



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

## Mid-Cumberland Community Action Agency Policy Council Meeting

A Policy Council meeting of Mid-Cumberland Community Action Agency was held on September 15, 2022 at Mid-Cumberland Community Agency Central Office in Mt. Juliet, TN. The meeting began at 10:37 AM and was presided over by Brooke Johnson.

### **Attendees**

Members in attendance: Brooke Johnson, Kemilah Locke, Chaniqueka Farmer, Amanda Garey

Members in virtual attendance: Rachel Crouch

Guests in attendance: Jason Stewart, Carisa Moody, Amy Call, Sandi Cummings, Shannon Brawner, Erika Breshears, Lori Reed, Abbey Carey, Kim Pharris

Members not in attendance: Jessica Woodard, Ashley Martinez, Susan Victory, Jacob Uneldahl, Daisy Fields, Danielle Frazier, Misty Sullivan, Rachel Schiffer, Johnna Carter Haynes

### **Trainings**

Transitions - led by Staff Development and Training Coordinator, Erika Breshears

### **Committee Meetings**

The Program Planning Committee revised remaining panel interview questions and took a tour of the MCCA website. Suggestions were given to make the website more inviting and informational for viewers.

The Personnel Committee discussed the School Readiness Goals, open staff positions, and the staffing chart. The committee also discussed an employee referral bonus which would give employees \$600 for referring a new employee that stays through at least three pay periods.

The Community Relations Committee reviewed the PFCE and ERSEA Service Plans that explain the procedures of each areas. In-Kind information was shared for the council members to understand the amount needed per center, per child, agency wide, etc. The Finance Committee reviewed the finance statements for July and August and noted the carry over request was for unclosed invoices and building maintenance from the last fiscal year and larger amounts of funding were spent on trainings and advertising.

**Business Meeting Called to Order**

Brooke Johnson moved that the meeting be called to order at 10:37 AM.

**Establish a Quorum**

There is a Quorum

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

**Committee Reports**

Program Planning Committee Report was presented by Brooke Johnson

Personnel Committee Report was presented by Rachel Crouch

Community Relations Committee Report was presented by Rachel Crouch

Finance Committee Report was presented by Rachel Crouch

**Director's Report**

Director's Report presented by Carisa Moody

- Community Partner Screening Fair Success

**Announcements**

Our Next Policy Council Meeting will be held on October 20, 2022 in Mt. Juliet at 9:30 AM.

**Business Meeting Adjourned**

Brooke Johnson adjourned the meeting at 10:39 AM

Chair Signature \_\_\_\_\_

Date of approval \_\_\_\_\_

Secretary Signature \_\_\_\_\_

Date of approval \_\_\_\_\_



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## HEAD START/EARLY HEAD START

### SEPTEMBER 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%
July	Closed	-	-	102	91.07%	16.66%
August	500	70.92%	87.14%	87	77.68%	88.03%

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
July	17	17	5	36 6.13%	21 3.58%	24 2.94%	37 4.53%
August	3,320	2,689	756				

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

It takes a big heart to help shape little minds.

Big hearts are exactly what our MCCA staff have! From pouring into one another, attending trainings, building relationships with families, and loving on our students, our staff have been doing it all this month!

Early Head Start students kicked off their program year with phase-in days on August 10th and 11th and Head Start Students followed closely behind beginning phase-in on August 18th and 19th.

Our total enrollment in August is at 71.84% of funded enrollment. 13.83% or 113 slots are unfilled due to classrooms waiting to open once staff has been hired and trained. Overall attendance for the agency for the month is at 87.38%. Absence reasons are outlined in the table below.

#### POLICY COUNCIL

Due to phase-in days for Head Start and rescheduling conflicts, the August Policy Council meeting was canceled.

