

**Board of Director  
Kids Are First, Inc.  
Minutes  
Special Call Tuesday, December 5, 2023**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<ul style="list-style-type: none"> <li><b>Call Meeting to order/Roll Call/Establish Quorum</b></li> </ul>	<p>Calling the meeting to order.</p> <p><b>Roll call</b> Members Present Sonia Guerrero- Alfredo Padilla Dora Velásquez</p> <p><b>Establish Quorum</b> Sonia Guerrero established Quorum. Members present 3 out of 5 members, Members absent were President Asalia Casares and PC Liaison Priscilla Castillo- President of Policy Council.</p>	<p>Sonia Guerrero called the meeting to order at 6:20 pm.</p>
<b>1. Approval of Agenda</b>	<b>Approval of agenda.</b>	1 <sup>st</sup> Motion for approval of Agenda made by Alfredo Padilla and second by Dora Velasquez.
<b>2. Old Business</b>	None	
<b>3. New Business</b>	<ul style="list-style-type: none"> <li>Approval of Recommended New Board Member</li> <li>Set the Wage of the Interim CEO/Program Director</li> </ul>	<p>Discussion regarding the recommendation of Martha Alicia Ponce as new Board Member.</p> <p>1<sup>st</sup> Motion for approval of Martha Alicia Ponce to become a KAF Board Member was made by Alfredo Padilla and second by Dora Velasquez.</p> <p>Alfredo Padilla made the motion to table item to set the wage of the interim CEO/ Program Director until the next meeting. Second by Dora Velasquez</p>
<b>4. Open Forum</b>		None
<b>5. Adjournment</b>		Motion to adjourn at 6:43 pm by Alfredo Padilla and second by Dora Velasquez.

Approved by:   
Sonia Guerrero, KAF Board Vice-President

Date: 1-30-24

# Board of Directors

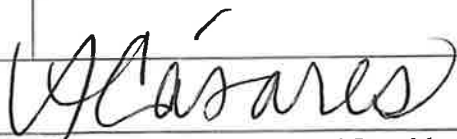
Kids Are First, Inc.

Board of Directors Minutes

Tuesday, November 28, 2023

Agenda Item	Discussion	Action
8. Old Business	<ul style="list-style-type: none"><li>• None</li></ul>	No discussion
9. New Business	<ul style="list-style-type: none"><li>• None</li></ul>	
10. Open Forum	<ul style="list-style-type: none"><li>• None</li></ul>	No Action
11. Adjournment	Meeting adjournment.	Motion to adjourn the meeting at 6:10 pm was made by Sonia Guerrero-Perez Seconded by Dora Velasquez Motion carried.

Approved by:



Asalia Casares, KAF Board President

Date:

1-30-24

ARTICLE IX

IMPLEMENTATION

These By-Laws shall become effective upon approval of the KAF, INC Policy Council and will supersede and replace all other previous KAF, INC Policy Council By-Laws-

BOARD OF DIRECTORS APPROVAL:

DATE: 1-30-24

J. Laosares  
PRESIDENT

POLICY COUNCIL APPROVAL:

DATE: 10-12-23

X. [Signature]  
PRESIDENT

Date: January 30, 2024  
Location: KAF Main Office

## GEN 019 Training/Meeting Sign In Sheet

Board of Director  
Kids Are First, Inc.  
Board of Directors Minutes  
January 30,2024

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome</b>		
<b>1. Call Meeting to Order/Establish Quorum</b>	<p>Asalia Casares – The president called the meeting to order at <u>6:08 pm</u></p> <p>Roll Call and quorum were established with the <u>members present.</u></p>	The meeting was called to order and a quorum was established at 6:08 pm with 4 members.
<b>2. Approval of Agenda</b>	Approval of the agenda for 1/30/24 as presented and requested by Asalia Casares – President.	<p>First Motion by Dora Velasquez</p> <p>Second Motion by Alfredo Padilla</p> <p>All in Favor</p> <p>Motion Carried</p>
<b>3. Approval of Minutes</b>	Minutes of November 30, 2023, and Special Call Meeting of 12/5/2023 Meeting for review and approval by Asalia Casares-President	<p>First Motion to approve minutes as presented by: Sonia Guerrero</p> <p>Second by Dora Velásquez</p> <p>Motion Carried</p>
<b>4. Reports</b>	Presented by Velma McNeil – Interim CEO	

