



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 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, Sharficia 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.

Seconded 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 _____





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HEAD START/EARLY HEAD START

FEBRUARY 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%
December	610	86.52%	78.72%	96	85.71%	71.70%
January	628	89.08%	79.24%	94	83.93%	73.69%

TOTAL MEALS SERVED

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
December	3,855	3,736	496	44	50	41	68
January	6,641	6,602	846	5.66%	6.44%	5%	8.3%

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

Our total enrollment for the month of January is 88.37% with a total of 722 students enrolled. This is an increase due to the opening of our Bransford classroom 401. Overall attendance for the agency for the month is at 78.49%. 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	25.89%	759	32.46%
Other*	208	43.42%	766	32.76%
Transportation	56	11.69%	259	11.08%

* respective school system closed, parent with appointments, caregiver/sibling sick, death in the family, custody visit, etc.

EDUCATION

Teachers have been collecting observations of children's development all throughout the year to assess where children are in achieving school readiness skills. Children were assessed in October for their baseline assessments and that information was shared with parents during their 2nd home visit. Teachers just completed mid-year assessments on children in January and are scheduling 1st parent teacher conferences with parents so they can share where children currently are in achieving school readiness skills. We are excited to see how much the students have grown since the beginning of the school year!

Children are not the only ones who are learning in Head Start. Once a month our teachers participate in a Peer Learning Community meeting. Staff Development Coaches start off the year leading them and then pass the baton to the teachers to share their knowledge with each other. Here's some pictures of a PLC meeting in Robertson County where they discussed team work and communication.

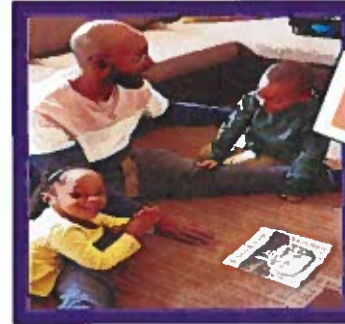


HEAD START/EARLY HEAD START

FEBRUARY 2023 DIRECTOR'S REPORT

PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT)

Family Service Advocates (FSAs) continue to think outside the box to provide services to families and to find ways for families to engage in the program. Whether families are coming to our sites to volunteer their time and services or completing At-Home Activities for child/parent involvement, we always find ways to keep our families involved. Our sites have been providing quarterly take home Father Engagement Activities to all families as well. These activities encourage the male who plays a significant role in the child's life to engage in learning experiences as an extension of the classroom. Sites have incorporated build-at-home kits provided by Home Depot, STEM Activity Kits, Winter Reading, as well as many other creative ideas. A PFCE Monitoring Checklist is completed monthly on each FSA (Summary of FSA Tasks/Deadlines). The PFCE Team provides individualized one on one support to each Family Service Advocate based on the PFCE Monitoring Checklist outcomes.



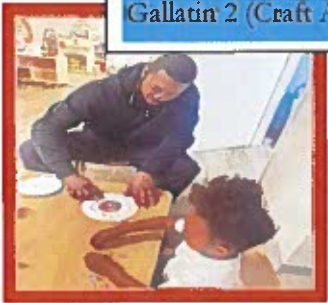
Murfreesboro Father Engagement
(Puzzle Activity)



Robertson County
(STEM Catapult Project)



Gallatin 2 (Craft Activity)



Trousdale County
(Winter Hike Seek & Find)



Mushrooms

DID YOU KNOW?

Parent activities are required in the Head Start Performance Standards. They say that the parent engagement activities should be designed to foster parental confidence and skills. 1302.51 (a)

HEAD START/EARLY HEAD START

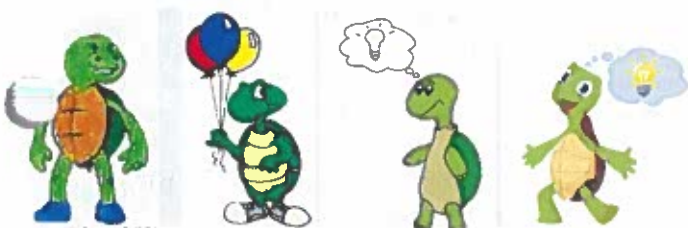
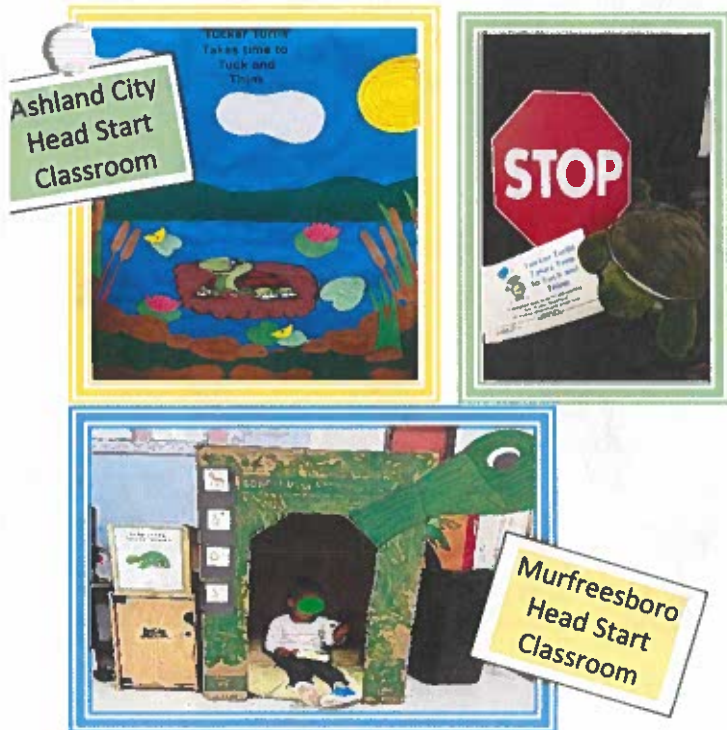
FEBRUARY 2023 DIRECTOR'S REPORT

