

Kids Are First  
2212 N 1<sup>st</sup> St.  
Carrizo Springs, Texas 78834  
Board of Directors Meeting  
March 30, 2021

Meeting was called to order at 6:09 pm.

**Roll Call:**

Asalia Casares – Present  
Mercedes Puente- Present  
Sonia Guerrero – Perez – Present  
Alfredo Padilla – Present  
Katty Boyd – Absent  
Jorge Cruz- Absent

**Others:**

Alicia Yanez  
Velma McNeil  
Jennifer Brady  
Velma Leal  
Karl Eck – joined at 6:25 p.m. and dismissed at 6:39 p.m.

A quorum was established.

**Approval of Agenda:**

Sonia Guerrero – Perez moved to approve agenda.  
Alfredo Padilla 2<sup>nd</sup> the motion.  
Motion carried.

**Reports: (action required)**

Ms. Yanez reported:

- Ms. Yanez reported that the process of converting HS slots to EHS slots is about complete. There will be a management meeting on April 7<sup>th</sup> to finalize the process.
- Kids Are First, Inc. received notification that there are COLA funds available. The COLA supports staff, fringe benefits and will offset higher operating costs.
- Ms. Yanez received notification that the CARES Act is releasing funds in 2 rounds. The first round of funds will be around \$211,000. The application for these funds is due April 9, 2021 and does not require board approval.
  - KAF would like to purchase 2 additional food trucks and look at spacing indoor and outdoor at facilities.
  - Mental Health support for children, staff and families will also be included in this round of funding.

- There are items that KAF would like to dispose, but would like to sell. These items will first be offered to local daycares. The funds received from the dispersal of materials will go back into the program.
- There was an incident that occurred at the Cotulla center. "Sensory" toys were purchased. A child licked the toy and subsequently received burns. The child was taken and treated at local hospital and returned next day. KAF launched internal investigation and licensing investigated. Final finding received March 30, 2021 and KAF was cleared of incident. There will be a new policy and procedure presented to board for purchasing of toys.
- COVID-19 Vaccine update:
  - 156 staff members
  - 11 have refused to get vaccinated due to religious reasons, medical issues or concerns regarding vaccine.

**Director of Operations Report:**

Ms. McNeil reported:

- *ALL KAF centers have been visited by Licensing and have passed.*
- **Education/ Disability:** Coordinator is working with center staff to ensure that data is inputted into MyHeadStart is correct for accurate PIR numbers.
  - Disability Count for February 2021:
    - 23 EHS Children
    - 34 HS Children
    - Total 57 children
- **Nutrition:** HS continues to support the food program and a plan has been implemented to increase the daily meal count to include strategies in the area of delivery, pick up, and in person.
- **Mentor Coaching:** Winter Child Outcomes are in and will be reported by, Velma Leal.
- **Risk Management:** No accidents at the center level or at administration.

**Financial:**

- Karl Eck reviewed the January and February financial reports.
  - Operating Account – January \$20, 943.67 February (\$55,601.14) –
  - General Funds – January/ February \$69, 131.48
  - Accounts Payable – January \$ \$77,638.72 February \$1,690.82 – low due to timing of reporting
  - T&TA - \$\$3,744.07 have \$90,887.93 left in budget
  - Administrative Expenses - \$181, 198.22
  - CACFP Reimbursements
    - January \$41, 201.99
    - February \$44, 443.71
    - Total: \$125, 886.15
- Reviewed Credit Card Reports
- In-Kind Year to Date Total: \$102,340.37

**Enrollment:**

- January Enrollment
  - Total reported enrollment: 702
    - HS- 586
    - EHS- 116
- February Enrollment
  - Total reported enrollment: 702
    - HS- 586
    - EHS- 116

**New Hire/ Termination Report: (*action required*)**

- Ms. Yanez reviewed the New Hire/ Termination report.
  - **New Hire:**
    - Cotulla- EHS Teacher
  - **Termination/ Resignations:**
    - Las Colonias: 2 Cooks (expired/ resignation)
    - Las Colonias: 2 Teacher Assistants (resignations)
  - **Vacancies:**
    - Las Colonias: 3 Cook Aides (pending background clearances)
    - Rosita Valley: Maintenance (pending background clearance)
    - Cotulla: Preschool Teacher (recruiting)
    - Pearsall: EHS Teacher (recruiting)
    - Pearsall: Program Aide (pending background clearance)
    - Main Office: EHS Mentor Teacher (recruiting)

Alfredo Padilla moved to accept all reports for the months of January and February.  
 Mercedes 2<sup>nd</sup> the motion.  
 Motion Carried.

**Old Business:**  
 No Old Business

**New Business: (*Action Required*)**

**Winter Child Outcomes:**

*Velma Leal* present the Winter Outcomes.

- 628 were assessed, same children from Fall assessment
- 50 classrooms (EHS-15/ HS-35)
- Widely held expectations:
  - Social Emotional: 62.0%
  - Physical: 66.0% (highest with 15% increase)
  - Language: 61.0%
  - Cognitive: 61.0%
  - Literacy: 57.0% (lowest)
  - Mathematics: 59.0% (low but had 19.0% increase)

**COLA:**

**COLA:**

- Kids Are First, Inc. received notification that there are COLA funds available. The COLA supports staff, fringe benefits and will offset higher operating costs.
  - o HS: \$61,322.00
  - o EHS: \$21, 713.00
  - o Total: 83, 035.00
- Ms. Yanez proposed that after the 1.22% across the board pay increase to all employees that the remaining \$17, 342.00 be used to support the CACFP program to help offset the expenses.

**In Classroom EHS**

- Ms. Yanez reported that she would like to open EHS classrooms as there are only 8 students in each classroom.

**CD Maturities**

- The two CD's that at Capital Bank of Texas have matured and can be renewed.
- Ms. Yanez states that since these are not federal funds she would like to leave there and renew.

**Health and Safety Policy and Procedure:**

- Policy No. HS-105D Safety Purchasing Practice Policy
- Procedure No. HS-105 D Safety Purchasing Practice Procedure
- Ms. Yanez stated that this is being put into place due to incident in Cotulla. This procedure ensures that the MSDS are accessed by center managers and reviewed by correct coordinators to ensure safety of toys.

Sonia Guerrero moved to accept:

- Winter Child Outcome Report,
- COLA application,
- In Classroom EHS request to bring children back,
- Renewing the 2 CD's at Capital Bank of Texas,
- Safety Purchasing Practice Procedure No. HS-105 D,
- Safety Purchasing Practice Policy No. HS-105D

Alfredo Padilla 2<sup>nd</sup> the motion.

Motion carried.

Alfredo Padilla moved to go into Executive Session at 6:52 p.m..

Sonia Guerrero – Perez 2<sup>nd</sup> motion.

Motion carried.

Executive Session 6:52 – 7:11 p.m..

Alfredo Padilla move to exit Executive Session at 7:11 p.m..

Sonia Guerrero – Perez 2<sup>nd</sup> motion.  
Motion carried.

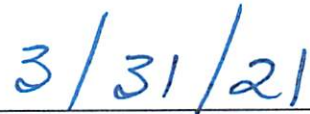
Alfredo Padilla moved to offer, Aniceto Colungo, the CEO/ Program Director's position.  
Mercedes Puente 2<sup>nd</sup> motion.  
Motion carried

**Adjournment:**

Alfredo Padilla move to adjourn meeting.  
Mercedes Puente 2<sup>nd</sup> motion.  
Motion carried.  
Meeting Adjourned at 7:12 p.m..



Asalia Casares  
KAF, Inc. Board President



Date