

**Kids Are First**  
400 West Pena Street  
Carrizo Springs, Texas 78834  
Board of Directors Meeting  
March 07, 2022

Meeting was called to order at 6:05 PM

**Roll Call:**

Asalia Casares – Present  
Mercedes Puente – Resigned  
Sonia Guerrero – Perez – Present  
Alfredo Padilla - Present  
Melissa Cortes, Policy Council President – Absent

**Others:**

Aniceto Colunga Jr, Chief Executive Officer  
Velma McNeil, Director of Operations  
Karl Eck, Chief Financial Consultant (Zoom Conference - Called In)  
Velma Leal, Education Early Childhood Coordinator

A quorum was established.

**Approval of Agenda:**

Sonia Guerrero Perez moved to approve the agenda of March 07, 2022.  
Alfredo Padilla 2<sup>nd</sup> the motion.  
Motion carried.

**Approval of the January 25, 2022 MINUTES**

Sonia Guerrero-Perez moved to approve the Minutes for the January 25, 2022;  
Alfredo Padilla 2<sup>nd</sup> the motion.  
Motion carried.

**Reports:**

Mr. Colunga reported:

- CEO/Head Start Director Report to the Board of Directors  
Aniceto Colunga Jr, CEO reported to the Directors the following: (1) Governance Training for the Board and PC Chairperson on “How do we interpret our financial Statements”. (2) Report on program trainings, webinars, certifications and acknowledgements for staff. (3) Program’s Activities during the month (4) Upcoming trainings, and scheduled events for the following month (5) HS & EHS Enrollment and Attendance for the months of January 2002 reported HS/EHS enrollment at 641 out of 642 funded slots. The program was (1) child (EHS) from being fully enrolled. The CEO explained that the 30 days had not lapsed, therefore we had children on the waiting list and expected this slot filled, thus technically the program was

at full enrollment (6) A program-wide vaccination status report, program remained at 98.86% vaccinated, same as the previous month. A total of (21) employees reported positive COVID cases in January 2022. (7) All parent committees met in January 2022 including the Policy Council and a total of (114) parents participated in these meetings at the centers and the Policy Council. (8) The program's bulletin board, centers displayed child activities for most of the centers (9) Human resources reported four job vacancies in the program, seven new hires and one staff resigned. (10) Budget comparison report, the program closed out its fiscal year in November 2021 with a projected carry over balance situation. In discussion with the RO VI program specialist, KAF, Inc will be permitted to submit a carry over request to have this fund reprogrammed into the new year. The agency is still pending to close out its fiscal year and as soon as the SF425 is submitted to officially close out the fiscal year, KAF, Inc. will submit a supplemental funding application for the projected carry over funds to be authorized for spending in this new year. (11) The program collected in December 2021, a total of \$33,724.56 and in January 2022, a total of \$111,665.25. The agency still has \$1,600,574.69 in in-kind contributions that need to be collected in the follow ten months, an average per month of \$160,057. That is now where near what the program has been collected and in researching this further, parent participation is still down due to COVID and social distancing. KAF, Inc. will continue to monitor non-federal share closely and will determine in April if the agency will request a waiver to the non-federal share requirement for the fiscal year. (12) Facilities update, the two food delivery trucks were delivered in January 2022 and facility upgrades continue to be made to the administrative offices to ensure equipment, network and all other equipment/supplies are changed and functional. (13) The disabilities service area has not met its 10% funded enrollment slots, reporting 58 children identified with disabilities, 7 children short of the requirement to meet 10%. But, children referred and pending action by both the LEA and ECI, the program has identified 41 children. KAF, Inc. will continue to work with both the LEA's and the ECI to get these children diagnosed. (14) There were no licensing violations (15) Finally, the program is preparing for its FA1 Federal Monitoring Protocol in the week of January 10-14, 2022. The CEO sent an advance copy of the FA1 Federal Monitoring Protocol report to the KAF, Inc. Board of Directors. The report did not disclose any findings and follow up guidance would be provided by our Federal Specialist from Region VI in Dallas, Texas. Also, an advance copy of the CEO/Head Start Director report was provided to the KAF, Inc. Board of Directors for their review.

