

Board of Directors

Kids Are First, Inc.

Board of Directors Minutes

Tuesday, October 25, 2016

Agenda Item	Discussion	Action												
I. Welcome & Introductions	Meeting was called to order by Ms. Sonia Guerrero, President at 6:12 PM	Meeting called to order 6:12 PM												
II. Call Meeting to order/Establish Quorum	<table border="0"> <tr> <td><u>Members Present</u></td> <td><u>Members Absent</u></td> </tr> <tr> <td>Sonia Guerrero</td> <td>Lidia América Puente</td> </tr> <tr> <td>Alfredo Padilla</td> <td></td> </tr> <tr> <td>Asalia Casares</td> <td></td> </tr> <tr> <td>Mercedes Puente</td> <td></td> </tr> <tr> <td>Eduardo Villarreal</td> <td></td> </tr> </table>	<u>Members Present</u>	<u>Members Absent</u>	Sonia Guerrero	Lidia América Puente	Alfredo Padilla		Asalia Casares		Mercedes Puente		Eduardo Villarreal		X there is a quorum established
<u>Members Present</u>	<u>Members Absent</u>													
Sonia Guerrero	Lidia América Puente													
Alfredo Padilla														
Asalia Casares														
Mercedes Puente														
Eduardo Villarreal														
III. Approval of Agenda	Approval of agenda	Motion to approve agenda was made by Asalia Casares Second by Alfredo Padilla Motion Carried												
IV. Approval of Minutes	Approval of 08/11/16 minutes – Special Call Approval of 08/30/16 minutes – Regular Approval of 09/07/16 minutes – Special Call	Motion to approve the following minutes was made by Eduardo Villarreal 08/11/2016 08/30/2016 09/07/2016 Second by Alfredo Padilla Motion Carried												
V. New Business A. Communication	Ms. Yanez, Program Director reported on the New Head Start Performance Standards will be in effect as of November 7, 2016.													

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	<p>Scope of Change Grant application is ready to be sent out OHS in Washington. This would be the application for reduction of slots. In communication with Heather Colwell from Dallas Regional Office.</p> <p>The new Head Start Performance allows programs to manage their programs. The Head Start Act of 2007 will still supersede any standard. Innovative thinking is expected from the programs in order to implement the new standards.</p> <p>The management team at this time is looking to update policies and procedures according to the new standards.</p> <p>Policies/procedures, bylaws, systems, job descriptions along with work plans will have to be changed.</p> <p>Ms. Casares had a question regarding the years the parents are able to serve at this time. Ms. Yanez recommends five years, because the program serves children from infancy to 5 years.</p> <p>Ms. Yanez proceeded to communicate to the board the importance of having the board and Policy Council involved in the changes that are needed. Ms. Yanez asked how they (the board) recommend things be done in order to have their involvement, and communication as things are occurring.</p> <p>Ms. Mercedes Puentes volunteered to be part of the team that would communicate/recommend changes as they develop from the New Performance Standards.</p> <p>Board agreed to have a board member participate/volunteer with management team that would allow the board to be part of the process.</p>	

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	<p>In conversations with Heather Colwell from Dallas Regional Office, Ms. Yanez mentioned that she had talked to her in regards to opening a Head Start room in Seco Mines. This would allow to serve the 17 slots ensuring funded enrollment is met for this year.</p> <p>There was also a question of the gathering of data QRIS that the new standards required. Local LEA's use TPRI. Ms. Casares mentioned that in the EPISD TPRI is used by the teachers.</p> <p>The meeting with the CSISD School Board regarding the Asherton building with the possibility of the Administration office moving to Asherton looks promising. Mr. Padilla and Velma Mc Neil attended the school board meeting. Velma reported that the board asked for two proposals. One would be for the two 4 year old classrooms for under dual enrollment, and the other proposal for the school building.</p>	

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<p>A. Communication Operations Report</p> <p>1. Enrollment</p> <p>2. Attendance</p>	<p>Velma Mc Neil, Director of Operations presented her report to the board.</p> <p>Enrollment for the month of August 2016 HS: 637 EHS: 116</p> <p>Enrollment for the month of September 2016 HS: 608 EHS: 116</p> <p>Attendance for the month of August 2016 EHS: 88.77 % HS : 95.60%</p> <p>Attendance for the month of September 2016 EHS: 87.96 HS: 90.18</p> <p>Mercedes Puente asked if there is anything that is done to encourage and recognize perfect attendance. Asalia Casares mentioned Wal-Mart donate bicycles to children who have perfect attendance.</p> <p>LICENSING There was an incident in Las Colonias where a</p>	

