

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Tuesday, May 28, 2019

| Agenda Item | Discussion | Action |
|---|--|--|
| 1. Call Meeting to order/Roll Call/Establish Quorum | <p>Asalia Casares called the meeting to order at <u>6:30</u> p.m.</p> <p>Roll call Quorum established with <u>3 members present</u>.</p> <p>Members Present: Asalia Casares Sonia Guerrero – Pérez Mercedes Puente</p> <p>Members Absent: Alfredo Padilla Lidia A. Puente</p> <p>Others Present: Katty Heitz Boyd</p> | <p>Meeting called to order at 6:30 p.m.</p> <p>✓ There was a quorum established.</p> |
| 2. Approval of Agenda | <p>Approval of agenda.</p> | <p>Motion to approve agenda was made by Sonia Guerrero – Pérez Seconded by Mercedes Puente Motion carried.</p> |
| 3. Approval of Minutes | <p>Approval of April 23, 2019 meeting minutes.</p> | <p>Motion to approve the April 23, 2019 meeting minutes was made by Sonia Guerrero – Pérez Seconded by Mercedes Puente Motion carried.</p> |
| 4. A. Nominate and Seating of New Board Member with background and expertise in fiscal management of accounting. | <p>Sonia Guerrero-Perez nominated Katty Boyd.</p> <p>Katty Boyd requested to be excused due to a prior engagement.</p> | <p>Motion to approve Katty Boyd as the New board member was made by Sonia Guerrero – Pérez Seconded by Mercedes Puente Motion carried.</p> |
| 5. Reports for April 2019 | <p>Alicia Yanez, CEO/Program Director informed the board of the following:</p> <ul style="list-style-type: none"> • Staff year end Mental Wellness celebration held on 5/13/19 | <p>Informational</p> |

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| | <ul style="list-style-type: none"> • Head Start last day of operation 5/14/19 • Budget meetings with Coordinators and Center Managers. • Planning Meeting scheduled for 7/12/19 • Focus One review will be two weeks every month • Provided the HS/EHS 2019-2020 calendar <p>Operations Report Velma McNeil, Director of Operations presented the report for the months of April 2019 that included the School Readiness Data/Program Goal Updates</p> <p>Financial Report Karl Eck, CFO presented Financial Reports for April 2019.</p> <p>In-Kind Report Karl Eck, CFO presented In-Kind Reports for April 2019.</p> <p>CACFP Report Karl Eck, CFO presented the CACFP Reports for April 2019.</p> <p>Credit Card Report Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Reports for April 2019.</p> <p>Enrollment Report Velma Mc Neil, Director of Operations presented Enrollment Reports for April 2019.</p> <p>Attendance Report Alicia Yanez, CEO/Program Director presented 89.64% attendance for April 2019.</p> <p>New Hire/Termination Report Alicia Yanez, CEO/Program Director presented New Hire/Termination Reports for April 2019.</p> | <p>Informational report</p> <p>Informational report</p> <p>Motion to approve the following reports for the month of April 2019 as presented was made by Sonia Guerrero – Pérez</p> <ul style="list-style-type: none"> • Financial Report • In-Kind Report • CACFP Report • Credit Card Report • Enrollment report • Attendance report and • New Hire/Termination Report <p>Seconded by Mercedes Perez Motion carried.</p> |

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| 6. Old Business | <ul style="list-style-type: none">• None | No discussion |
| 7. New Business A. Self-Assessment Cumulative Report | Velma Mc Neil, Director of Operations presented the Self-Assessment Cumulative Report. | Motion to approve the Self-Assessment Cumulative Report as presented motion was made by Sonia Guerrero – Pérez Seconded by Mercedes Perez Motion carried. |
| 8. Executive Session | <ul style="list-style-type: none">• None. | No Action |
| 9. Open Forum | <ul style="list-style-type: none">• None | No Action |
| 10. Adjournment | Meeting adjourned at 8:00 p.m. | Motion to adjourn meeting at 8:00 pm was made by Sonia Guerrero – Pérez Seconded by Mercedes Puente Motion carried. |

Approved by:



Asalia Casares, KAF Board President

Date:

