



Mid-Cumberland Community Action Agency Policy Council Meeting

A Policy Council meeting of Mid-Cumberland Community Action Agency was held on October 20, 2022 at Mid-Cumberland Community Agency Central Office in Mt. Juliet, TN. The meeting began at 10:30AM and was presided over by Brooke Johnson.

Attendees

Members in attendance: Brooke Johnson, Amanda Garey, Chaniqueka Farmer, Rachel Crouch, Kemilah Locke, Johnna Carter Haynes

Members in virtual attendance: Danielle Frazier

Guests in attendance: Jason Stewart, Carisa Moody, Shannon Brawner, Jessica Yeomans, Kim Pharris, Michelle Hillsman

Members not in attendance: Jessica Woodard, Misty Sullivan, Ashley Martinez, Susan Victory, Jacob Sheldahl, Daisy Fields

Trainings

Program Planning and Policy Council Elections- led by Head Start Director, Carisa Moody

Committee Meetings

The Finance Committee discussed July, August, and September financial report and credit card statements. The program is within budget. Some line items are more than we would expect, such as EHS Supplies and playground equipment due to the delayed shipping. It led to the expense being allocated to this fiscal year. Building supplies and food costs have increased. This will be addressed with a Change of Scope application the Finance Committee will bring before the Council at the next meeting. We have spent less ARP funds than projected on retention bonuses due to staffing. The Finance Committee will ask the Council to approve a revision to the policy so that the staff receive what has not been spent.

The Personnel Committee discussed staffing at several of our locations. The committee also discussed a change to the 401K Savings Plan. Previously an employee could only enroll during the two scheduled enrollment periods each year following one year of employment. With this update, an employee is eligible to contribute as soon as the payroll following 90 days of employment. MCCA will begin to pay the 5% contribution the payroll following one year of employment. The committee discussed the Remote Work Policy and Procedures. Staff must have been employed for six months by MCCA and have a satisfactory performance record. No one will be required to work from home, it is just an option for staff assigned to the Mt. Juliet office in the Admin, Finance, Head Start and Community Service divisions.

The Program Planning Committee viewed a video put together by Amy Call that highlights Head Start/Early Head Start. The group felt this video would be great as a recruitment tool.

The Community Relations Committee discussed Head Start University trainings and kickoff. Photos from several HSU Kickoffs were shared.

Business Meeting Called to Order

Brooke Johnson moved that the meeting be called to order at 10:30 AM.

Establish a Quorum

There is a Quorum

There is not a Quorum & this is an informational meeting only

Committee Reports

Finance Committee Report was presented by Danielle Frazier

Program Planning Committee Report was presented by Brooke Johnson

Community Relations Committee Report was presented by Rachel Crouch

Personnel Committee Report was presented by Kemilah Locke

Director's Report

Director's Report presented by Carisa Moody

- PIR
- Annual Report

Action Items

Approve Typed Minutes from July's Meeting

Approve Typed Minutes from September's Meeting

Approve Typed Minutes from October's Special Called Meeting

Approve July Financial Report

Approve July Credit Card Statements

Approve August Financial Report

Approve August Credit Card Statements

Approve September Financial Report

Approve September Credit Card Statements

Approve New Council Members

Approve School Readiness Goals

Approve 401K Policy

Approve Remote Work Policy

Main Motion Action Items

Motion to approve minutes from July 2022 meeting as presented:

Moved by Rachel Crouch.

Seconded by Chaniqueka Farmer.

The motion carried.

Motion to approve minutes from September 2022 meeting as presented:

Moved by Rachel Crouch.

Seconded by Kemilah Locke.

The motion carried.

Motion to approve minutes from October 5th, 2022 meeting as presented:

Moved by Rachel Crouch.
Seconded by Danielle Frazier.
The motion carried.

Motion to accept the financial statements for July 2022 as presented:

Moved by Rachel Crouch.
Seconded by Chaniqueka Farmer.
The motion carried.

Motion to accept the credit card statements for July 2022 as presented:

Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Motion to accept the financial statements for August 2022 as presented:

Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Motion to accept the credit card statements for August 2022 as presented:

Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Motion to accept the financial statements for September 2022 as presented:

Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Motion to accept the credit card statements for September 2022 as presented:

Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Motion to accept new Policy Council Members for the 2022-2023 Program Year as presented:

Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Motion to accept the School Readiness Goals as presented:

Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Motion to accept the 4010K Policy as presented:

Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Motion to accept the Remote Work Policy as presented:
Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.

Announcements

Our Next Policy Council Meeting will be held on November 17th, 2022 in Mt. Juliet at 9:30 AM.

Business Meeting Adjourned

Brooke Johnson motioned that the meeting be adjourned.
Moved by Rachel Crouch.
Seconded by Kemilah Locke.
The motion carried.
Meeting adjourned at 11:08AM

Chair Signature _____

Date of approval _____

Secretary Signature _____

Date of approval _____



MID-CUMBERLAND
COMMUNITY ACTION AGENCY
Helping people. Changing lives.

