



Mid-Cumberland Community Action Agency Policy Council Meeting

A Policy Council meeting of Mid-Cumberland Community Action Agency was held on January 19, 2023 at the MCCA Central Office, Tn. The meeting began at 10:52AM and was presided over by Brooke Johnson.

Attendees

Members in attendance: Brooke Johnson, Amanda Garey, Rachel Crouch, Kemilah Locke, Danielle Frazier, Trumeko Foxx, Brittany Baney, Sharlicia Young

Alternates in attendance: Samantha Williams

Members in virtual attendance: Frank Ivey, Allison Balthrop

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

Members/Alternates not in attendance: Chaniqueka Farmer, Jennielisse Guzman, Misty Sullivan, Susan Victory, Crystal Brewington, Tiffany Chandler, Jennifer Sensing, Priscilla Roberts, Erin Boothe, Johnna Carter-Haynes

Trainings

Self- Assessment training provided by Carisa Moody.
Navigating the Policy Council Portal led by Brooke Johnson.

Committee Meetings

The Finance Committee discussed the program budget. EHS and HS reporting numbers were shared. 2021 Program Year carry-over funds have been approved. ARP ends March 31st 2023 which includes staff retention bonuses. The Family and Community Partnership Committee discussed our upcoming Reading is Fundamental (RIF) activities. RIF will be held from February 20th through March 3rd. Each location will be having themed events to promote reading and literacy. The Program Planning Committee discussed the upcoming Self-Assessment as well as the CAT Scan tool. Program planning will ask for a motion to accept Self-Assessment Surveys and the use of the CAT Scan Tool. The Personnel Committee discussed staffing needs across the agency, especially in Lavergne. The final walk-through will be held on January 19th so staffing is needed to open the site. A flyer created for the staff openings at the Lavergne location was shared with Policy Council.

Business Meeting Called to Order

Brooke Johnson moved that the meeting be called to order at 10:52 am.

Establish a Quorum

 X 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

Family and Community Partnership Committee Report was presented by Rachel Crouch

Program Planning Committee Report was presented by Brooke Johnson

Personnel Committee Report was presented by Samantha Williams

Director's Report

Director's Report presented by Carisa Moody

Action Items

Approve Typed Minutes from December 15th Meeting

Approve December Financial Report

Approve December Credit Card Statements

Approve Self-Assessment Surveys

Approve CAT Scan Tool

Main Motion Action Items

Motion to approve minutes from December 2022 meeting as presented:

Moved by Rachel Crouch.

Seconded by Danielle Frazier.

The motion carried.

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

Moved by Rachel Crouch.

Seconded by Brittany Baney.

The motion carried.

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

Moved by Rachel Crouch.

Seconded by Kemilah Locke.

The motion carried.

Motion to accept the recommendation of the Program Planning Committee to approve Self-Assessment Surveys as presented:

Moved by Rachel Crouch.

Seconded by Danielle Frazier.

The motion carried.

Motion to accept the recommendation of the Program Planning Committee to approve CAT Scan Tool as presented:

Moved by Rachel Crouch.

Seconded by Sharlicia Young.

The motion carried.

Announcements

Our Next Policy Council Meeting will be held on February 16th at 9:30 am. MCCA Central Office.

Business Meeting Adjourned

Brooke Johnson asked for a motion to adjourn the meeting.

Moved by Rachel Crouch.

Seconded by Samantha Williams.

The motion carried.

Meeting adjourned at 11:12am.

Chair Signature _____

Date of approval _____

Secretary Signature _____

Date of approval _____



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

HEAD START/EARLY HEAD START

JANUARY 2023 DIRECTOR'S REPORT

ENROLLMENT

MONTH	HEAD START (705 Funded Slots)	ENROLLMENT %	ATTENDANCE Goal: 85%	EARLY HEAD START (112 Funded Slots)	ENROLLMENT %	ATTENDANCE Goal: 85%
November	610	86.52%	77.89%	96	85.71%	74.54%
December	610	86.52%	78.72%	96	85.71%	71.70%

MONTH	TOTAL MEALS SERVED			INCOME Goal: <10% of enrolled		DISABILITY Goal: > 10% of enrolled	
	BREAKFAST	LUNCHES	SNACKS	101-130% POVERTY	>130% POVERTY	SUSPECTED	IEP/IFSP
November	5,316	5,321	737	41	47	39	60
December	3,855	3,736	496	5.27%	6.04%	5%	7.3%