Board of Director  
Kids Are First, Inc.  
Board of Directors Minutes  
January 30,2024

Agenda Item	Discussion	Action
<p><b>5. Financial Report for October FY 2023</b></p>	<ul style="list-style-type: none"> <li>➤ Focus Area 2 Review Schedule for Grant – The schedule for the upcoming review was presented and shared with the policy council committee members. Informed the PC committee of their policy council in-person interview to take place on 2/8/2024 for parent and policy council members.</li> <li>➤ Results from CLASS Onsite Observation Report as presented to the policy council committee sharing the program scores.</li> <li>➤ CLASS Observation Summary Report – presented by Velma Leal – Education Coordinator including the 2023-2024 Program yr. Early Head Start Outcomes</li> <li>➤ Disabilities Enrollment Reports for November and December 2023 were presented with a total of 42 HS children and 35 EHS children total of 77 overall children with disabilities. The program has met and exceeded the required 10% of children with disabilities.</li> </ul> <p>Financial Reports: Reports Ana Diaz – Fiscal Director welcomed the parents to the policy council meeting and presented the Financials Reports – November 30, 2023.</p> <ul style="list-style-type: none"> <li>➤ Balance Sheet as of November 30, 2023.</li> <li>➤ Statement of Revenues Over Expenditures November 30, 2023.</li> <li>➤ Revenues &amp; Expenses by Fund – November 30, 2023, presented.</li> <li>➤ Revenues &amp; Expenses for the Fund YTD November 30 2023 presented.</li> <li>➤ Expenditures by Month November 30, 2023. HS Group (EHS-HS) presented</li> </ul>	<p>Action Required The First Motion to approve reports to include mandated action items Class, Financial, In-kind, CACFP, and HR reports. presented by Sonia Guerrero and the second by Dora Velasquez</p>

Board of Director  
Kids Are First, Inc.  
Board of Directors Minutes  
January 30,2024

Agenda Item	Discussion	Action
	<ul style="list-style-type: none"> <li>➤ Compliance Reporting ending 11/30/2023 <ul style="list-style-type: none"> <li>• T&amp;TA YTD Ending 11/30/2023 was presented.</li> <li>• In-Kind &amp; Administration Summary and In-kind Summary Ending 11/30/2023</li> </ul> </li> <li>➤ CACFP Reimbursements through for November 30, 2023</li> <li>➤ Credit Card Report for the end of November 30, 2023 (American Express, Valero Fleet, and HEB &amp; Walmart).</li> <li>➤ CACFP Claim Reimbursement Report and Meals prepared for November 30, 2023 was presented.</li> </ul> <p>Financials Reports – December 31, 2023.</p> <ul style="list-style-type: none"> <li>➤ Balance Sheet as of December 31, 2023.</li> <li>➤ Statement of Revenues Over Expenditures December 31, 2023.</li> <li>➤ Revenues &amp; Expenses by Fund – December 31, 2023 presented.</li> <li>➤ Revenues &amp; Expenses for the Fund YTD December 31, 2023 presented.</li> <li>➤ Expenditures by Month December 31, 2023. HS Group (EHS-HS) presented</li> <li>➤ Compliance Reporting ending 12/31/2023 <ul style="list-style-type: none"> <li>• T&amp;TA YTD Ending 12/31/2023 was presented.</li> <li>• In-Kind &amp; Administration Summary and In-kind Summary Ending 12/31/2023</li> </ul> </li> <li>➤ CACFP Reimbursements through for December 31, 2023</li> </ul>	

Board of Director  
Kids Are First, Inc.  
Board of Directors Minutes  
January 30, 2024

Agenda Item	Discussion	Action
	<ul style="list-style-type: none"> <li>➤ Credit Card Report for the end of December 31, 2023 (American Express, Valero Fleet, and HEB &amp; Walmart).</li> <li>➤ CACFP Claim Reimbursement Report and Meals prepared for December 31, 2023 was presented.</li> <li>➤ Enrollment for EHS ending November 2023 and December 2023 were presented.</li> <li>➤ Attendance Average Report – October 31, 2023 – HS – 86.67% and EHS – 88.74%.</li> <li>➤ New Hire-Termination Report for November and December 2023 including the current vacancies report breakdown was presented.</li> </ul>	
5. Old Business	Old Business - None	No Action Required
6. New Business	<p>New Business Discussion presented by Interim CEO/Program Director Velma McNeil and Director of Finance Anna R-Diaz.</p> <p>Early Head Start/Head Start Substitutes</p> <p>Administrative recommendations to change from Paid Volunteers to Substitute Teachers &amp; Substitute Teacher Aides, status – non-except. Pay rate: High School Diploma &amp; 9.67 and College Hrs. \$10.50 and type – Regular Part Time.</p> <ul style="list-style-type: none"> <li>➤ Releasing Request for Proposals for Bank Depository Services – the request is to</li> </ul>	<p>Action Required</p> <p>First Motion to approve Early Head Start/Head Start Substitute and Releasing request for proposals for Bank Depository Services as presented</p> <p>Dora Velásquez</p> <p>Second by Martha Ponce</p> <p>Motion Carried</p>



