

The August 2022 Policy Council Meeting was cancelled. The Directors Report and Financials were emailed out to all members.



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

# HEAD START/EARLY HEAD START

## AUGUST 2022 DIRECTOR'S REPORT

### ENROLLMENT

MONTH	HEAD START (705 Funded Slots)	ENROLLMENT %	ATTENDANCE Goal: 85%	EARLY HEAD START (112 Funded Slots)	ENROLLMENT 91.07%	ATTENDANCE Goal: 85%
June	Closed	-	-	June	102	66.10%
July	Closed	-	-	July	Closed	-

TOTAL MEALS SERVED				INCOME Goal: <10% of enrolled		DISABILITY Goal: > 10% of enrolled	
MONTH	BREAKFAST	LUNCHES	SNACKS	101-130% POVERTY	>130% POVERTY	SUSPECTED	IEP/IFSP
June	1,216	1,273	1,079	4	3	2	17
July	17	17	5	3.57%	2.67%	1.78%	15.17%

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

Early Head Start (EHS) ended their program year July 1st. Although there were no students in the buildings, staff members have been spending their time getting their sites ready for the new program year! On top of completing renovations for EHS rooms, staff worked diligently to recruit for the 2022-2023 program. Some of the recruitment efforts included setting up at registration night at local elementary schools, partnering with the local school board attendance departments to reach homeless families, setting up recruitment tables at Back to School Bashes, posting on social media sites and distributing flyers to community partners.

### HEALTH

In order to achieve continuous improvement, it is necessary to dig into the facts about where we are and how we did at meeting program requirements. At the Region IV Leadership Summit in June, Program Information Report (PIR) Health Measures were included in a presentation. We have analyzed those numbers along with our current numbers this year. We were surprised that in nearly every benchmark, we were doing as well, or better, than the Region overall. As we look at our goals for continuous improvement, we make a way to improve these numbers tremendously for the upcoming 2022-2023 school year.

PIR MEASURES Mid-Cumberland & Region IV Head Start				
	Region 4	Region 4	MCCA	
PIR Measure	2019	2021	2022	
Medical	Medical Home	96.62	91.40	98.4
	Health Insurance	96.07	94.70	96.9
	Up-to-date on Immunizations	98.06	95.40	96.8
	Up-to-date on Medical Screenings	8.93	9.30	80.85
	Chronic Conditions Recv'd Treatment	93.99	72.30	97.6
Dental	Dental Home	92.87	87.40	97.6
	Dental Exam	81.92	64.30	71.6
	Completed Follow Up Services	75.93	64.10	83.33
Disabilities	With Disabilities	11.27	10.60	10

PIR MEASURES Mid-Cumberland & Region IV Early Head Start				
	Region 4	Region 4	MCCA	
PIR Measure	2019	2021	2022	
Medical	Medical Home	96.14	95	95.77
	Health Insurance	97.39	96.1	96.47
	Up-to-date on Immunizations	95.85	93.9	97.2
	Up-to-date on Medical Screenings	5.89	7.5	48.6
	Chronic Conditions Received Treatment	96.55	63	85.7
Dental	Dental Home	77.41	75.7	90.14
Disabilities	With Disabilities	11.27	11.27	17.86

*\*When reading above, keep in mind that 2019 was pre-pandemic and PIR Reports were waived for 2020.*

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## AUGUST 2022 DIRECTOR'S REPORT

### EDUCATION

The summer and all of our training preparations have come to an end, and our teachers are back! We had an incredible week at preservice this year where the theme was “Mid Cumberland Carnival.” Staff were encouraged to fellowship and make deeper connections with their work family while learning, playing games, enjoying cotton candy and popcorn, and even earning tickets to pie their favorite SDC!

The teachers are refreshed, trained, and ready to start the school year! Head Start teachers are completing home visits over the next two weeks and preparing classrooms for the beginning of the school year.

Also during the summer we had the privilege to revamp some classrooms and playgrounds to provide the best possible experience for our children. Our Early Head Start children are back this week and the first to try out their new materials and environments. It's going to be an excellent year!

