CACFP report for a total of 8 days that were submitted with the claim by Nutri Service. The claim amount was \$31,221.97 and the amount that the program received was \$26,731.27. December's Average Daily Attendance was in the 90's.</p>		
<p>5. Attendance Report</p>	<p>November Attendance Report EHS – 89% EH - 89%</p> <p>December Attendance Report EHS – 91% HS - 91%</p>	<p>Motion to approve the following Report for November and December was made by Asalia Casares</p>	
<p>6. Enrollment Report</p>	<p>November and December Reports both EHS and HS are fully enrolled.</p>	<ol style="list-style-type: none"> 1. Program Director Report 2. Financial Report 3. In-Kind Report 4. CACFP Report 5. Attendance Report 6. Enrollment Report <p>2nd by Mercedes Puente Motion Carried</p>	
<p>A. Performance Evaluations</p>	<p>Performance evaluations were discussed and approved for all Head Start Positions.</p>	<p>Motion to approve Performance Evaluations for Head Start positions was by Asalia Puente 2nd by Mercedes Puente Motion Carried</p>	

<p>B. Changes to Annual Leave Policy</p>	<p>Approval of Annual Leave Policy</p>	<p>Motion to approve Annual Leave Policy was made by Mercedes Puente 2nd by Asalia Casares Motion Carried</p>	
<p>C. Approval of New Hire/Termination Report</p>	<p>Approval of New Hire Report for November and December</p>	<p>Motion to approve New Hire/Termination November and December Reports was made by Asalia Casares 2nd by Mercedes Puente Motion Carried</p>	
<p>D. Approval of Recruitment Plan</p>	<p>Approval of 2016-2017 Recruitment Plan</p>	<p>Motion to approve Recruitment Plan 2016-2017 was made Asalia Casares 2nd by Mercedes Puente Motion Carried</p>	
<p>E. Approval of School Readiness Plan</p>	<p>Approval of School Readiness Plan. Mr. Villarreal requested to see reports from individual centers results, as well as national report.</p>	<p>Motion to approve School Readiness Plan was made by Asalia Casares 2nd by Mercedes Puente Motion Carried</p>	
<p>F. Executive Session</p>			

G. Old Business	No discussion		
H. Open Forum	No discussion		
VII. Adjournment (Action)	Meeting adjourned at 7:45 PM	Motion to adjourn meeting at 7:45 pm 2 nd by Asalia Casares Motion Carried	

Approved by: *Sonia Greener*
 BOD President

Date: *2-23-16*