Board of Director  
Kids Are First, Inc.  
Board of Directors Minutes  
January 30,2024

Agenda Item	Discussion	Action
	document and the evaluation of the Proposals received.  :	
<b>7. Executive Session</b>	Board President Asalia Casarez's agenda item for the Executive Session is to discuss personnel matters related to the pay for the Interim CEO/Program Director into the Executive Session. Motion to enter Executive Session 1st motion was made by Sonia Guerrero and seconded by Alfredo Padilla at 6:48 pm. At 7:04 pm President Asalia Casares reconvened the regular session.	A 1 <sup>st</sup> motion was made by Alfredo Padilla to provide the Interim CEO/Program Director an increase as discussed in the Executive Session and 2 <sup>nd</sup> by Dora Velasquez. Motion Carried
<b>8. Open Forum</b>	Questions & Answers No Discussions	Information
<b>1. Adjourn</b>	The meeting was adjourned a 7:19 pm	1 <sup>st</sup> motion to Adjourn Meeting Alfredo Padilla and seconded by Martha Ponce. Motion Carried

Board Signature by: \_\_\_\_\_

Date: \_\_\_\_\_

No Board of Directors meeting  
was held in February 2024

**Board of Directors  
Kids Are First, Inc.  
Agenda  
Thursday, March 7, 2024  
6:00 pm**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<b>1. Call Meeting to order/Roll Call/Establish Quorum</b>	<p>Calling the meeting to order.</p> <p>Roll call:</p> <p>Members:</p> <p><u>X</u> Asalia Casares arrived at 6:22pm</p> <p><u>X</u> Sonia Guerrero-Perez</p> <p><u>X</u> Alfredo Padilla</p> <p><u>   </u> Dora Velásquez</p> <p><u>X</u> Martha Alicia Ponce</p> <p><u>   </u> Prisilla Castillo-PC- Liaison</p> <p>Established Quórum</p> <p>Note: Asalia Casares arrived at 6:22PM</p> <p>Absence: PC Liason Prisilla Castillo and D. Velasquez</p>	<p>Sonia Guerra called the meeting to order at <u>6:14</u> .pm.</p>
<b>2. Approval of Agenda</b>	Approval of agenda.	<p>. Action Required</p> <p>1<sup>st</sup> Motion <u>A. Padilla</u></p> <p>2<sup>nd</sup> Motion <u>M. Ponce</u></p> <p>Motion carried unanimous</p>
<b>3. Approval of Minutes</b>	<p>Approval of meeting minutes.</p> <p>Meeting January 30,2024</p>	<p>Action Required</p> <p>1<sup>st</sup> Motion: <u>M. Ponce</u></p> <p>2<sup>nd</sup> Motion <u>A. Padilla</u></p> <p>Motion carried unanimous</p>
<b>4. Reports</b>	<p>CEO/Program Director Report</p> <ul style="list-style-type: none"> <li>• Licensing Visits</li> <li>• OHS Monitors</li> <li>• Child and Adult Food Program Monitors</li> <li>• Incidents</li> <li>• Center Event for the Month</li> </ul>	Informal
<b>5. Reports</b>	<ul style="list-style-type: none"> <li>• Financial Report</li> <li>• In-Kind Report</li> <li>• CACFP Report</li> <li>• Credit Card Report</li> <li>• Enrollment Report</li> <li>• Attendance Report</li> </ul>	<p>Action Required</p> <p>1<sup>st</sup> Motion <u>A. Padilla</u></p> <p>2<sup>nd</sup> Motion <u>M.Ponce</u></p> <p>Motion carried unanimous</p>