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	<p>child fell and had to be reported to Licensing Office. The licensing report came back with no deficiency, procedure was followed.</p> <p>MENTALHEALTH Ms. Mc Neil continued reporting, a mental health consultant has been contracted for the agency, and she will be conducting the classroom observations and Mental Health Platicas.The consultant is from Uvalde where she works with South Texas Rural.</p> <p>FACILITIES For Facilities LBJ's roofs has been completed. Rosita Valley pour and play is done. Cotulla kitchen is now cooking and serving food for the children at the center.</p> <p>HEALTH In health the Well Child checkups and dental exams were obtained within 45 days. The state minimum standards indicates that a child must have a current physical exam five days after enrollment, the performance standards allows 45 days.</p> <p>NUTRITION Nutrition referrals have been generated to address any special diets, intolerances to food or allergies. Nutri Service was in the centers observing, and the state CACFP program came as well to observe. Everything went well and the agency passed both visits.</p> <p>In Cotulla as mentioned before as of this past Monday, food is being prepared in the kitchen.</p> <p>ERSEA ERSEA the planning process to be ready for the upcoming review has started and it looks that everything is in order and ready.</p>	

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<p>B. Approval of Report</p> <p>1. Financial</p> <p>2. Credit Card Report</p>	<p>MONITORING Ongoing monitoring – At a Glance is scheduled for 11/07/2016-11/10/2016, this is where the coordinators go and review all the center for health and safety, 10 % of files in each center, and then address any findings that need to be addressed or corrected.</p> <p>EDUCATION In preparation for CLASS federal review Nadia Ochoa, Ed. /Disabilities Coordinator has developed a plan where classrooms are observed every other week, ensuring all classrooms are observed.</p> <p>In November CLASS observations will commence. The plan is to observe classrooms every other week allowing for all the classrooms to be observed</p> <p>Karl Eck, CFO presented financial report.</p> <p>Approval of August 2016 financial report. Approval of September 2016 financial report.</p> <p>Cynthia Orosco, Admin. Assistant Fiscal presented Credit Card report</p> <p>Approval of August 2016 Credit Card Report Approval of September 2016 Credit Card Report.</p>	<p>Motion to approve Operational Report and Enrollment and Attendance Report for August & September 2016 was made by Asalia Casares. Second by Alfredo Padilla Motion Carried</p>

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<p>3. In-Kind</p>	<p>Cynthia Orosco, Admin. Assistant Fiscal presented In-Kind report</p> <p>Approval of August 2016 In-Kind Report Approval of September 2016 In-Kind Report</p>	<p>Motion to approve the following reports was made Alfredo Padilla August & September 2016 Reports</p> <ol style="list-style-type: none"> 1. Financial Reports 2. Credit Card Reports 3. In-Kind Reports 4. CACFP Reports
<p>4. CACFP Report</p>	<p>Cynthia Orosco, Admin. Assistant Fiscal presented CACFP Report.</p> <p>Approval of August 2016 CACFP Report Approval of September CACFP Report</p>	<p>Second by Asalia Casares Motion Carried</p>
<p>C. New Hire/Termination Report</p>	<p>Alicia Yanez, CEO/PD presented report. New Hire/Termination report</p> <p>Approval of August 2016 New Hire/Termination Report Approval of September 2016 New Hire/Termination Report</p>	<p>Motion to approve New Hire/Termination Reports for August & September 2016 was made by Eduardo Villarreal Second by Alfredo Padilla Motion Carried</p>
<p>D. Approval of Disposition of Buses</p>	<p>Ms. Yanez presented the information for the disposition of buses, and she stated that the only bus that the program might need is the special needs bus. The program does not provide transportation.</p> <p>Approval of disposition of buses.</p>	<p>Motion to approve to dispose of buses was made by Alfredo Padilla Second by Asalia Casares Motion Carried</p>

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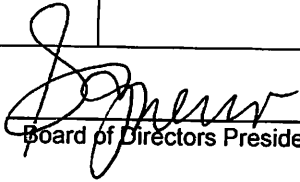
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4. Old Business	No discussion	
5. Open Forum	No discussion	
6. Adjournment	Meeting adjourned at 8:10 PM	Motion to adjourn meeting at 8:10 PM was made by Asalia Casares Second by Mercedes Puente Motion Carried

Approved by:


Board of Directors President

Date:

11-29-16