

# Board of Directors

Kids Are First, Inc.  
Board of Directors Minutes  
Tuesday, April 25, 2017

Agenda Item	Discussion	Action
<p><b>I. Call Meeting to order/Roll Call/Establish Quorum</b></p>	<p>Asalia Casares called meeting to order at 6:08 PM</p> <p>Roll Call Quorum was established</p> <p><b><u>Members Present</u></b> Asalia Casares Sonia Guerrero Mercedes Puente Eduardo Villarreal Alfredo Padilla</p> <p><b><u>Members Absent</u></b> Kassandra Valenzuela</p>	<p>Meeting called to order at 6:08PM</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 03/28/2017 meeting minutes</p>	<p>Motion to approve 03/28/17 meeting minutes was made by Sonia Guerrero. Seconded by Mercedes Puente Motion carried.</p>
<p><b>IV. Reports</b></p>	<p><b>OHS Communication</b> – Alicia Yanez, CEO/Program Director informed the Board on the report on the final change of scope has been approved.</p> <p>The security bond to apply for our own CACFP Program. The cost of the bond application will be \$13,591.27 per year</p> <p>Notice of award for the reduction of slots was shared with the parents, along with the notice of balance of funds available on current grant.</p>	<p>No action</p>

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	<p>The lease agreement with the Carrizo Spring Independent School Districts will be approved by the school board very soon.</p> <p>Heather Colwell from OHS in Dallas has been kept abreast of the upcoming move, and there is \$56,578.00 of Carry over money that will be applying to get to use in the relocation of the Administration office.</p> <p>The Planning Meeting dates have been set for June 10-11, 2017, Board members, Policy Council and Administrative Staff will be participating in the planning meeting.</p> <p>Last day for the children in our Head Start Program will be on 05/12/17, the staff's last day will be on 05/15/17.</p> <p>Self-Assessment is scheduled for the first week in May 2017.</p> <p>BKCW report on the health insurance was presented, Ms. Yanez informed the board of the possible reduction of rate</p> <p>Ms. Yanez informed the board of standard practice for the agency not to cover incidentals, the agency will only cover the cost of the room and tax for staff, board members or policy council who travels for the agency.</p> <p>When the staff, board or policy council members travel on agency business either to a, trainings, she proceeded to ask the board for their recommendations on establishing policies and procedures that allow for the agency to cover incidentals and not have the board or staff have to use their own personal credit card to cover these expenses and have the hotels place a hold on their cards.</p>	

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	<p>Ms. Yanez will ask Karl Eck, CFO on his recommendations in establishing policies and procedures for incidentals.</p> <p><b>Operations Report</b> - Velma Mc Neil, Director of Operations presented her report for the month of March 2017, see attached report.</p> <p><b>Liaison's Report</b> – Sonia Guerrero, Board Liaison to Policy Council reported on the Policy Council meeting that she attended on 04/21/2017. Ms. Guerrero communicated to the board of the enthusiasm of the Policy Council members when it came to In-Kind activities, she continued by informing the board of the By Laws and Job description for Mentor Teacher that had been approved and the March reports that were approved.</p> <p><b>Financial Report</b> – Karl Eck, CFO presented Financial Report for March 2017.</p> <p>Approval of March 2017 Financial Report.</p> <p><b>Credit Card Report</b> – Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Report for March 2017.</p> <p>Approval of March 2017 Credit Card Report.</p> <p><b>In-Kind Report</b> – Cynthia Orosco, Administrative Assistant Fiscal presented In-Kind Report for March 2017.</p>	<p>No action</p> <p>No action</p> <p>Motion to approve the following reports was made by Alfredo Padilla</p> <ul style="list-style-type: none"> <li>D. Financial Report</li> <li>E. Credit Card Report</li> <li>F. In-Kind Report</li> </ul> <p>Seconded by Eduardo Villarreal. Motion carried</p>

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	<p>Approval of March 2017 In- Kind Report.</p> <p><b>CACFP Report</b> – Cynthia Orosco, Administrative Assistant presented CACFP Report for March 2017</p> <p>Approval of March 2017 CACFP Report.</p> <p><b>Enrollment Report</b> – Velma Mc Neil, Director of Operations presented Enrollment Report for March 2017.</p> <p>Approval of March 2017 Enrollment Report</p> <p><b>Attendance Report</b> – Velma Mc Neil, Director of Operations presented Attendance Report for March 2017.</p> <p>Approval of March 2017 Attendance Report.</p> <p><b>New Hire/Termination Report</b> – Alicia Yanez, CEO/Program Director presented New Hire/Termination Report for the month of March 2017.</p> <p>Approval of New Hire/Termination Report for March 2017.</p>	<p>Motion to approve the following reports was made Alfredo Padilla</p> <ul style="list-style-type: none"> <li>G. CACFP Report</li> <li>H. Enrollment Report</li> <li>I. Attendance Report</li> <li>J. New Hire/Termination Report</li> </ul> <p>Seconded by Mercedes Puenta Motion carried</p>
<p><b>V. Old Business</b></p>	<p>No discussion</p>	
<p><b>VI. New Business</b></p> <p><b>Approval of Policies</b></p>	<p>Alicia Yanez, CEO/Program Director presented the Nutrition Policies and Health Service Polices</p> <p>Approval of Nutrition Policies and Health Service Policies.</p>	<p>Motion to approve Nutrition Policies and Health Service Policies was made by Mercedes Puenta.</p> <p>Seconded by Alfredo Padilla Motion carried.</p>

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<b>Approval of By Laws</b>	Alicia Yanez, CEO/Program Director presented the Policy Council By Laws  Approval of Policy Council By Laws.	Motion to approve Policy Council By Laws was made by Sonia Guerrero. Seconded by Alfredo Padilla Motion carried.
<b>Approval of Mentor Teachers Job Description</b>	Alicia Yanez, CEO/Program Director presented the Mentor Teacher Job Description.  Approval of Mentor Teacher Job Description.	Motion to approve Mentor Teacher Job Description was made by Sonia Guerrero. Seconded by Alfredo Padilla Motion carried.
<b>VII. Executive Session</b>	No Executive Session	
<b>VIII. Open Forum</b>	No discussion	
<b>IX. Adjournment</b>	Meeting adjourned at 7:15 PM	Motion to adjourn meeting at 7:15 was made Alfredo Padilla Seconded by Sonia Guerrero Motion carried

Approved by:   
Board President

Date: 5/30/17