**Board of Directors  
Kids Are First, Inc.  
Meeting Minutes for  
Thursday, March 7, 2024  
6:00 pm**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<b>1. Call Meeting to order/Roll Call/Establish Quorum</b>	<p>Calling the meeting to order.</p> <p>Roll call:</p> <p>Members:</p> <p><u>  X  </u> Asalia Casares arrived at 6:22pm</p> <p><u>  X  </u> Sonia Guerrero-Perez</p> <p><u>  X  </u> Alfredo Padilla</p> <p><u>      </u> Dora Velásquez</p> <p><u>  X  </u> Martha Alicia Ponce</p> <p><u>      </u> Prisilla Castillo-PC- Liaison</p> <p>Established Quórum</p> <p>Note: Asalia Casares arrived at 6:22PM</p> <p>Absence: PC Liason Prisilla Castillo and D. Velasquez</p>	<p>Sonia Guerra called the meeting to order at <u>  6:14  </u>.pm.</p>
<b>2. Approval of Agenda</b>	Approval of agenda.	<p>. Action Required</p> <p>1<sup>st</sup> Motion <u>  A. Padilla  </u></p> <p>2<sup>nd</sup> Motion <u>  M. Ponce  </u></p> <p>Motion carried unanimously</p>
<b>3. Approval of Minutes</b>	<p>Approval of meeting minutes.</p> <p>Meeting January 30,2024</p>	<p>Action Required</p> <p>1<sup>st</sup> Motion: <u>  M. Ponce  </u></p> <p>2<sup>nd</sup> Motion <u>  A. Padilla  </u></p> <p>Motion carried unanimous</p>
<b>4. Reports</b>	<p>CEO/Program Director Report</p> <ul style="list-style-type: none"> <li>• Licensing Visits</li> <li>• OHS Monitors</li> <li>• Child and Adult Food Program Monitors</li> <li>• Incidents</li> <li>• Center Event for the Month</li> </ul>	Informal
<b>5. Reports</b>	<ul style="list-style-type: none"> <li>• Financial Report</li> <li>• In-Kind Report</li> <li>• CACFP Report</li> <li>• Credit Card Report</li> <li>• Enrollment Report</li> <li>• Attendance Report</li> </ul>	<p>Action Required</p> <p>1<sup>st</sup> Motion <u>  A. Padilla  </u></p> <p>2<sup>nd</sup> Motion <u>  M.Ponce  </u></p> <p>Motion carried unanimous</p>

**Board of Directors  
Kids Are First, Inc.  
Meeting Minutes for  
Thursday, March 7, 2024  
6:00 pm**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>New Hire/Termination Report</li> </ul>	
<b>6. Old Business</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>7. New Business</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>8. Open Forum</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>9. Executive Session</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>10. Adjournment</b>	Motion to adjourn the meeting at 7:03PM	Action Required 1 <sup>st</sup> Motion: <u>M. Ponce</u> 2 <sup>nd</sup> Motion <u>A. Padilla</u> Motion carried unanimously

No Board of Directors Meeting  
was held in April 2024



**Board of Directors  
Special Call Meeting  
Kids Are First, Inc.  
AGENDA  
Carrizo Springs, Texas**

**Date: 7/31/2024  
Time: 12:00PM**

<p><b>1. Call to Order</b></p>	<p>The meeting was called to order by Asalia Casares, Board Chairperson at 12:05 PM Roll Call was completed with the following individuals present: Asalia Casares-Board Chairperson Sonia Guerrero-Perez, Vice Chairperson Dora Velasquez- Member at large Alfredo Padilla- Sargent at Arms. Absent: Judge Martha Ponce and PC Liaison Priscilla Castillo</p> <p>Quorum was established</p>	<p>Chair</p>
<p><b>2. Approval of Agenda</b></p>	<p>Members present review the agenda. The chairperson asked for a motion to Approve the Agenda. The 1<sup>st</sup> motion was made by Dora Velasquez and 2 motion was made by Sonia Guerrero-Perez. All in favor carried.</p>	
<p><b>3.</b></p>	<p>Announcements Interim CEO/Program Director Velma McNeil shared information on upcoming staff return, pre-service, and children's 1<sup>st</sup> day of class. No action was needed.</p>	<p>Velma McNeil Interim CEO/Program Director</p>
<p><b>4. New Business</b></p>	<p>Community Assessment Updates – V McNeil, Interim CEO/Program Director shared information found for the 2023 updates. The Board Members present were conversing about</p>	<p>Information/Approval Items Action Required</p>



