

# Board of Directors

Kids Are First, Inc.  
Board of Directors Minutes  
Tuesday, August 29, 2017

Agenda Item	Discussion	Action
<p><b>I. Call Meeting to order/Roll Call/Establish Quorum</b></p>	<p>Asalia Casares called the meeting to order at 6:01 PM.</p> <p>Roll call Quorum established.</p> <p><b>Members Present</b> Alfredo Padilla Eduardo Villarreal Sonia Guerrero Asalia Casares</p> <p><b>Members Absent</b> Kassandra Valenzuela Mercedes Puente</p>	<p>Meeting called to order at 6:01 pm</p> <p><u>X</u> there is quorum established.</p>
<p><b>II. Approval of Agenda</b></p>	<p>Approval of agenda.</p>	<p>Motion to approve agenda was made by Sonia Guerrero Seconded by Alfredo Padilla Motion carried.</p>
<p><b>III. Approval of Minutes</b></p>	<p>Approval of 07/25/2017 meeting minutes and 08/16/2017 special call meeting minutes.</p>	<p>Motion to approve 07/25/2017 meeting minutes and 08/16/2017 special call meeting minutes was made by Sonia Guerrero Seconded by Alfredo Padilla Motion carried.</p>
<p><b>IV. Reports</b></p>	<p><b>OHS Communication</b></p> <p>Alicia Yanez, CEO/Program Director informed the board the COLA has been awarded and the employees would be receiving it with the 8/30/2017 payroll.</p> <p>The Board was informed that the Head Start Grant application has been submitted as well as the CACFP Grant application. Now awaiting notifications of award.</p> <p>Board was updated on the lease agreement between CSCISD and Kids Are First. Being that</p>	<p>Informational</p>

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	<p>an agreement could not be reached Ms. Yanez sent a letter to the Superintendent and their Board thanking them for the consideration; however, Kids Are First has withdrawn its interest on the facility.</p> <p>Ms. Yanez updated the Board on the staffing situation at the Cotulla Center. Vacant positions for EHS and Cook have been filled. Will be conducting interviews for the HS Teacher position.</p> <p>Ms. Yanez announced the following vacancies within the agency: one (1) Center Manager, two (2) mentor teachers and the newly created position of Mentor Coaching Coordinator. Advertisements have been made.</p> <p>Board was informed that due to recent review of center needs there will be changes to the Eagle Pass Centers; the Center Managers will be reassigned to a new center.</p> <p><b>Operations Report</b> Velma McNeil, Director of Operations presented her report for the month of July 2017</p> <p>See attached report</p> <p><b>Liaison's Report</b> Being no Policy Council Meeting was held for the month of July 2017, there was no Liaison Report to present.</p> <p><b>Financial Report</b></p> <p>Karl Eck, CFO presented Financial Report for July 2017</p> <p>Approval of July 2017 Financial Report.</p>	

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	<p><b>Credit Card Report</b></p> <p>Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Report for July 2017.</p> <p>Approval of July 2017 Credit Card Report.</p> <p><b>In-Kind Report</b></p> <p>Cynthia Orosco, Administrative Assistant Fiscal presented In-Kind Report for July 2017.</p> <p>Approval of July 2017 In-Kind Report.</p> <p><b>CACFP Report</b></p> <p>Cynthia Orosco, Administrative Assistant Fiscal presented CACFP Report for July 2017.</p> <p>Approval of July 2017 In-Kind Report.</p> <p><b>Enrollment Report</b></p> <p>Velma Mc Neil, Director of Operations presented Enrollment Report for July 2017.</p> <p>Approval of July 2017 Enrollment Report.</p> <p><b>Attendance Report</b></p> <p>Alicia Yanez, CEO/Program Director presented Attendance Report for July 2017.</p> <p>Approval of Attendance Report for July 2017</p>	

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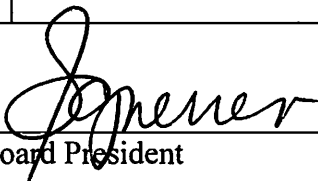
## Kids Are First, Inc. Board of Directors Minutes Tuesday, August 29, 2017

Agenda Item	Discussion	Action																														
	<p><b>New Hire/Termination Report</b></p> <p>Alicia Yanez, CEO, Program Director presented New Hire/Termination Report for July 2017</p> <p>Approval of July 2017 New Hire/Termination Report.</p>	<p>Motion to approve the following reports was made by Eduardo Villarreal</p> <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Credit Card Report</li> <li>• In-Kind Report</li> <li>• CACFP Report</li> <li>• Enrollment Report</li> <li>• Attendance Report</li> <li>• New/Hire Termination Report</li> </ul> <p>Seconded by Sonia Guerrero Motion carried.</p>																														
<b>V. Old Business</b>	No discussion	N/A																														
<b>VI. New Business</b>	<p>Approval of Mentor Coaching Coordinator job description</p>          <p>Approval of Human Resources Policies</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>HR 25</td><td>HR 151</td><td>HR 300</td></tr> <tr><td>HR 30</td><td>HR 152</td><td>HR 350</td></tr> <tr><td>HR 50</td><td>HR 165</td><td>HR 355</td></tr> <tr><td>HR 75</td><td>HR 168</td><td>HR 360</td></tr> <tr><td>HR 80</td><td>HR 185</td><td>HR 365</td></tr> <tr><td>HR 100</td><td>HR 210</td><td>HR 370</td></tr> <tr><td>HR 125</td><td>HR 225</td><td>HR 390</td></tr> <tr><td>HR 140</td><td>HR 250</td><td>HR 395</td></tr> <tr><td>HR 400</td><td>HR 410</td><td>HR 420</td></tr> <tr><td>HR 423</td><td>HR 425</td><td></td></tr> </table>	HR 25	HR 151	HR 300	HR 30	HR 152	HR 350	HR 50	HR 165	HR 355	HR 75	HR 168	HR 360	HR 80	HR 185	HR 365	HR 100	HR 210	HR 370	HR 125	HR 225	HR 390	HR 140	HR 250	HR 395	HR 400	HR 410	HR 420	HR 423	HR 425		<p>Motion to approve the Mentor Coaching Coordinator job description was made by Sonia Guerrero. Seconded by Alfredo Padilla Motion Carried.</p>          <p>Motion to approve the Human Resources Policies was made by Alfredo Padilla. Seconded by Sonia Guerrero. Motion Carried.</p>
HR 25	HR 151	HR 300																														
HR 30	HR 152	HR 350																														
HR 50	HR 165	HR 355																														
HR 75	HR 168	HR 360																														
HR 80	HR 185	HR 365																														
HR 100	HR 210	HR 370																														
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HR 423	HR 425																															

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**Kids Are First, Inc.  
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	Approval of Education Policies <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%;">EDU-101</td> <td style="width: 50%;">EDU-104</td> </tr> <tr> <td>EDU-102</td> <td>EDU-105</td> </tr> <tr> <td>EDU-103</td> <td></td> </tr> </table>	EDU-101	EDU-104	EDU-102	EDU-105	EDU-103		Motion to approve the Education Policies was made by Alfredo Padilla. Seconded by Sonia Guerrero. Motion Carried.
EDU-101	EDU-104							
EDU-102	EDU-105							
EDU-103								
<b>VII. Open Forum</b>	No Discussion	N/A						
<b>VIII. Adjournment</b>	Meeting adjourned at 6:43 PM	Motion to adjourn meeting at 6:43 PM was made Sonia Guerrero Seconded by Eduardo Villarreal Motion carried						

Approved by:   
 Board President

Date: 10-30-17