### CLASSROOM UPDATES

Many of our EHS classrooms received furniture and learning materials. Take a look at our warm and inviting classroom updates!



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### POLICY COUNCIL

On July 21st, Jessica Yeomans shared The Creative Curriculum with Policy Council members. Members were informed about the many components of The Creative Curriculum and how each component is used for planning, guiding instruction, differentiating instruction, helping with classroom setup, and assessing students.

The Finance Committee discussed June's financial report and credit card statement. Mike Wiggins announced to the committee that MCCA stayed within budget for the fiscal year. There was an increase in advertising this month to help with recruitment efforts.

The Personnel Committee shared the staffing update and recommended Jason Stewart as Executive Director of the agency.

The Program Planning Committee announced the CACFP Sponsor Application which will cover October 1, 2022 – September 30, 2023. The committee also revised panel interview questions and will continue with revisions at September's meeting.

The Community Relations Committee reviewed the Head Start University Training Schedule. This schedule will help guide FSAs in planning for monthly trainings for families.

The Director's Report included success stories in the area of mental health and dental. These stories were also shared in the printed report.

Members voted to approve typed Policy Council minutes from June's meeting, June's Financial Report and Credit Card Statements, the CACFP Sponsor Application, and approve the recommendation of Jason Stewart as Executive Director.

The meeting was led by Policy Council Chairperson, Brooke Johnson.

The meeting concluded with a Trail Mix Math activity. Members were encouraged to use mats or ten-frames to count out ten of ten items to make a total of 100 snack pieces. Counting mats and ten-frames were differentiated and participants were given the option to count with one-to-one correspondence, by twos, by fives, and/or by tens.



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## AUGUST 2022 DIRECTOR'S REPORT

### PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT)

Head Start University is the training program used to ensure parent trainings required by Head Start Program Performance Standards are offered to families. As an agency, we ensure parents have opportunities to learn and strengthen their families in the areas of wellness, child development, health & nutrition, parents as learners, social emotional & mental health wellness and safety. We also provide a Research-Based Parent Curriculum. Parents have the ability to participate in trainings virtually, in-person or on-line through the Mindflash Training platform. For the 22-23 program year, Family Service Advocates have a schedule identifying the trainings to be offered each month as well as specific trainings to be offered during their HSU Kickoff Event. The HSU Kickoff will introduce families to our training program in a fun and exciting way. By providing a clear guide, the FSAs will be able to effectively work with their community partners to provide valuable training. Below you can see the guide provided to the Family Service Advocates.

### MENTAL HEALTH AND DISABILITIES

Lori Reed, our Child Development and Health Manager, and Diane Iovino, were provided with the opportunity to visit with the Exceptional (Special) Education Directors of each of our counties to build relationships. Having a strong professional circle will help us to develop better communication and open up opportunities that otherwise might pass us by for our children with disabilities. We have had some changes to our team. Jasmine Weaver and Miaya Frierson decided to move on to new opportunities and we wish them all the best. We are so grateful to have found a new Staff Resource and Behavior Coach (SRBC), Emily Wilkinson. She will be coaching at Shalom Zone, G2 and Hartsville. Emily has a Bachelors in Psychology Counseling and has just begun her Master's program. She has worked as a Registered Behavior Technician (RBT), implementing Applied Behavior Analysis Therapy for children with Autism. We are still in the process of hiring one more SRBC. We have several candidates that we are interviewing and hope to have someone hired very soon.

Head Start University Trainings				
*Required Trainings (HS Performance Standards & DHS/DOE)		HSU Training		Mindflash Training
		Active Parenting		Completed at Orientation
		HSU Kickoff		