**Board of Directors  
Special Call Meeting  
Kids Are First, Inc.  
AGENDA  
Carrizo Springs, Texas**

**Date: 7/31/2024  
Time: 12:00PM**

	<p>many changes with the local school districts and the possible impact related to Carrizo Springs ISD innovation school designation and the 4-day week for Pearsall ISD.</p> <p>Funding Application for Program COLA Increase – V McNeil, Interim CEO-Program Director shared that the Cola will be distributed across the board at 2.35%. The additional money will offset the expected increase in the benefit renewal.</p> <p>The chairperson asked for a motion to Approve the Agenda.</p> <p style="padding-left: 40px;">The 1<sup>st</sup> motion was made by Dora Velasquez and 2 motion was made by Sonia Guerrero-Perez.</p> <p>All in favor carried.</p> <p style="text-align: center;">-</p>	<p>1<sup>st</sup> Sonia Guerrero-Perez</p> <p>2<sup>nd</sup> – Dora Velasquez</p> <p>Motion carried</p>
<b>5. Executive Session</b>	Executive Session -Not Required	Information/Approval
<b>6. Open Forum</b>	Open Forum-None	
<b>7. Adjourn</b>	<p>Adjournment</p> <p>No other agenda items-Chairperson asked for motion to adjourn:</p> <p>1<sup>st</sup> motion Alfredo Padilla</p> <p>2<sup>nd</sup> motion Dora Velasquez</p> <p style="padding-left: 40px;">Motion carried</p> <p style="padding-left: 40px;">The meeting adjourned at 12:45 pm</p>	<p>Information/Approval Items</p> <p>Action Required</p> <p>1<sup>st</sup> motion Alfredo Padilla</p> <p>2<sup>nd</sup> motion Dora Velasquez</p> <p>Motion carried</p>





**Board of Directors  
Special Call Meeting  
Kids Are First, Inc.  
AGENDA  
Carrizo Springs, Texas**

**Date: 7/31/2024  
Time: 12:00PM**

The signature below is that the information provided in these minutes reflects the above meeting discussion and approval.

Board Signature by: \_\_\_\_\_

Date: \_\_\_\_\_

9-16-24

No Board of Directors Meeting  
was held in August 2024

**Board of Directors  
Kids Are First, Inc.  
Minutes  
Wednesday, September 9 2024  
6:00 PM**

Agenda Item	Discussion	Action
<b>1. Call Meeting to order/Roll Call/Establish Quorum</b>	<p>Call the meeting to order by the Board of Director Chairperson, Asalia Casares at 6:14 pm.</p> <p>A quorum was established by Board members present:</p> <p>Asalia Casares Sonia Guerrero Perez Dora Velásquez Alfredo Padilla Visitors and Staff present included Mr. Milo Martinez via Zoom KAF Staff members: Velma McNeil Anna Rocha Diaz- Alma Martinez- Absent: PC Liaison Sandra Polendo County Judge Martha Ponce</p>	
<b>2. Approval of Agenda</b>	<p>Approval of agenda.</p> <p>The Asalia Casares Board of Directors Chairperson asked for a motion.</p> <p>1<sup>st</sup> motion was made by Sonia Guerrero Perez and 2<sup>nd</sup> motion was made by Dora Velasquez.</p> <p>All in favor-none opposed-motion carried</p>	
<b>3. Audit Report</b>	<p>Final Financial Audit Mr. Milo Martinez of the firm Martinez, Rosario &amp; Company, LLP shared the final financial Audit. The members' presence did not have any questions related to the information presented. The unmodified opinion was shared and explained that this is the highest rating that can be achieved in an audit. This is KAF Inc.'s 8-year unmodified opinion rating. The Board of Director Chairperson Asalia Casares President asked for a motion.</p>	<p>Mr. Milo Martinez of Martinez, Rosario &amp; Company, LLP</p>

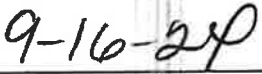
**Board of Directors  
Kids Are First, Inc.  
Minutes  
Wednesday, September 9 2024  
6:00 PM**

