

# Board of Directors

Kids Are First, Inc.

## Board of Directors Minutes

Tuesday, January 31, 2017

Agenda Item	Discussion	Action
<p><b>I. Welcome &amp; Introductions</b></p>	<p>Ms. Asalia Casares, President welcomed everyone and called meeting to order at 6:07 PM</p>	<p>Meeting was called to order at 6:07 PM</p>
<p><b>II. Call Meeting to order/Establish Quorum</b></p>	<p><b><u>Members Present</u></b>            Eduardo Villarreal            Asalia Casares            Kassandra Valenzuela (Liaison)</p> <p><b><u>Members Absent</u></b>            Sonia Guerrero            Alfredo Padilla            Mercedes Puente</p> <p>Sonia Guerrero excused absence            Alfredo Padilla excused absence            Mercedes Puente excused absence</p>	<p><u>X</u> there is a quorum established</p>
<p><b>III. Approval of Agenda</b></p>	<p>Approval of agenda with modifications to include Item I. e. Tuition Reimbursement to Executive Session.            New Business item 1. e. Approval of Mentor Teacher job description move to Executive Session.</p>	<p>Motion to approve agenda with modifications to include Item I. e. Tuition Reimbursement to Executive Session.            New Business item 1. e. Approval of Mentor Teacher job description move to Executive Session was made by Kassandra Valenzuela.            Second by Eduardo Villarreal.            Motion Carried</p> <p>Motion to approve agenda with modifications was made by Kassandra Valenzuela            Second by Eduardo Villarreal.            Motion Carried.</p>

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<b>IV. Approval of Minutes</b>	Approval of 11/29/16 meeting minutes	Motion to approve 11/29/2016 meeting minutes was made by Cassandra Valenzuela. Second by Eduardo Villarreal. Motion Carried
<b>V. New Business</b>  <b>A. Communication</b> <b>1. CEO/Program Directors Report</b>	<p>Ms. Yanez, CEO/Program Director shared with the Policy Council a release from Office of Head Start where grantees are informed of Head Start funds available for more hours of service. The new performance standards mandates full day service to the children, funds are being made available to comply with the mandate.</p> <p>The agency will be undergoing their second Financial Audit from January 30, 2017 – February 3, 2017. Results of the audit will be shared with the Policy Council once the report is finalized.</p> <p>Ms. Yanez continued to inform the Policy Council about the result of the Community Assessment done on the counties serviced by AVANCE. The counties do indeed show a need of services to three year olds, unfortunately the current grantee has been providing services in communities where there is no room for expansion.</p>	

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	<p>The Ad Hoc Committee that is working on the By Laws has met twice and has had positive results. The Policy Council By Laws are being looked at by the parents and making the necessary changes to comply with the new Head Start Performance Standards.</p> <p>Ms. Yanez presented the CACFP Bond information that is needed to proceed with the process of obtaining the Security Bond that is needed to apply for CACFP program. The application requires a person from the Board to be the trustee. The agency will be going through the second audit establishing financial background.</p> <p>Ms. Casares agreed to become the trustee of the agency whose name would go into the Bond Application.</p> <p>Mr. Villarreal asked what information is being asked from the Trustee, the application asked for personal information, and asked if perhaps more information on the responsibility of the trustee would be made available. Ms. Yanez agree to provide the information to Ms. Casares.</p> <p>Ms. Yanez continued to inform the board regarding the expansion that will be awarded in March of 2017 according to news from Heather Colwell</p>	

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<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
	<p>Regional Specialist for the agency.</p> <p>The board was provided with information on the upcoming National Head Start Association conference in April 6-10, 2017. Ms. Casares and Mr. Villarreal will be participating in the NHSA Conference in Chicago, the remaining board members will be contacted.</p> <p>WIPFLi will be hosting a Uniform Guidance Training in July in Las Vegas, Nevada. Board members will be checking on their schedules and will get back in contact with Manuela.</p>	
<p><b>2. Information Technology Presentation</b></p>	<p>Presentation by Eduardo Hinojosa, MIS Coordinator to the board. The presentation informed the board members on the technology improvements that were discussed during the planning meeting.</p>	
<p><b>3. Director of Operations Report</b></p>	<p>Velma Mc Neil shared her report for November and December 2016.</p> <p><b>Licensing</b> There were no licensing issues in November or December. Director of Operations report is attached</p>	
<p><b>B. Approval of Report</b></p>		

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<b>a. Financial</b>	<p>Karl Eck, CFO presented Financial report for November and December 2016.</p> <p>Approval of November and December's 2016 Financial Reports.</p>	
<b>b. Credit Card Report</b>	<p>Karl Eck, CFO presented Credit Card Reports for October, November and December 2016.</p> <p>Approval of October, November and December 2016 Credit Card Reports</p>	
<b>c. In-Kind</b>	<p>Cynthia Orosco, Administrative Assistant Fiscal presented In-Kind Reports for November and December 2016.</p> <p>Approval of In-Kind reports for November and December 2016.</p>	
<b>d. CACFP Report</b>	<p>Cynthia Orosco, Administrative Assistant HR presented CACFP Report for November and December 2016.</p> <p>Approval of CACFP Reports for November and December 2016.</p>	
<b>e. Enrollment Report</b>	Enrollment for the month of	