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

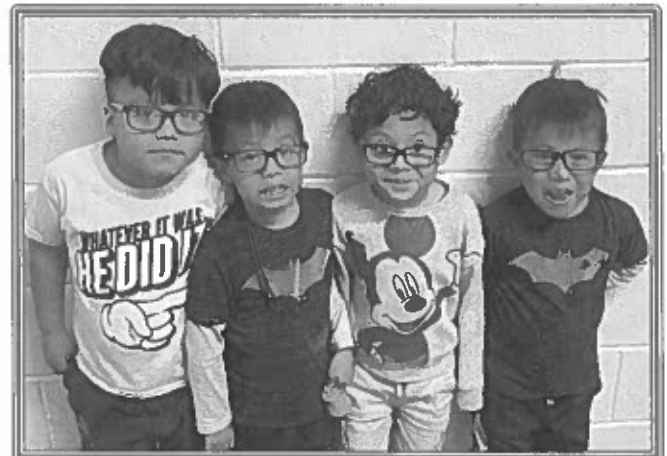
Our enrollment for the month of December was 86.41%, with a total of 706 students enrolled. Overall attendance for the agency for the month is at 77.76%. The top three absence reasons for each program are outlined in the table below.

	Early Head Start	% Early Head Start	Head Start	% Head Start
Illness/Health Condition	124	39.12%	665	43.92%
Other*	68	21.45%	243	16.05%
No Answer, Left Message			123	8.12%
Transportation	24	7.57%		

* therapy, caregiver kept home, caregiver/sibling sick, lack of sleep, with other parent, vacation, no aftercare, etc.

SUCCESS STORY

You may wonder what happens after all the screenings are completed with our students? The photo below shows just how impactful the vision screenings were for four of our students in the Robertson County PreK Partnership program. Our Head Start worked with the county school staff to schedule the screenings on all of the students within their first 45 days of enrollment. Once children were identified as needing follow up vision tests, the Head Start family service staff connected them with optometrists. The parents expressed their gratitude. One said she had no idea her son was having difficulty seeing and she was so thankful Head Start helped her son.



HEAD START/EARLY HEAD START

JANUARY 2023 DIRECTOR'S REPORT

PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT)

Our Family Service Advocates had the opportunity to engage with the community during the month of December. Two schools participate in their county's Christmas Parades (Cannon and Cheatham). Some of our schools partnered with community organizations (MCCAA, Toys for Tots, ServePro, Gallatin Police Department, Salvation Army, Nissan, and One Church Calvary) to assist our families with food, clothes and/or Christmas wish items for their families. When families were not able to complete the Christmas Assistance Program applications, our Family Service Advocates provided assistance so that the family could receive the donations. It was a great opportunity for our Family Service Advocates to network with different agencies, and the wonderful gifts helped our families enjoy the holiday season. There were 276 children that received clothing and toys from these agencies and 130 children received food boxes and a holiday meal for their family.



Cannon County Christmas Parade/Parent's decorating for the parade



Shalom Zone (ServePro and Gallatin Police Department) Clothes and Toys



Murfreesboro Head Start and Pre-K (Salvation Army and Nissan) Clothes and Toys

CENTER UPDATE

The Rose Hill Center flooded over New Years weekend. Crews have been working diligently to dry up flooring, replace damaged items and have addressed any possible mold risks. The center is expected to re-open the week of January 16th.



Murfreesboro Head Start (One Church Calvary) Food Donation

HEAD START/EARLY HEAD START

JANUARY 2023 DIRECTOR'S REPORT

MENTAL HEALTH AND DISABILITIES

We learn better together! To promote belonging, engagement, confidence, intrapersonal and interpersonal skills in our diverse society, we can provide our children with the advantages of participating in an inclusive program. All children require different types of materials. Children with disabilities may have more specific needs. Choosing toys and materials carefully is important, because the right toys and materials can give children with disabilities a chance to be engaged and to experience success. We received a grant that was specifically for disability and inclusion, and items for our Early and Head Start Classrooms have been purchased. We are so excited to be delivering these materials and items to our schools within the next few weeks.

Just some of the items that were purchased.