Agenda Item	Discussion	Action
	<p>The Board of Directors Chairperson asked for a motion. 1<sup>st</sup> motion was made by Alfredo Padilla and 2<sup>nd</sup> made by Dora Velasquez. All in favor-none opposed-motion carried</p>	
6. Old Business	There was no old business to discuss.	No Action
7. New Business	<p>The interim CEO presented the revised HR Policy/Procedure 120 related to Retention Bonuses and Performance that included revised information gathered from the upcoming changes in the Performance Standards.</p> <p>Velma McNeil, Interim CEO/Program Director shared the Kids Are First 06CH011861-Office of Head Start Non-Competitive Continuation Grant for December 1, 2024- November 30 2025 of the total funding amount of \$7,962,657(program and training and Technical Assistance to serve the federally funded enrollment Head Start 466 and 176 Early Head Start in the counties of Dimmit, Frio, and Maverick.</p> <p>An Overview of the Budget Justification to include: Self-Assessment/Action Plan, Organizational Structure- Reclassification of Positions Name in the Human Resource Department Human Resource Director to Human Resource Manager, in Fiscal Department Payroll/Benefits Specialist, and Accounts Payable Specialist to Fiscal Specialist allowing cross training and duties as needed. At the Center Operations the name changes at the Las Colonias Center from HS/EHS Director of Operations to Center Director, the Early Childhood Supervisor to Mentor Coach to include only those duties as described in the Performance Standards. At the Administrative level, the Information</p>	Action Required

**Board of Directors  
Kids Are First, Inc.  
Minutes  
Wednesday, September 9 2024  
6:00 PM**

The signature below is to attest to the information presented above at the meeting held on September 9, 2024, for the 06CH011861 04 12/1/2024-11/30/2024 noncompeting continuation funding grant application and regular board meeting.

  
\_\_\_\_\_  
Asalia Casares Board Chairperson/or Designee

  
\_\_\_\_\_  
Date

**Board of Director Meeting**  
**Kids Are First, Inc.**  
**Meeting Minutes**  
**Tuesday October 29, 2024**  
**6:00 PM**

Agenda Item	Notes	Action
<b>1. Call Meeting to order/Roll Call/Establish Quorum</b>	<p>Call the meeting to order.</p> <p>Roll call:</p> <p><u>  P  </u> Asalia Casares</p> <p><u>  P  </u> Sonia Guerrero-Perez</p> <p><u>  P  </u> Alfredo Padilla</p> <p><u>  P  </u> Dora Velásquez</p> <p><u>  P  </u> Martha A. Ponce</p> <p><u>  A  </u> Prisilla Castillo-PC-Liaison</p> <p>Established Quórum <u>  X  </u>(Yes) <u>      </u>(No)</p>	<p>Chairperson Casares called the meeting to order at <u>  6: 00. pm.  </u>.</p> <p>All BOD members were present. Absence was PC Liaison</p>
<b>2. Approval of Agenda</b>	Approval of agenda.	<p>. Action Required</p> <p>1<sup>st</sup> Motion <u>Sonia Guerrero-Perez</u></p> <p>2<sup>nd</sup> Motion <u>Martha Gomez-Ponce</u></p>
<b>3. Approval of Minutes</b>	Approval of Meetings from Board Meeting September 9, 2024	<p>Action Required</p> <p>1<sup>st</sup> Motion <u>Sonia Guerrero-Perez</u></p> <p>2<sup>nd</sup> Motion <u>Alfredo Padilla</u></p>
<b>4. CEO-Reports</b>	<p>CEO/Program Director Report</p> <ul style="list-style-type: none"> <li>• Shared Operational Activities at each center.</li> <li>• OHS RAN Action Plan Final Report information received by Office of Head Start.</li> <li>• OHS FA-2 Action Plan Pending and information submitted for action plan.</li> <li>• Board Members who attended and Staff Report from the NHSA-Conference (Sept) including a copy of the People Summary of the Project 2025</li> </ul>	Informal