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<p><b>f. Attendance Report</b></p>	<p>November and December 2016</p> <p>November 2016            HS: 749            EHS: 116</p> <p>December 206            HS: 750            EHS: 116</p> <p>Approval of Enrollment reports for November and December 2016.</p> <p>Attendance Report for the month of November and December 2016.</p> <p>November 2016            HS: 85%            EHS: 88%</p> <p>December 2016            HS: 90%            EHS: 90%</p> <p>Approval of Attendance Reports for November and December 2016.</p>	<p>Motion to approve the following reports for November and December 2016 was made by Eduardo Villarreal.</p> <ul style="list-style-type: none"> <li>a. Financial Reports</li> <li>b. Credit Card Reports</li> <li>c. In-Kind Reports</li> <li>d. CACFP Reports</li> <li>e. Enrollment Reports</li> <li>f. Attendance Reports</li> </ul> <p>Second by Kassandra Valenzuela            Motion Carried</p>
<p><b>C. New Hire/Termination Report</b></p>	<p>Ms. Yanez, CEO/Program Director presented New Hire/Termination report for November and December 2016.</p>	<p>Motion to approve New Hire/Termination report for November and December 2016.</p>

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<p><b>D. Approval of School Readiness Report</b></p>	<p>Nadia Ochoa, Education/Disabilities Coordinator, Martha Martinez, Health/Mental Health Coordinator, and Lucy Gonzalez, ERSEA/FCP Coordinator presented the school readiness report to the Board Members</p> <p>Approval of the School Readiness Report</p>	<p>Motion to approve School Readiness Report was made by Kassandra Valenzuela                      Second by Eduardo Villarreal</p>
<p><b>E. Eligibility Selection Criteria</b></p>	<p>Lucy Gonzalez, ERSEA/FCP Coordinator presented the policy council with Eligibility Selection Criteria.                      Board members reviewed the Eligibility Selection Criteria that the Policy Council updated and approved</p> <p>Ms. Kassandra Valenzuela, PC Liaison informed the board their decision to raise the points from 40 to 60 to help meet the needs of families.</p>	<p>Motion to approve Eligibility Selection Criteria was made by Kassandra Valenzuela.                      Second by Eduardo Villarreal                      Motion Carried</p>
<p><b>F. Approval</b>  <b>1. Standards of conduct</b></p>	<p>Ms. Yanez, CEO/Program Director presented the board members with proposed changes to the Standards of Conduct.</p> <p>Approval of Standards of Conduct</p>	<p>Motion to approve Standards of Conduct was made by Eduardo Villarreal.                      Second by Kassandra Valenzuela                      Motion Carried</p>

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<p><b>2. HR Policy 155- Standards of Conduct</b></p>	<p>Ms. Yanez, CEO/Program Director presented the Policy for HR Standards of Conduct Approval of HR Policy 155 – Standards of Conduct.</p>	<p>Motion to approve HR Policy 155 Standards of Conduct was made by Cassandra Valenzuela Second by Eduardo Villarreal Motion Carried</p>
<p><b>3. Job Descriptions</b>  <b>a. FCP Coordinator</b>  <b>b. Family Services</b>  <b>c. Moved to Executive Session</b>  <b>d. Infant/Toddler Teacher</b>  <b>e. Teacher Assistant</b></p>	<p>Ms. Yanez, CEO/Program Director presented the job descriptions that were needed to be changed to comply with the new performance standards.</p> <p>Approval of Job Descriptions for Family Partnership Coordinator. Family Services Worker, Infant/Toddler Teacher and Teacher Assistant positions.</p>	<p>Motion to approve the following job descriptions was made by Cassandra Valenzuela. Second by Eduardo Villarreal</p> <ul style="list-style-type: none"> <li>• Family Community Partnership Coordinator</li> <li>• Family Services Worker</li> <li>• Infant/Toddler Teacher</li> <li>• Teacher Assistant</li> </ul>
<p><b>4. Application for employment</b></p>	<p>Ms. Yanez, CEO Program Director presented the application for employment with one question added, the application asks if the applicant if related to anyone who works in the agency. Ms. Yanez continues to explain about following nepotisms policies, but if there would be any kinship between employees, then there would have to be a plan in place in case there would ever be an emergency where more than one staff would not be able to be at</p>	<p>Motion to approve Employment Application was made by Cassandra Valenzuela Second by Eduardo Villarreal Motion Carried</p>



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<p><b>5. Impasse Procedure</b></p>	<p>work.            Approval of Application for Employment.</p> <p>Ms. Yanez, CEO/Program Director presented the Impasse Procedure, a procedure for resolving internal disputes between the board and the policy council.</p> <p>Approval of the Impasse Procedure that will used for resolving internal disputes between the board and the policy council.</p>	<p>Motion to approve Impasse Procedure was made by Eduardo Villarreal.            Second by Kassandra Valenzuela            Motion Carried</p>
<p><b>6. Election of Sergeant at Arms</b></p>	<p>Eduardo Villarreal volunteered Alfredo Padilla for Sergeant at Arms            Kassandra Valenzuela second the nomination.            All were in favor.</p>	<p>Eduardo Villarreal volunteered Alfredo Padilla for Sergeant at Arms.            Kassandra Valenzuela second.            All were in favor.</p>
<p><b>VI. Executive Session</b></p>	<p>Board went into Executive Session 8: 15 PM</p> <p>Executive Session ended at 8:38 PM</p>	<p>Motion to enter executive session at 8:15 PM was made by Eduardo Villarreal            Second by Kassandra Valenzuela            Motion Carried.</p>
<p><b>VII. Old Business</b></p>	<p>No discussion</p>	
<p><b>VIII. Open Forum</b></p>	<p>No discussion</p>	

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		Motion Carried.
VII. Old Business	No discussion	
VIII. Open Forum	No discussion	
IX. Adjournment	Meeting adjourned 8:39 PM	Motion to adjourn meeting was made by Eduardo Villarreal at 8:39 PM Second by Kassandra Valenzuela

Approved by:

  
Board of Directors President

Date:

March 28, 2017