

# Board of Directors

Kids Are First, Inc.

Board of Directors Minutes

Tuesday, November 29, 2016

Agenda Item	Discussion	Action												
<b>I. Welcome &amp; Introductions</b>	Meeting was called to order by Ms. Sonia Guerrero, President at 6:03 PM	Meeting called to order 6:03PM												
<b>II. Call Meeting to order/Establish Quorum</b>	<table border="0"> <tr> <td><u>Members Present</u></td> <td><u>Members Absent</u></td> </tr> <tr> <td>Sonia Guerrero</td> <td>Eduardo Villarreal</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>Lidia América Puente</td> <td></td> </tr> </table>	<u>Members Present</u>	<u>Members Absent</u>	Sonia Guerrero	Eduardo Villarreal	Alfredo Padilla		Asalia Casares		Mercedes Puente		Lidia América Puente		X___ there is a quorum established
<u>Members Present</u>	<u>Members Absent</u>													
Sonia Guerrero	Eduardo Villarreal													
Alfredo Padilla														
Asalia Casares														
Mercedes Puente														
Lidia América Puente														
<b>III. Approval of Agenda</b>	Approval of agenda	Motion to approve agenda was made by Alfredo Padilla Second by Asalia Casares Motion Carried												
<b>IV. Approval of Minutes</b>	Approval of 10/25/2016 Minutes	Motion to approve 10/25/2016 meeting minutes was made by Asalia Casares Second by Alfredo Padilla Motion Carried												
<b>V. New Business</b>  <b>A. Communication</b> <b>1. CEO/Program Directors Report</b>	Ms. Yanez, CEO/Program Director reported to the board on communication received from Office of Head Start on Expulsion/Suspension Policy Statement. Ms. Yanez reported on the notice of award of KAF, Inc. Continuation Grant.													

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<p>2. <b>Director of Operations Report</b></p>	<p>Ms. Velma Mc Neil reported to the board.</p> <p><b>Regulatory Compliance</b> Cotulla had a citation for partial payment of annual fee, error was corrected immediately.</p> <p><b>Human Resources</b></p> <p>Success in recruiting for staff. Time frames have been met as indicated by performance standards. Job descriptions will be updated to continue meeting with the new Head Start Performance Standards</p> <p><b>Education</b> CLASS reviews have been completed by the Mentors.</p> <p>Meeting will be held with Mentors and Center Managers to strategize on the coaching that is required by the new performance standards.</p> <p>The centers have met the 45 days deadline to have children up to date on their well child visits and dental exams. Processes are currently being reviewed to meet the updated performance standards.</p> <p><b>ERSEA/Family</b> Maverick country has successfully recruited children to enroll that the agency was lacking from Pearsall Center.</p> <p><b>Nutrition</b> Cotulla kitchen is now fully functional and providing meals to the children.</p> <p><b>IT</b> Equipment and technology infrastructure is being updated to have reliable connectivity and</p>	

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<p><b>B. Approval of Report</b></p> <p><b>1. Financial</b></p> <p><b>2. Credit Card Report</b></p> <p><b>3. In-Kind</b></p> <p><b>4. CACFP Report</b></p> <p><b>5. Enrollment Report</b></p>	<p>security throughout the agency.</p> <p>The centers continue encouraging parent participation and community involvement.</p> <p>Karl Eck, CFO presented Financial Report Approval of October 2016 Financial Report</p> <p>Karl Eck, CFO presented Credit Card Report Approval of October 2016 Credit Card Report</p> <p>Cynthia Orosco, Administrative Assistant Fiscal Presented In-Kind Report Approval of October 2016 In-Kind Report</p> <p>Alicia Yanez, CEO/Program Director presented CACFP Report. Approval of CACFP Report</p> <p>Velma Mc Neil, DOP presented Enrollment Report. Enrollment for the month of October 2016 HS: 612 EHS: 115 Approval of Enrollment Report</p>	

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<p><b>6. Attendance Report</b></p>	<p>Velma Mc Neil, DOP presented Attendance Report Attendance Report for the month of October 2016 HS: 90% EHS: 91%</p> <p>Approval of Attendance Report</p>	<p>Motion to approve the following reports was made by Alfredo Padilla.</p> <ol style="list-style-type: none"> <li>1. Financial Reports</li> <li>2. Credit Card Report</li> <li>3. In-Kind Report</li> <li>4. CACFP Report</li> <li>5. Enrollment Report</li> <li>6. Attendance Report</li> </ol> <p>Second by Asalia Casares Motion Carried</p>
<p><b>C. New Hire/Termination Report</b></p>	<p>Alicia Yanez, CEO/Program Director presented New Hire/Termination Report</p> <p>Approval of October 2016 New Hire/Termination Report</p>	<p>Motion to approve New Hire/Termination Report was made by Asalia Casares Second by Alfredo Padilla Motion Carried</p>
<p><b>D. Approval of School Readiness Plan</b></p>	<p>Nadia Ochoa, Ed. /Disabilities Coordinator presented School Readiness Plan.</p> <p>Approval of School Readiness Plan.</p>	<p>Motion to approve School Readiness Plan was made by Mercedes Puente Second by Asalia Casares Motion Carried</p>
<p><b>E. Approval of Dual Enrollment Agreement and Approval of Building Lease</b></p>	<p>Alicia Yanez, CEO/Program Director presented Dual Agreement and Building Lease with the Carrizo ISD to the board.</p> <p>After discussion the board will table item for further review of documents.</p>	<p>Motion to table approval of Dual Enrollment Agreement and Building Lease with Carrizo ISD was made by Alfredo Padilla Second by Mercedes Puente Motion Carried</p>

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<b>F. Election of 2016-2017 Officers</b>	<p>Sonia Guerrero, Chair opened the floor for election of officers.</p> <p>Asalia Casares volunteered for the position of board president.</p> <p>Sonia Guerrero volunteered for the position of Vice President.</p> <p>Mercedes Puente volunteered for the position of Secretary.</p>	<p>Motion to accept Asalia Casares as Board President was made by Alfredo Padilla Second by Mercedes Puente. Motion Carried</p> <p>Motion to accept Sonia Guerrero as Board Vice President was made by Alfredo Padilla Second by Mercedes Puente Motion Carried</p> <p>Motion to accept Mercedes Puente as Board Secretary was made by Alfredo Padilla Second by Sonia Guerrero Motion Carried</p>
<b>VI. Executive Session</b>	No Executive Session	

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Agenda Item	Discussion	Action
VII. Old Business	No discussion	
VIII. Open Forum	No discussion	
IX. Adjournment	Meeting adjourned at 6:50 PM	Motion to adjourn meeting at 6:50 PM was made by Asalia Casares Second by Alfredo Padilla Motion Carried

Approved by: *Asalia Casares*  
Board of Directors President

Date: *Jan. 31, 2017*