Mr. Karl Eck reported:

- November 30, 2021 - Financial Reports:
  - Update – Revised November 30, 2021 Financial Report - Revenue and Expenses by Fund (Spent YTD) - \$6,983,849.00 & Remaining Balance of Funds is \$20,375.39 or .0029% of the funds remaining unspent. Whatever final balance is reported in the SF425, this will be requested as carry over balance funds and the request to authorize into the new fiscal year.
  - TTA Funds: HS has spent \$78,531.03 with a over expenditure balance of \$22,396.03 and EHS has spend \$24,567.46 with a remaining balance of \$13,929.54. Overall, the TTA budget was overspent by \$8,466.49.
  - Administrative Expense – November expenses reported were \$215,583.20 with total administrative expenses for the fiscal year totaling \$1,066,844.66 or 14.4% of the total budget.
- January 31, 2022 - Financial Reports:

- Balance Sheet (Ending 01/31/2021) - \$2,804,592.13
- Revenue and Expenses by Fund (Spent YTD) - \$1,019,942.76
- TTA Funds: HS has spent \$6,294.10 with a remaining balance of \$44,826.90 and EHS has spent \$2,933.75 with a remaining balance of \$40,567.25. Overall, the TTA budget has an unspent balance of \$85,404.15.
- Administrative Expenses - \$154,105.31 or 13.2% TOTAL ADMIN COST
- January 31, 2022 – Financial Reports (CARES & American Rescue Plan)
  - American Rescue Plan Funds: As of January 31, 2022, spent \$639,204.21, remaining balance of \$200,738.79 or 23.89% of the funds remaining unspent.
  - CARES COVID-3 Funds (Ending January 31, 2022– Spent \$192,327.70, with a remaining balance of \$18,952.30 or 8.97% of the funds remaining unspent.
  - Certificate of Deposits – These were reinvested again under the same terms and conditions from previous years.
  - CACFP Reimbursements: January 31, 2022 Reimbursement: \$100,527.49
- In Kind: January 31, 2022 – \$111,664.81 for the month. The CEO/Head Start Director will continue to monitor the progress of the in-kind collection by month and determine the rational why contributions continue to lag behind from what was the Pre-COVID period. If it is determined that there is a need to submit a waiver for in-kind, that decision will most probably be agreed upon in April 2022, so that we can file it by May 2022 to RO VI
- January 31, 2022 - Credit Card reports: Reviewed all the Credit Card Reports for period ending January, 2022 – Include expenditures for AMEX, Valero, Walmart and HEB, the Directors had no questions after the review of the statements regarding the credit card report. All credit cards are being paid on time and there were no questioned costs.

Mr. Karl Eck, joined the BOD meeting via Zoom and provided an overview of the November financial reports as of January 31, 2022, but the months expenses were updates because February 2022 is the last month to close out the grant for this program's fiscal year. The SF 425 will be filed pursuant to regulatory timelines.

Mr. Karl Eck provided an overview of all the January 31, 2022 financial reports, this is the third reporting month of the HS & EHS fiscal year.

Karl Eck was dismissed at 6:48 p.m.

#### **Enrollment/ Attendance:**

- KAF has a total enrollment of 641 children (January 31, 2022)
- HS = 466 Enrolled Children (396 In-Person & 70 Virtual)
- EHS=175 Enrolled Children (139 In-Person & 36 Virtual)
  - 466 HS children – 81.32% attendance
  - 175 EHS children – 84.28% attendance
  - The program had one EHS vacancy as of January 31, 2021.

#### **New Hire/ Termination Report:**

- Mr. Colunga reviewed the New Hire/ Termination report for period ending January 31, 2022.
  - New Hires (07)
  - Termination/ Resignations – (0)

- Employee Vacancies (04)

Ms. Sonia Guerrero Perez moved to accept and approval all reports for the month of November & December 2021 as presented.

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

Motion carried.

### **Old Business:**

- Also, under Old Business a brief report was presented on the funding opportunity for the Victoria service area. The CEO reported that the competitive grant application for the Victoria Service area was complete and sent out per the grant application instructions. The competitive grant application was to be presented in New Business as an approval item in February 2022. The agency's board approved and the program submitted the grant application on February 2<sup>nd</sup>, 2022 in compliance with the established due date.
- The agency to explore the possibility to acquire legal representation for the agency. The Legal Counsel would be responsible to review such matters as construction contract review and others, employee policies and procedures, legal matters that come before the program. The KAF, Inc. Board of Directors will continue to be updated on the progress.
- NO CHANGE – Carrizo Springs Center back taxes, agency prepared Application for Charitable Organization Property Tax Exemption and submitted same to the County Appraisals office and Perdue, Brandon Law Firm to resolve the issue. The County Appraisal then instructed KAF, Inc. that we had to file another application titled, Application for Private School Property Tax Exemption and this was prepared and submitted. After the County Appraisal reviewed application, they requested copy of the KAF, Inc. Board of Director By-Laws and found that By-Laws needed to have a provision, if the BOD dissolved, what process they would follow donate property to similar organizations. The KAF, Inc. Board of Directors gave approval to the CEO to investigate with legal counsel options open to 501(c)(3) organizations and required dissolution procedures.

There were no approval items in Old Business, just information, therefore there were no approvals and/or vote.

### **New Business:**

The CEO/Head Start Director and staff presented the following items for review, consideration and approval.