Wellness	*Prev Medical & Oral Health	*Exp to Lead	*Health Conseq of Tobacco Products	*Deal with Stress	*Sleep for Parent & Child	*Subst Abuse	Healthy Sleep	Learning to C.O.A.P.		
Child Dev	*Transitions	*Child Outcome	*Child Literacy	*Help Child Get Ready for K	Help Child Have Succ Mornings	Making the Most of Playtime	Help Child to Stop Biting	Helping Child Learn To Share	The Gift of Language	Positive Language to Impr Behavior
Health & Nutrition	*Prep Nutr Food On a Budget	*Effects of Sweet Beverage	*Imp of Phys Act & Healthy Eating							
Parents As Learners	*Parent Literacy	*Being an Advocate	*Financial Literacy	Professionalism: Preparing for a Job	Comm with Your Child's Teacher	Holiday: Strat for Success				
Soc Emot & Mental Health Wellness	*Rel & Marriage Ed									
Safety	*Vehicle Safety	*Child Abuse & Neglect	*Environ Hazards & Safety Practices	Emergency CPR & First Aid	*Domestic Violence	*Medical Emergencies	Pool and Water Safety	*SIDS & Safe Sleep for Parents	Child Proofing Your Home	

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### IN-KIND



During the month of July our Site Managers and Family Service Advocates received training on non-federal share match, also known as In-Kind. Non-federal match is a statutory requirement of the Head Start Act Section 640(b)). As stated in the Act, the grantee agency must provide 20 percent of the total costs of the Head Start program unless a waiver has been granted.

#### Documentation

All matching contributions must be verifiable from the grantee's records. This includes the source and application of cash match, services received and donations of supplies and equipment.

The use of volunteer time as match must include the establishment of a wage scale based upon the grantee agency's internal scale or prevailing wages in the area. Salaries and wages used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards. Supporting documentation should include:

- Volunteer's name
- The dates, including year, the volunteer provided services
- The duration of time of services the volunteer provided to the program
- The volunteer's supervisor's signature
- The volunteer's signature
- The volunteer activity
- The rate applied to this activity
- Total valuation for the time period

Documentation should be maintained on a regular basis. Documentation for receipt of supplies and/or equipment should include a copy of a receipt issued to the donor.

### Volunteer Services

Volunteer services are an integral part of the Head Start program. Professional and technical personnel, consultants, and other individuals, such as Head Start parents, may furnish volunteer services. For a volunteer's time to be counted as in-kind it must adhere to the following criteria.

- The services provided by the volunteer would have to otherwise be allowable costs that would be purchased from a consultant or other individual or provided by salaried personnel.
- The duties of the individual must be controlled by the agency.
- The value of the service provided by the individual must be measurable and material.
- The value must be based upon the service provided by the individual. For example, a dentist who volunteers time to provide dental services to Head Start children should have time valued according to normal compensation for the service provided. If the dentist chooses to volunteer in a different capacity, such as working in the classroom, his service should be valued according to the agency's current wage scale.

Consultants and other individuals may provide their services to a program at a reduced rate. The difference between this reduced rate and the amount normally charged by the individual may be used as in-kind. The grantee should have a written agreement with the individual that documents the reduction, and documentation should be maintained of the services provided.

#### Donations of Supplies

As defined in 45 CFR § 75.306, the agency should value third-party donations of supplies at the current fair market value of the supplies as determined by the agency using sources such as the guide issued by the IRS. Generally, donations of supplies to be used as gifts, prizes and awards are not allowable. Value of such items can be counted as match only if the program would otherwise have had to purchase the items to implement the program objectives.



#### Donated Equipment

45 CFR § 75.306 Equipment, donated for use in a Head Start program, is defined as having a fair-market value greater than \$5,000 and a useful life longer than a year. Equipment donated for use in the program must not exceed the fair market value of equipment of the same age and condition at the time of donation. Documentation for the receipt of the equipment must include the description of the equipment and should reference the proposed use in the program and the condition at time of receipt.

#### Donated Land and Buildings (45 CFR § 75.306) Title Passes to the Grantee

The value of donated land and buildings shall not exceed its fair market value at the time of donation to the grantee as established by an independent appraiser and certified by a responsible official of the grantee.

Depreciation may be computed following any generally accepted method and is to be based on the acquisition cost of the building. The computation will exclude the cost of the land.

#### Donated Space

Donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.

***Please help spread the word that we need to generate as much In-Kind as possible in order to meet our goal for the 2022-2023 program year!!***