Noise-reducing headphones

Headphones minimize distracting or stress-inducing auditory input



Resilience Crew

Puppets and books to prepare students for new schools, new friends, and any other challenges they may face.

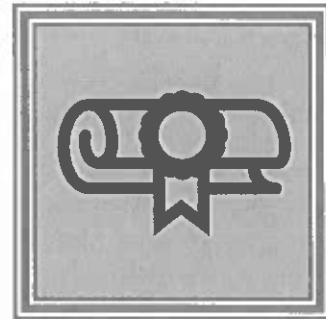


Differing Abilities Puzzle Set

Puzzle set shows children with all abilities having a lot in common.

EDUCATION

Our staff development team has been hard at work conducting classroom observations and coaching teachers this year. The team helps staff members with professional development by providing training opportunities or resources that staff need to grow professionally. They support staff in obtaining their Child Development Associate credential. The CDA credential is one of the most widely recognized credentials in early childhood education. The credential is an important accomplishment as it helps teachers gain knowledge in child development and best practices for teaching young children. Since the school year began, 5 staff members have obtained their initial CDA credential. The credential must be renewed every three years in order to remain valid. 9 staff members have renewed their credential this school year. A lot of training hours and work go into the credential, including writing essays and putting together a portfolio. Our staff development team is there to support these teachers, as well as any parents interested in obtaining this credential.



DID YOU KNOW?

The Head Start Performance Standards require programs to implement a research-based, coordinated coaching strategy for education staff that, at minimum, provide opportunities for intensive coaching, including opportunities to be observed and receive feedback and modeling of effective teaching practices directly related to program performance goals. §1302.92(c)(2)

HEAD START/EARLY HEAD START

JANUARY 2023 DIRECTOR'S REPORT

HEALTH

Overweight Children Improve BMI

According to the Childhood Obesity Foundation, during early childhood, overweight and obesity have both immediate and long-term health outcomes. Increasingly, obese children are being diagnosed with a range of health conditions previously seen almost exclusively among adults. Childhood unhealthy weights may result in serious medical problems in childhood such as:

- type 2 diabetes
- high blood pressure and elevated blood cholesterol
- liver disease
- bone and joint problems
- respiratory problems such as asthma
- sleep disorders such as difficulty breathing while asleep (sleep apnea)
- earlier than normal puberty or menstruation
- eating disorders such as anorexia or bulimia
- skin infections due to moisture from sweat being trapped in skin folds
- fatigue

Overweight or obesity in childhood can also result in serious psychological difficulties. Overweight or obese children:

- are more likely to be teased and bullied
- are more likely to bully others
- may have poor self-esteem and may feel socially isolated
- may be at increased risk for depression
- may have poorer social skills
- may have high stress and anxiety
- may have behavior and/or learning problems as a result of psychological difficulties related to childhood obesity

White House Task Force on Childhood Obesity Report to the President (2010). Solving the Problem of Childhood Obesity within a Generation. <http://www.letsmove.gov/>

5 or more fruits and vegetables

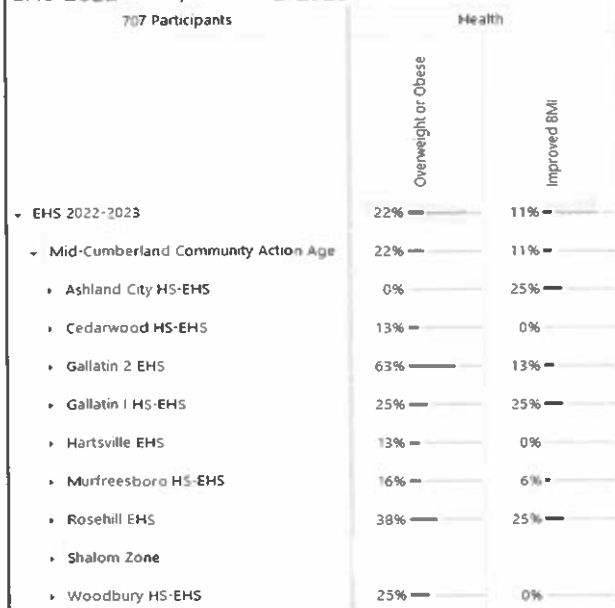
2 hours or less of recreational screen time