HEAD START/EARLY HEAD START

OCTOBER 2022 DIRECTOR'S REPORT

ENROLLMENT

MONTH	HEAD START (705 Funded Slots)	ENROLLMENT %	ATTENDANCE Goal: 85%	EARLY HEAD START (112 Funded Slots)	ENROLLMENT %	ATTENDANCE Goal: 85%
August	500	70.92%	87.14%	87	77.68%	88.03%
September	589	83.54%	84.39%	89	79.46%	81.86%

TOTAL MEALS SERVED				INCOME Goal: <10% of enrolled		DISABILITY Goal: > 10% of enrolled	
MONTH	BREAKFAST	LUNCHESES	SNACKS	101-130% POVERTY	>130% POVERTY	SUSPECTED	IEP/IFSP
August	3,320	2,689	756	39	47	15	39
September	6,865	6,858	1,023	4.77%	5.75%	1.83%	4.77%

ERSEA (ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE)

Recruitment efforts over the past few months have led to a total funded enrollment of 82.98%, a total of 678 students enrolled. Overall attendance for the agency for the month is at 79.21%.

The top three absence reasons by program are outlined in the table below.

Head Start		
Illness Health Condition	946	56.01%
Other (family trip, medical appt)	230	13.62%
Transportation	109	6.45%

Early Head Start		
Illness Health Condition	155	48.59%
Other (family trip, medical appt)	54	16.93%
Transportation	44	13.79%

REDUCING ILLNESS

Frequent handwashing is highly encouraged at our schools to reduce illness. Children wash hands between activities (ex. before eating, after playing outside) and staff wash hands every time they enter a new classroom.

TRANSPORTATION

The agency currently has 18 staff who carry a CDL license, which allows them to drive a school bus. The schools below have bus routes:

- Bransford Head Start
- Head Homes Head Start
- Murfreesboro Head Start
- Murfreesboro PreK

In order to address transportation challenges, the agency has seven staff who completed an initial training and will be applying for the CDL driving permit in the next month. Additionally, Greg Gramlich, Facilities & Transportation Manager completed training to be recognized by the Federal Motor Carrier Safety Administration as a trainer who can provide in house training to all other staff working toward their CDL driving permit.



HEAD START/EARLY HEAD START

OCTOBER 2022 DIRECTOR'S REPORT

PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT)

The Family Service Advocates held their first Parent Meeting and Head Start University (HSU) Kick-Off events during the month of September. The first parent meeting allows families to understand their role in planning and implementing activities and events for their local center. Parent meetings provide an opportunity for leadership skills as these meetings are ran by the parents with the guidance of the FSA. Each parent committee is required to elect officers or group leaders to conduct the meetings. The HSU Kick-Offs offer families the opportunity to participate in fun and exciting activities and mini trainings to get them excited about the training opportunities offered through our HSU education program, both in-person and online.

The trainings offered at the HSU Kick-Off events included:

- Healthy Sleep Habits & The Importance of Sleep
- Preventive Medical & Oral Health Care
- Health Consequences of Tobacco Products
- Exposure to Lead
- How to Deal with Stress

We had 70 parents/guardians attend the HSU Kick-Off events that were held! Multiple community partners participated by providing training on the topics previously mentioned. The parents seemed very excited for more opportunities like these to be offered throughout the school year and were thankful for the information and hands-on learning that was provided. We hope to reach even more parents throughout the school year through the opportunities that the Head Start University education program offers!

DID YOU KNOW?

Head Start Performance Standard 1302.50(a) states that programs are encouraged to develop innovative two-generation approaches that address prevalent needs of families across their program that may leverage community partnerships or other funding sources.

IN-KIND

Here is a look at our In-Kind totals we have generated so far across the Head Start/Early Head Start program since the new school year began in August:

- Time:
Early Head Start- \$4,350.94
Head Start- \$9,493.93
- Services/Materials/Supplies:
Early Head Start- \$4,403.78
Head Start- \$15,675.53
- Space:
Head Start- \$1,300.00

Grand Total- \$ 35,224.18

We hope to continue to see our In-Kind increase each month! Please spread the word that we love volunteers and donations!

POLICY COUNCIL

The Policy Council met on 9/15/2022. Topics discussed included the financial statements and credit cards for the previous two months, staffing, salary scales, ERSEA Service Plans, PFCE Service Plans, MCCA website and social media communication. The training focused on supporting children as they transition to a new school routine.



