

Kids Are First
2212 N 1st St.
Carrizo Springs, Texas 78834
Board of Directors Meeting
April 27, 2021

Meeting was called to order at 6:00 p.m.

Roll Call:

Asalia Casares – Absent
Mercedes Puente- Present
Sonia Guerrero – Perez – Present
Alfredo Padilla – Present (arrived 6:18)
Katty Boyd – Absent
Jorge Cruz - Absent

Others:

Alicia Yanez
Velma McNeil
Jennifer Brady

A quorum was established.

Approval of Agenda:

Mercedes Puente moved to approve the agenda.
Sonia Guerrero 2nd the motion.
Motion carried.

Reports:

Ms. Yanez reported:

- That there has been our first child case of COVID-19 reported at a center. All necessary reporting has been done. Parents have been notified.
- Disability count has been met.

Director of Operations Report:

Ms. McNeil reported:

- **Education/ Disability:**
 - The 2nd home visit was due/ done March 26th.
 - Upcoming 3rd Parent/ Teacher conference is on April 30th and the 3rd TSG Assessment is due April 23rd.
- **Nutrition:**
 - TDA's implementation plan was due March 26, 2021 and was approved. USDA recommended date to begin disbursement of funds to CEs is June 30, 2021: All funds must be obligated to program operators September 30, 2021: All funds may be distributed by January 31, 2022. Estimated amount - \$74, 439.24.

- **Mentor Coaching:**
 - The Head Start mentor teachers have begun Cycle 4 of mentor coaching providing mentor coaching to one coachee. The teachers are from LBJ, Las Colonias and Pearsall. The follow-up visits continue to be conducted with previous coaches. The EHS mentor teacher will continue to provide mentor coaching to five teachers in person in April, as the EHS children will begin in classroom instruction. The teachers are two from Las Colonias, one from Cotulla, one from Carrizo Springs and one from LBJ. The EHS mentor teacher will also continue to conduct follow-up visits at the site she is visiting.
 - The Pre-K CLASS observation schedule was developed in March. The observations are scheduled to be conducted the weeks of April 12-23. The four mentor teachers and Mentor Coaching Coordinator will be conducting the observations.
- **Health/ Mental Health**
 - KAF continues to have low medical records at 80% (Dental, Physicals and Treatments)
 - KAF currently has the following children enrolled with health concerns:
 - o Anemia – 5
 - o Asthma – 4
 - o Hearing Difficulties – 4
 - o Vision problems – 15
 - Mental Health Classroom observations will be conducted for the first week of April for all center locations. The center - based family engagement of Mental Health – Las Platicas has been completed at every center location.
 - Kids Are First continues to support each location with COVID-19 material, supplies and fumigation/ virucide services as needed.
- **ERSEA/ Family Partnership:**
 - Completed ERSEA Training for the new FSW LC – ERSA and Family Services.
 - Recruitment for EHS and Head Start is on target.
- **401(K)/ Retirement:**
 - Annual 401(k) meeting will be held in April.
- **Center Parent/ Child Activities**
 - April 30th Dia de Los Ninos parent/child along with community partners providing information about services within the community.
- **Risk Management:**
 - No incidents reported.

Financial:

- Ms. Yanez reviewed the financial and credit card reports:
 - Operating Account - \$ \$22,896.90
 - General Funds - \$69, 131.48
 - Certificate of Deposits - \$50, 593.32
 - Accounts Payable - \$31,537.00
 - Administrative Expenses - \$ 274,671.57
 - CACFP Reimbursements
 - o March - \$52,197.19
 - o Total for year: \$178, 073.04
 - In Kind – \$266, 257.34
- Reviewed Credit Card Reports

Enrollment/ Attendance:

- As of now KAF has a total enrollment of 702 children.
 - 586 HS children 93.53% attendance
 - 116 EHS children 99.58% attendance

New Hire/ Termination Report:

- Ms. Yanez reviewed the New Hire/ Termination report.
 - **New Hires/ Promotions/ Rehires**
 - Rosita Valley hired a maintenance worker
 - Las Colonias hired 3 cook aides and a Teacher Assistant
 - Pearsall rehired a Program Aide
 - **Termination/ Resignations:**
 - Las Colonias had a Teacher Assistant resign
 - **Vacancies:**
 - Cotulla – Preschool Teacher
 - Pearsall – EHS Teacher
 - Main Office – EHS Mentor Teacher
 - Las Colonias – Teacher Assistants

Alfredo Padilla moved to accept all reports for the month of March.

Merced Puente 2nd the motion.

Motion Carried.

Old Business:

No Old Business

New Business:

- **KAF, Inc. Fiscal Policies and Procedures Manual (*updated*)**
 - Ms. Yanez reviewed the updates that were made to the Fiscal Policies and Procedures Manual.

Sonia Guerrero moved to accept the updated KAD, Inc. Fiscal Policies and Procedures Manual.

Alfredo Padilla 2nd motion.

Motion carried

Adjournment:

Alfredo Padilla moved to adjourn meeting.

Sonia Guerrero 2nd Motion.

Motion Carried.

Meeting Adjourned at 6:42 p.m.