**Board of Director Meeting  
Kids Are First, Inc.  
Meeting Minutes  
Tuesday October 29, 2024  
6:00 PM**

Agenda Item	Notes	Action
	<ul style="list-style-type: none"> <li>Upcoming Closures for November 25-29 and December 23<sup>rd</sup>-January 3<sup>rd</sup>.</li> <li>December All Staff Meeting on 12/20 In Eagle Pass.</li> <li>Approval Notification of Corporate American Express Card and those BOD members who wish to have a Card for KAF traveling purposes. All Board Members requested a card except for Mr. Padilla.</li> </ul>	
<b>5. Reports</b>	<p>Alma Martinez with Anna Rocha-Diaz mentoring shared the following reports:</p> <ul style="list-style-type: none"> <li>Financial Report</li> <li>In-Kind Report</li> <li>CACFP Report</li> <li>Credit Card Report</li> <li>Enrollment Report-September</li> <li>Attendance Report-September</li> <li>New Hire/Termination September</li> </ul>	<p>Action Required 1<sup>st</sup> Motion <u>Martha Gomez-Ponce</u> 2<sup>nd</sup> Motion <u>Alfredo Padilla</u></p>
<b>6. Old Business</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>7. New Business</b>	<ul style="list-style-type: none"> <li>(HR) Revised Standard of Conduct</li> <li>(HR) Substitute Handbook</li> </ul> <p>(HR) Revised Job Descriptions for the following:</p> <ul style="list-style-type: none"> <li>Director of Accounting</li> <li>Accounting Supervisor</li> <li>Fiscal Specialist</li> <li>Administrative Secretary</li> <li>New HR Policy Employee Engagement</li> <li>Revised HR Policy Staff Health and Wellness</li> <li>Consideration of Name Change for Pearsall Center to: Kids Are First Head Start</li> </ul>	<p>Action Required 1<sup>st</sup> Motion Martha Gomez Ponce 2<sup>nd</sup> Motion Dora Velasquez</p>

**Board of Director Meeting  
Kids Are First, Inc.  
Meeting Minutes  
Tuesday October 29, 2024  
6:00 PM**

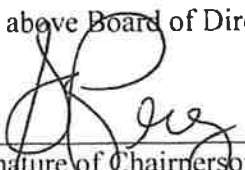
<b>Agenda Item</b>	<b>Notes</b>	<b>Action</b>
	Adding: <b>Alicia Rodriguez-Yanez Center.</b>	
<b>8. Open Forum</b>	<ul style="list-style-type: none"> <li>• Open</li> </ul>	
<b>9. Executive Session</b>	<p>Time In: 6:25 pm-</p> <ul style="list-style-type: none"> <li>• Approval of CFO/Director of Accounting</li> <li>• Notification of an EEOC Charge</li> <li>• Status of CEO/Program Director to</li> </ul> <p>Time out 6:40 pm</p>	<p>Action Required</p> <p>1<sup>st</sup> Motion Martha Gomez Ponce to approve hiring Alma Martinez as the CFO/Director of Accounting</p> <p>Directing HR Manager to post the CEO/Program Director position with Work in Texas for 4 weeks all applicants will be forwarded to Alma Martinez for screening to avoid conflict of interest for the current Interim CEO/Program Director who is eligible to apply. Alma will update BOD on the current applications at the next scheduled meeting.</p> <p>2<sup>nd</sup> Motion by Alfredo Padilla.</p>
<b>10. Adjournment</b>	<p>Motion to adjourn the meeting</p> <p>Time: 7:02 pm</p> <p>The next meeting is scheduled for November 18<sup>th</sup>.</p>	<p>Action Required</p> <p>1<sup>st</sup> Motion Sonia Guerrero-Perez</p> <p>2<sup>nd</sup> Motion: Dora Velasquez</p>



**Board of Director Meeting  
Kids Are First, Inc.  
Meeting Minutes  
Tuesday, October 29, 2024  
6:00 PM**

Agenda Item	Notes	Action
	Adding: Alicia Rodriguez-Yanez Center.	
<b>8. Open Forum</b>	<ul style="list-style-type: none"> <li>• Open</li> </ul>	
<b>9. Executive Session</b>	<ul style="list-style-type: none"> <li>• Time In: 6:25 pm-</li> <li>• Approval of CFO/Director of Accounting</li> <li>• Notification of an EEOC Charge</li> <li>• Status of CEO/Program Director to Time out 6:40 pm</li> </ul>	<p>Action Required</p> <p>1<sup>st</sup> Motion Martha Gomez Ponce to approve hiring Alma Martinez as the CFO/Director of Accounting</p> <p>Directing HR Manager to post the CEO/Program Director position with Work in Texas for 4 weeks all applicants will be forwarded to Alma Martinez for screening to avoid conflict of interest for the current Interim CEO/Program Director who is eligible to apply. Alma will update BOD on the current applications at the next scheduled meeting.</p> <p>2<sup>nd</sup> Motion by Alfredo Padilla.</p>
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The above Board of Director Meeting was approved and signature attest approval.

