Board of Directors Meeting Minutes

Organization: Kids First, Inc.

Meeting Type: Board of Directors Meeting held on

Date: September 22,2026

Time: 5:30 pm

Location: Kids Are First, Inc.-Administrative Office 400 Pena, Carrizo Springs, Texas 78834

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1. Call to Order

The meeting was called to order at pm 5:34PM by Board Chair, Asalia Casares.

Roll Call

Board members present:

- Asalia Casares **X** Present ☐ Absent
- Sonia Guerrero-Perez **X** Present ☐Absent
- Alfredo Padilla ☐ Present **X** Absent
- Dora Velázquez **X** Present ☐ Absent
- Martha A. Ponce **X** Present ☐ Absent
- Celia Valdes X Present ☐ Absent
- Nikita Salazar ☐ Present **X** Absent

Kids Are First Staff Present:

Eduardo Hinojosa, CEO/Program Director

Alma F. Martinez, MBA – CFO

Velma McNeil, LBSW-MBA-Assistant Head Start Director

Velma Leal, Early Childhood Coordinator

Establishment of Quorum

A quorum was **X** established ☐ not established.

(Number present: __5__ | Quorum required: __4__)

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2. Approval of Agenda (Action Item)

The Chair presented the agenda for review.

Motion: Made by Honorable Judge Martha Ponce to approve the agenda as presented.

Second: by Dora Velazquez.

Vote: X Approved ☐ Not Approved ☐ Approved with corrections

3. Approval of Previous Minutes (Action Item)

The Board reviewed the minutes from the Board of Directors meeting held on **August 31, 2026**.

Motion: Made by Judge Martha Gomez Ponce, Esq- County Judge

Second: by: Celia Valdez

Vote: X Approved ☐ Not Approved ☐ Approved with corrections

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4. CEO / Program Director Report (Informational)

CEO/Program Director presented the following report

- Update of LBJ Building Damaged by Fire
- CACFP Sponsorship of Daycare "Little Bit of Home" in Carrizo Springs
- Transfer of Classroom from Pearsall to Seco Mines
- Enrollment and Attendance

The Board discussed the information presented.
(No motion required; information presented for the record.

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5. Committee and Management Reports (Action Item)

CFO Alma Martinez, MBA provided the following reports for June 2026 were presented and reviewed:

- Financial Reports- (August)
- In-Kind Report (August)
- CACFP Report (August)
- Credit Card Report (August)

Velma McNeil, LBSW-MBA provided the following reports for June 2026 were presented and reviewed:

- Enrollment Report (June) to include required OHS monthly under-enrollment report.
- Attendance Report (August)
- New Hire/Termination Report (August)

Motion: Made by Judge Martha Gomez Ponce, Esq- County Judge

Second: by: Celia Valdez

Vote: X Approved ☐ Not Approved ☐ Approved with corrections

6. Old Business

- None

(No action taken.)

7. New Business (Action Items)

Velma Leal, Early Childhood Coordinator, presented the following:

- Child Outcomes Fall-Winter-Spring-Summer 2025-2026
- CLASS Observation Summary Spring and Summer 2026
- • CLASS Outcomes 2025-2026

Assistant Head Start Director presented the following:

- • Annual Report

CEO/Pr Director presented the following:

- • Change of Scope Application:

Information as presented with no action to amend was

Motion: Made by Honorable Judge Sonia Guerreo-Perz

Second: Made by: Celia Valdes

Vote: X Approved ☐ Not Approved

Summary notes:

9. Open Forum

None

10. Executive Session

None.

11. Adjournment (Action Item)

Motion: Made by Honorable Judge Sonia Guerrero-Perez

Second: Made by: Celia Valdes

Vote: X Approved

The meeting was adjourned at 6:20 PM.

Next Scheduled Meeting

Date: October 27, 2026

Time: 5:30 PM

Location: Kids Are First Administrative Office

Certification of Minutes

These minutes were prepared by:

Name/Title: Velma McNeil, Assistant Head Start Director

Date Prepared: September 24, 2026

Approved by the Board of Directors on:

Date: Aug 25, 2026

Signature (Board Chair or Secretary): V Cásares