

Policy Council

Kids Are First, Inc. Policy Council Minutes November 22, 2019

Agenda Item	Discussion	Action
2. Approval of Agenda	Approval of the agenda as presented.	First motion to approve the agenda was made by Amanda Esquivel Second Motion was made by Jorge A. Cruz Motion carried
3. Approval of Minutes	Approval of October 22, 2019 meeting minutes as presented.	First motion to approve the October 22, 2019 meeting minutes was made by Alberto Esquivel Second motion was made by Kaeloni Perez Motion carried
4. Reports for September 2019	A. Program Director Ms. Yanez reported on the following: <ul style="list-style-type: none">• Have receive the Award Letter for the next program year.• Starting to work on the 5 Year Grant.• At A Glance took place this week- Nov. 18 – 21, 2019.• Training on Health & Safety required for all staff will be provided by regional office upon returning from winter break on Monday January 6, 2020.• Program is zeroing out Balance on Budget.• New equipment – have ordered more tablets for the children all classrooms getting smart boards.• Monthly Fiscal meeting went well.• Activities taking place at the center going well.	Informational

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	<ul style="list-style-type: none">• Administration is meeting with Eagle Pass & Cotulla superintendents for collaboration between agencies in servicing the 4 years olds. In Eagle Pass the possibly is to identify a center to support 5 classrooms in our centers – RV or LBJ. These centers are already located on ISD property. Once a collaboration is established, Cotulla would also mimic the same plan. Understand that all of this takes time because of approval of TEA. <p>B. Operations Reports Ms. McNeil reported on the following:</p> <ul style="list-style-type: none">• Head Start Performance Standards- none.• T/TA Specialist Juan F. Rodriguez visited program on 11/14/19. Reviewed all policies and procedures related to safety and supervision of children.• Child care report to Licensing – none• CACFP food program – none <p>Content Area Highlights:</p> <ul style="list-style-type: none">• Program Operations – T&TA team will provide training in January 6, 2020.• Agency improvement update of committees – none.• Fiscal Committee: continue to meet and discuss and finalize the revision of the Fiscal Policy and Procedures.• Provided Disability count: 39-EHS and 44- HS. Program has a total of 83 children. Exceeding the 10% required count. <p>Ms. McNeil continued reporting on:</p>	Informational

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	<ul style="list-style-type: none">• CACFP had no unclaimed meals and provided the PIR YTD information for nutrition that includes anemia – diagnosed and received treatment and The report on children weight categories• Mentor coaching: The Fidelity Tool for Administrators for HS Cycle I coaches have been completed by mentor teachers. Reported on Outcome fidelity of teachers. See report for details.• Health/Mental Health –There will be a HSAC/School Readiness Meeting in November. KAF has purchased a Hearing Machine for each center and printer.• ERSEA/Family Partnership: In the process of completing the 5 year complete Community Assessment. A great turn out for the Community Partners Appreciation Meeting and Community Assessment meetings. This meetings assist us in explaining the process for the CA and survey including the purpose of CA.• School Readiness Data/Program Goal updates – no updated information for October.• Technology/Facility/Security: In the process of completing the Supplemental grant of the Security Doors and Cameras at each center. The project will be completed in November 2019. Been pilot testing paperless attendance and point of service at Carrizo and Seco Mines Centers. Other centers are using both tablets and paper forms until we finalize the paperless process.	

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	<ul style="list-style-type: none"> • Initially program had 14 smartboards that were purchased for the CSISD and placed in HS classrooms. An order has been placed for the remaining 21 HS classrooms and all teachers will be getting training. This is a great access in getting our children school ready. • Facility – Center managers ensure to submit requisitions for routine maintenance at their respective centers to ensure our centers meet Safe Environments. All centers were professionally painted Pearsall is pending and will be complete in November. Pearsall BLDG. -4 needs 2 AC Units replaced – do not work and in process of signing contract for HVAC service. • HR: On-going recruitment, working with I-Solve for HR Information System (HRIS), continuing to work on My Head Start modules to track & run electronically verses tracking manually. • Staff Development – Human resource staff will be visiting centers to follow up with staff development plans. Risk Management report presented. 401k – Mary in HR attending monthly sessions regarding HAS – Health Saving Account. <p>C. Approval of Reports</p> <ul style="list-style-type: none"> • Ms. Yanez presented: the October 2019 financials reports Balance Report, Budget to Actual through October 30, 2019 – 81.9% through the grant period, Year to Date Revenues and Expenses by Fund, and CACFP Reimbursement Report. 	<p>Action Required for all reports</p>

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	<ul style="list-style-type: none">• Reviewed the In-Kind report for October 2019 with YTD total of \$1,701,610.58.• Reviewed the CACFP state program report at \$87,674.66 reimbursement• Reviewed the Credit Card Reports for October 2019• Enrollment report: Met October 2019 HS 100 % 586 and EHS 116 – 100% total 702• Average Enrolled Attendance for October 2019 – EHS – 92.40% and HS 91.02% with program average of 91% for October 2019.• Provided the New Hire-Termination Report for October of 2019 and current vacancies.	First motion to approve the Reports for October 2019 by Mayra Rangel Second motion was made by Nubya Enriquez Motion carried
5. Old Business	No discussion	No action
6. New Business	Center Reports: The following center reports were presented by policy council members. <ul style="list-style-type: none">• LBJ• Pearsall• Seco Mines• Carrizo Center	Informational

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7. Executive Session	No discussion	No action
8. Open Forum	None	No action
9. Adjourn	Meeting adjourned at 10:50 AM	Motion to adjourn meeting was made by Mayra Rangel Second motion made by Jorge A. Cruz Motion carried

Approved by: _____
Lidia, America Puente, Policy Council President

Date: _____