  
 Signature of Chairperson/  
 Or Member of the Board of Director

November 18, 2025

\_\_\_\_\_  
Date

**Board of Director Meeting  
Kids Are First, Inc.  
Meeting Minutes  
Tuesday, October 29, 2024  
6:00 PM**

Agenda Item	Notes	Action
	Adding: Alicia Rodriguez-Yanez Center.	
8. Open Forum	<ul style="list-style-type: none"> <li>• Open</li> </ul>	
9. Executive Session	<ul style="list-style-type: none"> <li>• Time In: 6:25 pm-</li> <li>• Approval of CFO/Director of Accounting</li> <li>• Notification of an EEOC Charge</li> <li>• Status of CEO/Program Director to Time out 6:40 pm</li> </ul>	<p>Action Required</p> <p>1<sup>st</sup> Motion Martha Gomez Ponce to approve hiring Alma Martinez as the CFO/Director of Accounting</p> <p>Directing HR Manager to post the CEO/Program Director position with Work in Texas for 4 weeks all applicants will be forwarded to Alma Martinez for screening to avoid conflict of interest for the current Interim CEO/Program Director who is eligible to apply. Alma will update BOD on the current applications at the next scheduled meeting.</p> <p>2<sup>nd</sup> Motion by Alfredo Padilla.</p>
10. Adjournment	<p>Motion to adjourn the meeting</p> <p>Time: 7:02 pm</p> <p>The next meeting is scheduled for November 18<sup>th</sup>.</p>	<p>Action Required</p> <p>1<sup>st</sup> Motion Sonia Guerrero-Perez</p> <p>2<sup>nd</sup> Motion: Dora Velasquez</p>

The above Board of Director Meeting was approved and signature attest approval.

  
 \_\_\_\_\_  
 Signature of Chairperson/  
 Or Member of the Board of Director

November 18, 2025

\_\_\_\_\_  
Date

**Board of Directors  
Kids Are First, Inc.  
Minutes for the meeting on  
Monday, November 19, 2024  
6:00 PM**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<b>1. Call Meeting to order/Roll Call/Establish Quorum</b>	<p>Call the meeting to order.</p> <p>Roll call:</p> <p>Established Quórum <u>  X  </u>(Yes) <u>      </u>(No)</p> <p>Members Presence:</p> <p>Alfredo Padilla</p> <p>Dora Velazquez</p> <p>Judge Martha A Ponce</p> <p>Velma McNeil, Interim CEO/PD</p> <p>Alma Martinez -Director of Accounting</p> <p>Absent:</p> <p>Asalia Casares</p> <p>Judge Sonia Guerrero-Perez</p> <p>PC Liaison</p>	Alfredo Padilla called the meeting to order at <u>6:36 p.m.</u>
<b>2. Approval of Agenda</b>	<p>Approval of agenda.</p> <p>Members' Presence reviewed the Agenda</p>	<p>Action Required</p> <p>1<sup>st</sup> Motion Judge Martha A Ponce</p> <p>2<sup>nd</sup> Motion Dora Velasquez</p> <p>Motion Carries non-opposed</p>
<b>3. Approval of Minutes</b>	<p>Approval of Meetings from PC Meeting</p> <p>October 29, 2024</p>	<p>Action Required</p> <p>1<sup>st</sup> Motion Dora Velasquez</p> <p>2<sup>nd</sup> Motion Judge Martha A Ponce</p> <p>Motion Carries-non-opposed</p>
<b>4. CEO-Reports</b>	<p>CEO/Program Director Report</p> <ul style="list-style-type: none"> <li>• Operational Report</li> <li>• Upcoming Meeting on November 20<sup>th</sup> with Office of Head Start</li> <li>• Reminders for Upcoming Closures for November/December</li> <li>• December All Staff Meeting</li> <li>• No PC Meeting for December</li> </ul>	Informal
<b>5. Reports</b>	<ul style="list-style-type: none"> <li>• Financial Report</li> <li>• In-Kind Report</li> <li>• CACFP Report</li> <li>• Credit Card Report</li> </ul>	<p>Action Required</p> <p>1<sup>st</sup> Motion Dora Velasquez</p> <p>2<sup>nd</sup> Motion Judge Martha A Ponce</p> <p>Motion Carries-non-opposed</p>

No Board of Directors Meeting  
Held for December 2024

No Board of Directors Meeting  
was held in December 2024