MENTAL HEALTH AND DISABILITIES

We love Tucker! Tucker the Turtle has provided a scripted story to teach young children how to calm down when they have strong feelings by tucking into their shell and taking deep breaths since 2005. When one of our teachers started working at Head Start a parent of one her students made her a Tuckers Corner out of a big box. Recently this teacher saw a big box in the hallway and it reminded her of how much her previous classes enjoyed Tuckers Corner, so she decided to make one for her current students (Murfreesboro HS see below).

Another talented teacher at Ashland City designed a mural for her Tucker Turtle area (see below). All of our sites have turtle puppets, and Tucker Turtle Takes Time to Tuck and Think books.

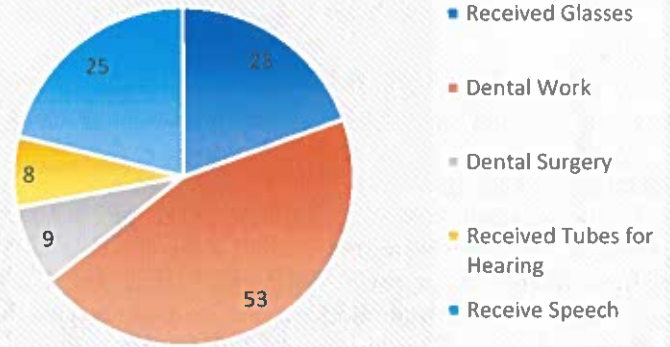
Tucker has gone through many transitions over the last 18 years, but is still the little turtle in preschool who, like many of our children at MCCA Head Start, has impulse-control issues: kicks, yells, and hits, but learns to "think like a turtle" instead.



2005 → present

HEALTH

Treatments Completed



The chart above shows treatments that are a direct result of the screenings completed at the beginning of the school year. Staff have worked hard to follow up on children's failed screenings whether it was making the referrals, making appointments, taking children for appointments, completing home visits to remind and encourage parents of the need for follow up.

This is just a mid-year glimpse of the importance of health screenings. For example, some of the children receiving glasses were diagnosed with amblyopia which usually only responds to treatment for people under the age of 6. Therefore, it can be literally be life altering to catch this in young children before they go to Kindergarten.



DID YOU KNOW?

Head Start Performance Standards require programs to make sure families understand how to access health insurance for their families, and understand the results for treatments and ongoing health related care. 1302.46(b)(2)

HEAD START /EARLY HEAD START

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POLICY COUNCIL

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IN-KIND

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

Time:

Early Head Start- \$8,404.22

Head Start- \$45,836.18

Services/Materials/Supplies:

Early Head Start- \$535.50

Head Start- \$2,137.94

Early Head Start- \$1,000.00

Head Start- \$400.00

Grand Total- \$ 58,313.84

December was a little lower for our In-Kind totals because school was only in session for half the month due to the two-week winter break. We know that January will get our total even higher moving forward. Please continue to spread the word that we need volunteers and donations to help generate more In-Kind!



SUCCESS STORY

A family at the Gallatin 2 school has had children in the program for a couple of years. Getting the Head Start student to school regularly has been a challenge. The Family Service Advocate noticed the pattern of absences and tardies, and asked the parent to meet so that they could talk about options. The parent shared that juggling appointments, therapies and school schedules was stressful. She also expressed her desire to have her child attend school regularly so that he wouldn't miss out on class time and therapies that are scheduled at the Head Start school. The Family Service Advocate and the parent set a reachable goal for the month: The parent would bring the child to school on time at least three times a week. The parent worked hard to follow the attendance agreement and the child has been attending school on time 4-5 days a week!