	Early Head Start	% Early Head Start	Head Start	% Head Start
Custody	7	5%	5	1%
Extended Illness	3	2%	24	5%
Family Emergency			5	1%
Illness/Health Condition	57	37%	167	38%
Medical/Dental Appointment	24	16%	28	6%
No Answer, Left Message	1	1%	33	7%
Other*	47	31%	136	31%
Transportation	12	8%	25	6%
Vacancy Determined			2	1%

\*phase-in (students that phased-in the first day, but not the second day), waiting for COVID test, screening fair, out of town, need more info from GI doctor.

# HEAD START/EARLY HEAD START

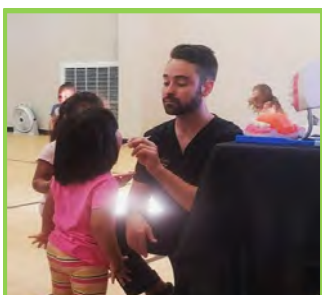
## SEPTEMBER 2022 DIRECTOR'S REPORT

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

Community Partnership/Health Screening Fairs were conducted for sites in August. The fairs happen annually at the beginning of our school year. The events allow children, families, staff, and the community to come together to ensure children are healthy, and it helps link families to community resources in their area. Having these resources available for families on-site is a huge step in helping families create relationships with community members, increase their knowledge of resources, and foster support systems.

We had some great community partners come to assist as we welcomed our families to the new school year. Representatives included:

- Local Health Departments
- Local Health Care Providers
- Local Dental Clinics
- Local Community Service Volunteers
- Special Education Programs
- Child Advocacy Programs
- MCCA Outreach Programs
- Adult Education Programs
- Legal Aid
- Local Emergency/Prevention Service
- Local Child/ Youth Programs
- Employment Programs



### HEALTH

The school year has started with a whirlwind of activity. As described on this page, our children received screenings by doctors, nurses, dentist and other health specialist. Other community partners including School System Special Ed Departments, MTSU Speech & Language Professors & their student interns. Early detection is the first step to early intervention and could make the difference in the lives of our children.

### IN-KIND

The success of the Community Partnership/Health Screening Fairs was made possible with the help of community members who volunteered their time and services to the children and families enrolled in our program.

We had community members hand out information and other goodies. Families were able to go around and visit the community booths and speak directly with the community partners. They were able to sign up for some services on the spot. One county even had a barber giving free haircuts to the children. Amazing community involvement to say the least!

We also had services donated to help conduct our screenings. Here are some of the services that were donated:

- Registered Nurses completed blood pressure screenings
- Dental Hygienist and Dentists completed dental screenings
- Lion's Club completed vision screenings

Some of these services were valued at \$50 per child, which generated lots of In-Kind for our program during our first month in session!

We hope to continue to see our In-Kind increase each month with other activities and fun planned for our children and families in the months to come!

### DID YOU KNOW?

The Head Start Act describes what programs can count as In-Kind / Non-Federal Share. Section 640(b)(5) says Non-Federal Share contributions may be in cash or in kind, fairly evaluated, including plant, equipment, or services.



# HEAD START /EARLY HEAD START

## SEPTEMBER 2022 DIRECTOR'S REPORT

### MENTAL HEALTH AND DISABILITIES

The Staff Resource Behavior Coaches began supporting teachers this year right from the start. This is the first year the team used the Preparing for the Pyramid Checklist (please see example below). This checklist encourages individual self-reflection and discussion between classroom teachers and coaches. The team provided feedback via email and delivered materials the teachers needed to classrooms. One of our Head Start teachers said, "It sure helps to have that checklist to help all of us to say on top of it!!! So great seeing y'all! Thank you for all your help. It's going to be an awesome year!!!!"