- The agency's revised HS & EHS Eligibility Selection Criteria was presented to the Board for their review, input and/or approval. This document was also presented to the KAF, Inc. Policy Council for their review and approval at their February 2022 meeting.
- Ms. Velma Leal, ECE Coordinator prepared and reported on the 2<sup>nd</sup> benchmark (Winter Checkpoint) of the EHS child outcomes information to the BOD. The following benchmarks were reported: (1) Approaches to Learning (57.38%); (2) Social & Emotional Development (67.26%); (3) Language and Communication (42.55%); (4) Cognition (52.62%); (5) Perceptual, Motor and Physical Development (57.62%);  
Ms. Leal also reported on the 2<sup>nd</sup> benchmark (Winter Checkpoint) of the HS child outcomes information to the BOD. The following benchmarks were reported: (1) Approaches to Learning (38.96%); (2) Social & Emotional Development (42.68%); (3) Language and Communication

(38.12%); (4) Mathematics and Communication (33.43%); (5) Scientific Reasoning (73.11%); (6) Perceptual, Motor and Physical Development (45.89%);

- Ms. Velma Leal, ECE Coordinator prepared and reported on CLASS Observations for the Head Start Program. Classroom Assessments and Scoring System observations were done in only 26 Pre-K classrooms and were observed over two cycles for approximately (20) minutes. Observations took place during the 9:00 AM – 11:30 AM classroom scheduled times. Observed were three CLASS domains, Emotional Support, Classroom Organization and Instructional Support. The CLASS rating scale is based on a low (1,2), medium (3,4,5) and high (6,7) scores. The CLASS Observation Summary report listing all the scorings was presented.
- The CEO presented the KAF, Inc. Annual Report for FY 2019-20. The presentation and approval of this report was delayed due to the single audit that took longer period and was completed and presented to the KAF, Inc. BOD in January 2022.
- The BOD was provided information regarding the upcoming NHSA Conference scheduled to be held in Baltimore, MD on May 02-05, 2022. The KAF, Inc. Board of Directors will be attending the conference along with two Policy Council members. The program will be making all the travel arrangements for both board and policy council, including registration and other conference arrangements.
- Three Certificates of Deposit were presented to the board in the amounts of \$20,434.48, \$10,217.26, and \$21,234.71 and informed them that these CD's had been reinvested in the same manner as they were in the prior year.
- The CEO presented the KAF, Inc. Board of Directors the revised plan for this year's "Program Self-Assessment". Multiple teams will be formed, including one for Facilities/Health and Safety, Active Supervision, Child File Review and then the responsible staff to conduct the interviews for the five areas in the FA1 Monitoring Protocol, Teacher Interview, FSW Interview, PC & Parent Interview and the BOD Interview. All this will be unfolded at a training in April 2022, just before the April 25-29, 2022 week designated for the program's self-assessment process.
- Report – Focus Area I Federal Review Report was presented to the Board, after having received it in our offices on 03/04/2022. The CEO reported that the review was completed the week of January 10-14, 2022 and Ms. Jennifer Johnson, DHL Lead reported that the agency had no findings. Also reported were multiple exemplary practices, one which included the Head Start & Early Head Start ties to the community served. With no findings to report, the members did not have any questions.
- The Policy Council Agenda and Minutes of March 02, 2022 was presented to the BOD so that both groups could align with each group's business and see firsthand on what was approved/disapproved. There were no questions from the members.

Mr. Alfredo Padilla moved a motion to have the entire list of reports, policies and other information reported under new business be approved by the KAF, Inc. Board of Directors. Ms. Sonia Guerrero seconded the motion. The motion carried.

### **Executive Session:**

At 7:17 PM, Alfredo Padilla moved to enter into Executive Session. Ms. Sonia Guerrero Perez seconded the motion. The motion carried and the KAF, Inc. Board of Director's entered into

executive session. Sonia Guerrero Perez motioned to end Executive Session and Alfredo Padilla seconded the motion. The motion carried.

Mr. Alfredo Padilla moved to exit out of Executive Session. Ms. Sonia Guerrero Perez seconded the motion. The motion carried.

At 7:27 PM, the KAF, Inc. Board of Directors re-entered back into their regular session. The KAF, Inc. did not take any actions requiring approval, thus there was no information reported out of Executive Session.


**Open Forum:**

There was no discussion in "Open Forum".

**Adjournment:**

With no further business, Sonia Guerrero Perez motioned to adjourn meeting. Alfredo Padilla seconded the motion. The motion carried and was approved and the KAF, Inc. Board of Directors meeting ended.

Meeting Adjourned at 7:28 p.m.

  
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**Ms. Asalia Casares, President**  
Kids Are First, Inc.  
400 West Pena Street  
Carrizo Springs, TX 78834

03/07/2022  
**Date**