

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Thursday, January 25, 2018

Agenda Item	Discussion	Action
	<p>Ms. Yanez shared with Board of Directors letters from the Office of Head Start that wanted to bring attention to all head start grantees of two requirements, reporting requirement found in CFR 1302.102 & Standards of Conduct CFR 1302.90.</p> <p>Operations Report Velma McNeil, Director of Operations presented her report for the months of November/December of 2017</p> <p>See attached report</p> <p>Financial Report Karl Eck, CFO presented Financial Report for November of 2017</p> <p>See attached report</p> <p>Credit Card Report Karl Eck, presented Credit Card Report for November of 2017.</p> <p>In-Kind Report Karl Eck, presented In-Kind Report for November of 2017.</p> <p>CACFP Report Karl Eck, presented CACFP Report for November of 2017.</p>	<p>Informational</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p>

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	<p>Enrollment Report</p> <p>Velma McNeil, Director of Operations presented Enrollment Report for November of 2017.</p> <p>Attendance Report</p> <p>Velma McNeil, Director of Operations presented Attendance Report for November of 2017.</p> <p>New Hire/Termination Report</p> <p>Alicia Yanez, CEO, Program Director presented New Hire/Termination Report for November of 2017</p>	<p>Action</p> <p>Action</p> <p>Action</p> <p>Motion to approve the following November reports was made by Sonia Guerrero</p> <ul style="list-style-type: none"> • Financial Report • Credit Card Report • In-Kind Report • CACFP Report • Enrollment Report • Attendance Report • New/Hire Termination Report <p>Seconded by Alfredo Padilla Motion carried.</p>
<p>V. Old Business</p>	<p>No discussion</p>	<p>N/A</p>
<p>VI.</p>		

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Agenda Item	Discussion	Action
VI. New Business	Approval of Cost Allocation <ul style="list-style-type: none">Cost Allocation Plan Approval of Updated Maintenance Plan <ul style="list-style-type: none">Facility, Material, and Equipment Maintenance Plan Approval of Procedure <ul style="list-style-type: none">HR-500 Grievance/Dispute Resolution Procedure Approval of Plan <ul style="list-style-type: none">School Readiness Plan Weather <ul style="list-style-type: none">Inclement Weather	Action Motion to approve the following plan was made by Sonia Guerrero. Seconded by Alfredo Padilla Motion Carried. Action Motion to approve the following plan was made by Sonia Guerrero. Seconded by Mercedes Puente. Motion Carried. Action Motion to approve the following procedure was made by Sonia Guerrero. Seconded by Mercedes Puente. Motion Carried. Action Motion to approve the following plan was made by Sonia Guerrero. Seconded by Mercedes Puente. Motion Carried. No Action
VII. Open Forum		
VIII. Adjournment	Meeting adjourned at 7:18 PM	Motion to adjourn meeting at 7:18 p.m. was made Alfredo Padilla. Seconded by Mercedes Puente Motion carried

Approved by: _____

Board/President

Date: _____

2-27-18