

Board of Directors

**Kids Are First, Inc.
Board of Directors Minutes
Monday, December 2, 2019**

Agenda Item	Discussion	Action
<p>1. Call Meeting to order/Roll Call/Establish Quorum</p>	<p>Calling meeting to order.</p> <p>Roll call Quorum established with <u>3</u> members present.</p> <p>Members Present: Asalia Casares Sonia Guerrero – Pérez (called in) Alfredo Padilla</p> <p>Members Absent: Mercedes Puente Lidia A. Puente Katty Boyd</p>	<p>Asalia Casares called the meeting called to order at <u>6:05</u> p.m.</p> <p><u>√</u> There was a quorum established.</p>
<p>2. Approval of Agenda</p>	<p>Approval of agenda.</p>	<p>Motion to approve agenda as presented was made by Sonia Guerrero-Perez Seconded by Alfredo Padilla Motion carried.</p>
<p>3. Approval of Minutes</p>	<p>Approval of October 29, 2019 meeting minutes.</p>	<p>Motion to approve the October 29, 2019 meeting minutes as presented was made by Sonia Guerrero-Perez Seconded by Alfredo Padilla Motion carried.</p>
<p>4. Reports for the month of October 2019.</p>	<p>Alicia Yanez, CEO/Program Director informed the board of the following:</p> <ul style="list-style-type: none"> • Introduced and acknowledged new Exec. Admin Sec. Jennifer Brady. • 5 year Grant- Still in process of gathering information. KAF did receive funds for this year thru May. • Regional Office T/TA Specialist visited and met with staff on November 6 for additional support and training for Supervision related to self-report made in August. There will be a safety training on January 6 for all staff in Carrizo. 	<p>Mr. Alfredo Padilla moved to accept the Reports for the Month of October 2019. Sonia Guerrero 2nd the Motion. Motion carried.</p>

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	<ul style="list-style-type: none"> • We continue to collaborate with the ISD’s regarding the most recent HB 3 to include Eagle Pass and Cotulla. Eagle Pass is moving positively and working well with KAF. • KAF is in process of gathering data for the Community Assessment. • Numerous major projects have been completed, including: all Centers have been professionally painted, new fencing installed, classroom conversions to EHS and water softeners installed in order to assist in life span of dishwashers at the centers. A/C and light Controls being installed at centers to assist with energy costs and regulate temperatures. (Livelihood of A/c units should last long and almost all RUUD A/C have been replaced. • Velma McNeil introduced idea of applying and creating a Facebook Charitable Organization page to allow for community donations. • Wal-Mart donated \$4,000.00 to KAF in Carrizo Springs and \$2,500.00 in Pearsall. <p>Operations Report Velma McNeil, Director of Operations presented the report for the month of October 2019.</p> <ul style="list-style-type: none"> • Provided Children with Disability count for October : 39 EHS children and 44 HS children: TOTAL 83 Children • Mr. Rodriguez with Region 6 provided training to Center Managers on November 6 at KAF administration office • Reported there were no unclaimed meals for the month. 119 children overweight and 141 obese children- 	

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	<p>centers to implement more physical activities.</p> <ul style="list-style-type: none">• Mentor Coaching: Fidelity tool had Administrators from HS Cycle 1 coaches have been completed. 10 HS teachers scored Strong Fidelity and 2 scored Moderate Fidelity on the overall Fidelity Tool for Administrators. Results have been placed on the Analysis of Coaching to Fidelity document.• During the visits to the centers the Mentor Coaches have observed the teachers using the teaching guides, gathering and organizing their material, planning using the Mighty Minutes.• With the mentors being out more KAF is seeing the supplies being utilized more.• There will be HSAC/School Readiness Meeting December 4th at 12:00.• KAF has purchased a Hearing Machine for each Center and a printer. New CPR Mankins has been purchased for all centers and 8 new instructors will be certified.• We are in the process for completing the Supplemental grant updates to include the Security Doors and Cameras for projected completion in November.• Piloting Point of Service thru the tablets- 2 Centers: Seco Mines and Carrizo Springs. Should finish pilot program by end of month and hopefully go paperless after first part of New Year.• KAF currently had 14 Smart Boards, recently purchased remaining 21 Smart Boards to place in each of the remaining classrooms.• More tablets have been purchased for Hatch.	

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	<ul style="list-style-type: none"> • Pearsall needs 2 A/C units replaced. • Actively recruiting for HR: • Eagle Pass see trend and continue to hire with a BA degree. • Promise: HR to continue to work on the modules within My Head Start in order to run reports for compliance for Head Start to include: Criminal History, Training requirements and Education • HR staff will be visiting Centers in January to develop a staff development plan in January • Risk Management: In process of developing a “Repeater Program” to roll out no later than February. Enroll in trainings to educate and prevent incidents from happening. • Health Savings Account: Mary attended the monthly session in November. • 401K: Velma McNeil attended session in November. 80% of staff is enrolled in a targeted fund. <p>Financial Report CFO Karl Eck (joined meeting at 6:30) presented Financial Reports for October 2019. Budget is on target at almost 82%. Grant should be almost spent our by end of November.</p> <p>In-Kind Report CFO Karl Eck presented In-Kind Reports for October 2019. Currently in-kind is at 1.7 million dollars.</p> <p>CACFP Report CFO Karl Eck presented the CACFP Reports for October 2019. Reimbursement for the month was \$87,674.66.</p> <p>Credit Card Report CFO Karl Eck, presented Credit Card Reports for October 2019. Informed what the HEB, Wal-Mart, Valero, and American Express credit cards are used on.</p>	

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	<p>Enrollment Report Alicia Yanez, CEO, presented Enrollment Report for October 2019.</p> <p>Attendance Report Velma Mc Neil, Director of Operations presented the attendance report: 92.40% attendance for EHS and 91.02% attendance for HS in the month of October 2019. Agency is fully enrolled at 702 children.</p> <p>New Hire/Termination Report Velma Mc Neil, Director of Operations presented New Hire/Termination Reports for October 2019. Provided the number of staff that were newly hired, the ones that were terminated or resigned and the vacancies that are currently open.</p> <ul style="list-style-type: none"> • All background checks have been completed. 	
5. Old Business	<ul style="list-style-type: none"> • No Old Business 	No discussion
6. New Business	<ul style="list-style-type: none"> • No New Business 	No discussion
7. Executive Session	<ul style="list-style-type: none"> • Board Entered Executive Session at 6:48 and Reopened Meeting at 7:01 	Mr. Alfredo Padilla moved to go into Executive Session. Sonia Guerrero 2 nd Motion. Motion carrier.
8. Open Forum	<ul style="list-style-type: none"> • None 	No Action
9. Adjournment	Meeting adjournment.	Motion to adjourn meeting at <u>7:01</u> pm was made by Alfredo Padilla Seconded by Sonia Guerrero-Perez Motion carried.

Approved by: _____
Asalia Casares, KAF Board President

Date: _____