

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Thursday, June 28, 2016

Agenda Item	Discussion	Action	Follow Up needed?												
I. Welcome & Introductions	Mr. Eduardo Villarreal called meeting to order	Mr. Villarreal called meeting to order at 6:09 PM													
II. Call Meeting to order/Establish Quorum	<table border="0"> <tr> <td>Members present</td> <td>Members absent</td> </tr> <tr> <td>Eduardo Villarreal</td> <td>Sonia Guerrero</td> </tr> <tr> <td>Alfredo Padilla</td> <td></td> </tr> <tr> <td>Mercedes Puente</td> <td></td> </tr> <tr> <td>Asalia Casares</td> <td></td> </tr> <tr> <td>Lidia América Puente</td> <td></td> </tr> </table>	Members present	Members absent	Eduardo Villarreal	Sonia Guerrero	Alfredo Padilla		Mercedes Puente		Asalia Casares		Lidia América Puente		Quorum established with 5 members present	
Members present	Members absent														
Eduardo Villarreal	Sonia Guerrero														
Alfredo Padilla															
Mercedes Puente															
Asalia Casares															
Lidia América Puente															
III. Approval of Agenda	Approval of agenda.	Motion to approve agenda was made by Alfredo Padilla. 2 nd by Asalia Casares Motion Carried													
IV. Approval of Minutes	Mr. Villarreal wanted to clarify on the 2 nd page fourth paragraph, regarding the bond that is pending, is OHS wanting to know information on the money that was paid to Nutri Service, Ms. Yanez explained to Mr. Villarreal OHS was requesting the amounts that the agency has paid Nutri Services for their sponsorship of the CACFP Program. Approval of minutes 05/26/2016	Motion to approve 05/26/2016 minutes was made by Alfredo Padilla. 2 nd by Mercedes Puente. Motion Carried													

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<p>V. New Business A. Approval of Reports</p> <p>1. Program Directors Report</p>	<p>Ms. Yanez reported to the board on a very busy month. Goals from the planning meeting are being worked on; the agency now has an American Express credit card.</p> <p>The education coordinator Nadia Ochoa met with the Eagle Pass ISD Disability Coordinator and had a successful meeting where they discussed parent concerns upon enrollment at our agency. The ISD will honor parent concerns with the proper documentation.</p> <p>A meeting also took place with the school district regarding the tracking of Head Start children, a draft letter is being worked on to collaborate with the district which will specify what information is needed to work together.</p> <p>In communication with Ms. Colwell from Regional Office in Dallas, Ms. Yanez spoke to her about the conversion of slots, converting Head Start classrooms to Early Head Start classrooms. There has been a change of scope 1 Head Start room to an EHS room, for the Pearsall Center; there is a wait list for the services.</p> <p>Duration of services application it had been understood that our program did not qualify to apply. As per Ms. Colwell, the program qualifies and will go apply, the deadline for the application is Friday or Monday. There will be a special call meeting to approve the application to send it off. The meeting will be by phone either on Thursday or Friday.</p>		

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	<p>The funds will allow the program to offer 2 extra hours of childcare to 169 children and their families.</p> <p>Pearsall 51 Carrizo 51 Las Colonias 5 LBJ 45 Cotulla 17</p> <p>10 classrooms will offer the services, teachers will work extra hours. The amount that is a little over \$100,000.00</p> <p>The grant is almost ready; it will be ready by tomorrow.</p> <p>The expansion application is due by August 24, 2016. In the application we will be asking to expand our EHS services to 68 more slots in the centers.</p> <p>Pearsall add 16 slots Cotulla add 4 slots Carrizo add 24 slots LBJ add 16 slots</p> <p>Startup money will be available for EHS expansion.</p> <p>The program will innate a higher rate for EHS to be a state level possible \$14,500.</p>		

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2. Financial Report	Karl Eck, CFO presented financial report for the month of May 2016.		
2. In Kind Report	Total In-Kind for May 2016 was \$81,240.62. total Year to Date is \$948,468.07		
3. CACFP Report	CACFP Reimbursement for May 2016 \$25,815.60. Head Start program reflects two weeks of service.		
4. Attendance Report	EHS attendance 92% HS attendance 88% Overall 90.5%	Motion to approve the following reports was made by Mercedes Puente 1. Program Director's Report 2. Financial Report 3. In-Kind Report 4. CACFP Report 5. Attendance Report 6. Enrollment Report	
5. Enrollment Report	HS 608 enrolled EHS 116 enrolled	2 nd by Asalia Casares Motion Carried	

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<p>B. New Hire/Termination Report</p>	<p>Approval of New Hire/Termination Report.</p> <p>Discussion regarding the final rule on overtime for the Center Manager's pay. Ms. Casares asked about the qualification of the Center Managers, with the pay increase will the Center Managers be expected to have more education.</p> <p>Ms. Yanez informed the board about the next item in the agenda, the organizational structure has changed to address the work hours of the center managers. She continued by informing the board, the situation with the pay needs to be examined. Center Manager's education varies from associate degrees to bachelor degrees. The agency employs center managers with less education but a lot of experience, and manages a large center, versus a center manager with more education, but less than 2-3 years of experience that manages a small center. The board can recommend and decide on the qualification for the center managers.</p>	<p>Motion to approve New Hire/Termination Report was made by Alfredo Padilla 2nd by Asalia Casares Motion Carried</p>	
<p>C. Approval of Organizational Structure</p>	<p>Approval of Organization Structure.</p> <p>Ms. Yanez informed the board the changes that had been made to the organizational structure to meet the centers needs.</p> <p>Mentor Teachers will now be supervised by the center managers and be housed at the centers. There are two centers that will have lead</p>		

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	<p>teachers, Cotulla and Rosita Valley. Positions have been offered to teachers.</p> <p>In Cotulla will not have a program aid, but will in fact have a cook; the position of cook has been offered to the current program aid. Cotulla Center will now be cooking at the center for their children.</p>	<p>Motion to approve Organizational Structure was made by Asalia Casares 2nd by Mercedes Puente Motion Carried</p>	
<p>V. Executive Session</p>	<p>Board went to Executive Discussion at 6:55 PM</p>	<p>Executive Session at 6:55 PM</p>	
<p>VI. Old Business</p>	<p>No Discussion</p>		

Agenda Item	Discussion	Action	Follow Up needed?
VII. Open Forum	No discussion		
VIII. Adjournment	Meeting was adjourned at 7:40 PM Next meeting scheduled for 08/02/2016 at 6:00PM	Motion to adjourn meeting was made by Alfredo Padilla 2 nd by Asalia Casares Motion Carried	

Approved by: *Sonia Guevo*
Board of Directors President

Date: 8/2/16