### Preparing for the Pyramid checklist

#### Relationships with Children

- Greet children on arrival
- Call children by names throughout the day
- Communicate with children at eye level
- Use a calm, positive, and supportive tone of voice
- Show respect and warmth to all children
- Speak to children who are dual language learners with key words from their language
- Attend to children in positive ways at times when children are not engaging in challenging behavior
- Use a variety of strategies for building relationships with all families (e.g., send celebration notes home, make home visits, invite families to visit the classroom, visual displays of children's families in the classroom, phone calls to families)
- Create a classroom that is a place that children and families want to be (i.e., reflect children's home and cultures, feel comfortable, welcoming, and safe)

Source: <https://challengingbehavior.org/docs/>

#### DID YOU KNOW?

Head Start Performance Standard 1302.92(c)(1) says that a program must implement a research-based, coordinated coaching strategy for education staff that assesses all education staff to identify strengths and areas of needed support.

### EDUCATION

The school year has officially begun for MCAA Head Start and Early Head Start. Teachers are working hard to establish routines and build community in their classrooms at the beginning of the year. Teachers use Visual Schedules, Home to School Charts, and Job Charts to help children become familiar with and comfortable in their new learning environments. Children are learning the STAR Rules which helps guide them in being safe and promoting relationships in the classroom. The STAR Rules are: I am Safe, I am a Team Player, I am Active, and I am Respectful.

All Head Start classrooms started the school year with new Hatch Interactive Smart Boards. These provide exciting ways for children to engage in activities and learn concepts. Below are some examples of how children are interacting with this new and exciting technology.



# HEAD START/EARLY HEAD START

## SUCCESS STORY MURFREESBORO HEAD START

A father moved from the Nashville to Murfreesboro area and called our Head Start program inquiring how to apply for his son to be enrolled in the Head Start school. He said his son had an IEP (Individualized Education Plan) and he wanted his son to be able to continue to receive services and be around children his own age. The Family Service Advocate encouraged him to submit an application for his son. He arrived at the school the next week to begin the enrollment process. During that meeting, the Family Service Advocate assured him that Murfreesboro City Schools does a wonderful job servicing our children with IEPs. The Family Service Advocate forwarded the IEP to Murfreesboro City Schools and his services have already started! The father was very excited to get the call that his son was accepted into the

### Our Vision

We believe the key to the future long term social and economic success of our communities is the empowerment of all the citizens to reach their full potential. This includes high quality, accessible early education and care beginning at birth and continuing throughout life in neighborhoods that are safe, have access to affordable shelter, health care, healthy lifestyle options and opportunities for physical activities and social interaction across all cultures.

We believe parents are the first and best educator of their children and to this end it is our mission and we are committed to work together and with existing service systems to support and empower the parents and children in our communities to reach their potential now and throughout life.

### Our Mission

Mid-Cumberland Community Action Agency is committed to empowering people and communities toward economic independence.

## SUCCESS STORIES SHALOM ZONE HEAD START

A mother in Gallatin shared her desire to decision to seek therapy with her Family Service Advocate. She is a single parent and expressed feelings of isolation and depression. The Family Service Advocate referred her to mental Health Co-Op. After some additional encouragement, the mother made the call and was connected with a therapist who she has been seeing. The mother said she was so relieved to be able to speak with someone and she is glad she followed through. She said she feels so much lighter and happier now, and the staff have shared that all can see she is truly doing better!

Another one of our mothers in Gallatin shared educational goals with the Family Service Advocate. She is a mother of six children and is committed to earning a degree at Austin Peay University. She shared the challenge of creating a routine that would help her balance her role as a mother with her role as a student. The Family Service Advocate worked with the mother to establish a routine and brainstormed possible jobs she could work that worked well with her student schedule. The mother is open to new ideas and shared that she is excited about earning her degree!

**#GetaHeadStart**

## DID YOU KNOW?

The Head Start Family Engagement Outcomes Framework outlines seven outcomes all Head Start programs are working toward? They can be found here:

- Family Well Being
- Positive Parent-Child Relationships
- Families as Lifelong Educators
- Family Engagement in Transitions
- Families as Learners
- Families as Advocates and Leaders
- Family Connections to Peers and Community