1 hour or more of physical activity

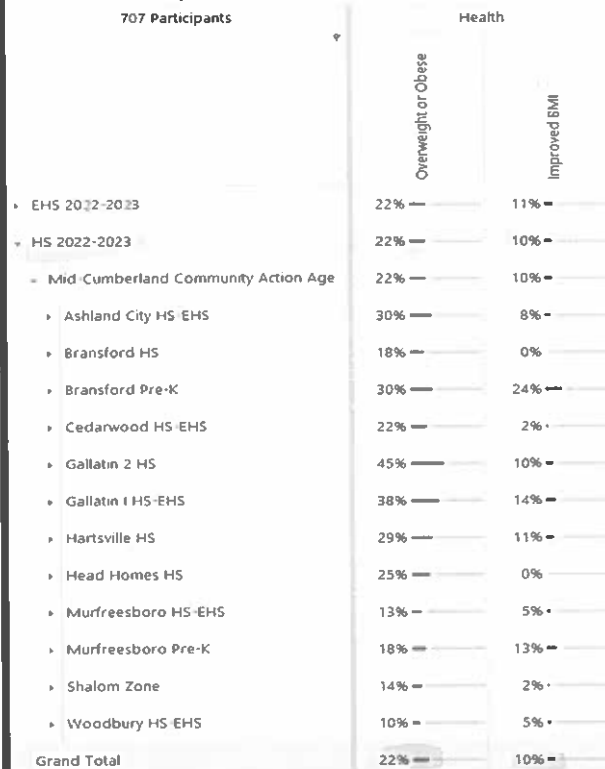
0 sugary drinks, more water & low-fat milk



EHS 2022-2023, HS 2022-2023



EHS 2022-2023, HS 2022-2023



- 22% or 158 of our children were overweight at the beginning of the year.
- 10% or 70 showed improved BMI by our Mid-Year Assessments.
- 22% or 35 of those overweight are now a healthy weight.

HEAD START/EARLY HEAD START

JANUARY 2023 DIRECTOR'S REPORT

POLICY COUNCIL

A Policy Council meeting of Mid-Cumberland Community Action Agency was held on December 15, 2022 at the Shalom Zone Head Start Center in Gallatin, TN. The meeting began at 10:53AM and was presided over by Brooke Johnson.

Trainings

ERSEA Training was provided by Shannon Brawner.

Committee Meetings

The Finance Committee discussed the program budget. Spending is where it should be across the board. ARP ends 3/31/2023, so all projects are being committed to by end of December 2022. The Region office is ready to expedite the carryover request for 20/21 program year. The Executive Committee met previously in the week to approve an increase in the staff retention bonus from \$1.25 to \$2.25 an hour.

The Family and Community Partnership Committee discussed various needs in the counties, such as meeting spaces, buildings, staffing to open classrooms, recruitment events to recruit children, etc.

The Program Planning Committee discussed Health and Safety observation results. Strengths included child release procedures, buildings being clean and safe, and appropriate reporting procedures for serious incidents. Weaknesses included classroom clipboard reconciliation, child emergency information and emergency board accuracy. The agency now has LifePak AEDs in all centers who did not previously have an AED. Staff have been trained to use them. The group discussed a potential community representative for Ashland City, Allison Balthrop. Allison has been on the foster care review board for 17 years.

The Personnel Committee discussed staffing needs across the agency.

IN-KIND

Here is a look at our In-Kind totals we generated for the month of November 2022:

- Time:
Early Head Start- \$9,054.59
Head Start- \$51,535.79
- Services/Materials/Supplies:
Early Head Start- \$1,312.30
Head Start- \$4,143.31
- Space:
Early Head Start- \$600.00
Head Start- \$800.00

Grand Total- \$ 67,445.99

We have absolutely loved seeing our In-Kind increase each month! Please continue to spread the word that we love volunteers and donations. Also, any more suggestions you have to help generate more In-Kind is greatly appreciated!



FISCAL UPDATE

The Head Start Region Office approved the 2020-2021 Carry Over Request.

DID YOU KNOW?

The Head Start Act gives guidance on Policy Council membership? Sec. 642(c)(2)(B)(ii) says that the Policy Council shall be comprised of parents of children who are currently enrolled in the Head Start program and members at large of the community served by the Head Start agency.