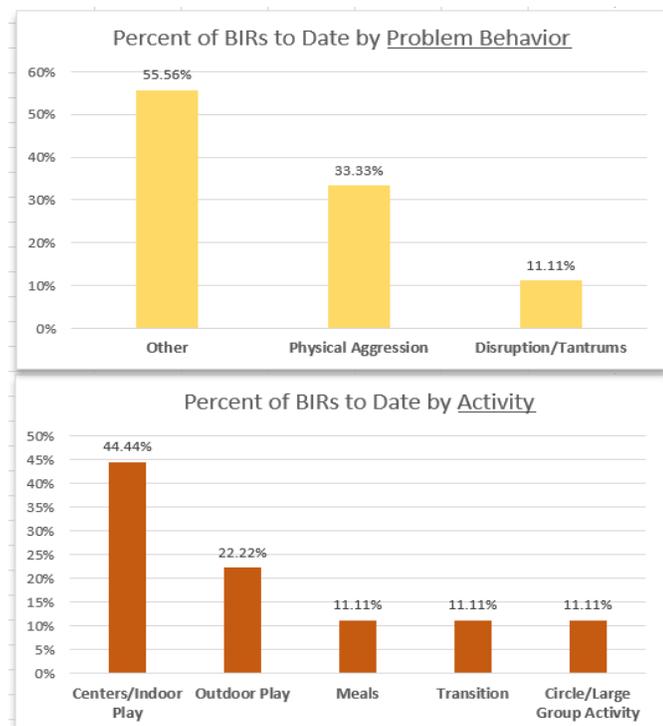
HEAD START/EARLY HEAD START

OCTOBER 2022 DIRECTOR'S REPORT

MENTAL HEALTH AND DISABILITIES

What Everyone Wants to Know - What is a BIR? Behavior Incident Reports (BIRs) are different than Child Injury/Incident Reports. It is a simple data collection tool used to document serious behavior incidents such as aggression (e.g., kicking, hitting, biting, scratching) elopement (leaving area without permission and not responding to request to return), and self-injurious behavior (e.g., biting self, hitting self) that can be used to support classrooms and programs.

Use of the Behavior Incident Report can help the Mental Health & Behavior Team capture information around challenging behavior. This year we are going to answer some 'Big Questions' and dive deeper into our BIRs (e.g., is problem behavior increasing or decreasing? how are we responding to challenging behavior?). Using a systematic way to collect behavior incident data across our program and classrooms. This will help us move from that "random" way of responding to challenging behavior, to one that uses data to help us make better decisions. Then we can take actions, things like identifying strategies and supports that can help everyone, the program, the classroom teacher, and the child. Data as of 9/30/2022.



EDUCATION

Our Head Start and Early Head Start classrooms have had a great start to their year! They've been learning the rules and routines of the classroom and have gotten to participate in some fun activities, such as our Sleep Campaign. Teachers used this time to teach the importance of developing healthy sleep habits. They also read a story about Snoozy Bear and children were able to participate in a pajama day at the end of the campaign. A classroom at Ashland City even made a bed for Snoozy Bear!



Not only are the children having fun at school, but the teachers are too! Our teachers participate in Peer Learning Communities at their school where they are able to share ideas with each other. At one of G2's Peer Learning Community meetings, they learned about the benefits of using a mud kitchen and shared ideas about how to use them. They painted rocks to resemble food for the children to use in the new mud kitchen that was purchased for their school this summer. The students have loved having this pretend play opportunity outside!



HEAD START/EARLY HEAD START

OCTOBER 2022 DIRECTOR'S REPORT

HEALTH

September was a very busy month as the new health focused deadlines approached. Health screenings must be accomplished within the first 45 calendar days of the year. Our Family Service & Health Specialist (FSHS) are expected to complete this monumental task including the screenings, documentation and data entry into ChildPlus.

We would like to celebrate excellence and a successful start with our **September Crystal Cup Winners**. Vicki Hudson and Alycia Castellanos from Robertson County received gifts from our prize closets. These ladies from our largest population had 88% completion of 45 day screenings by the first month of school. This site was also the first site to reach 100% of screenings completed. The FiSH accomplished this all while juggling the responsibilities of driving a bus route. We are super proud of their efforts. Great Job!



*Vicki Hudson and
Alycia Castellanos*

Another FSHS that we would like to recognize is Cannon County's Diane Matheny who always does fabulous work. Diane received a gift from the prize closet. Woodbury posted 86% completion within the first month of school and a 95% at the end of the first 45 days.



Diane Matheny

Murfreesboro Head Start's Penney Boyd & Chelsea Nelson really worked hard and posted a whopping 94% completion by the 45-day deadline. Penney & Chelsea also received gifts from the prize closet



Penney Boyd



Chelsea Nelson

Wilson County Head Start's Celeste Dowell & Ashley Hanna combined for a completion rate of 83% by the first month of school and 96% by the end of the first 45 days. These ladies received a gift from the prize closet as well.



Ashley Hanna



Celeste Dowell

We would also like to recognize Cannon County Family Service Advocate Donna Davis who went above and beyond during our Community Partnership Screening Fair. With her great networking skills, she was able to obtain volunteer services of a local doctor to provide physicals to our children.



Donna Davis and Deanna Smith