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 February 16th, 2023 at the MCCAA Central Office, Tn. The meeting began at 10:31 AM and was presided over by Brooke Johnson.

Attendees
Members in attendance: Brooke Johnson, Amanda Garey, Rachel Crouch, Danielle Frazier, Frank Ivey

Alternates in attendance: Samantha Williams

Members in virtual attendance: Allison Balthrop, Kemilah Locke, Trumeko Foxx, Erin Boothe

Guests in attendance: Jason Stewart, Carisa Moody, Shannon Brawner, Amy Call, Sandi Cummings, Lori Reed, Mike Wiggins, Michelle Hillsman, Jessica Yeomans

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, Brittany Baney, Sharlicia Young

Trainings
Literacy training provided by Jessica Yeomans.

Committee Meetings
The Finance Committee discussed the program budget. Danielle stated the consolidated balance looks good. She also shared with the council that finances are audited at least 1 time a year. The financial books will close on June 30th, 2023. The carry over request for the 2021-2022 program year was discussed. The Family and Community Partnership Committee discussed proposed changes to the 2023-2024 Application and Eligibility Selection Criteria. Rachel explained application changes were minimal while the Eligibility Selection Criteria saw a few more changes. The committee also reviewed the Recruitment Plan for the 2023-2024 Program Year. The recruitment plan includes the proposed slot reduction in the Change of Scope Request. The Program Planning Committee discussed the Covid-19 Mitigation Policy. Brooke Johnson inquired about the reason for the policy noting Covid-19 does not seem to be as big of an issue now. Carisa Moody explained that the Head Start Program Performance Standards require an evidence-based Covid-19 mitigation policy developed in consultation with their HSAC that can be scaled up or down based on the impacts or risks of Covid-19 in the community based upon CDC Guidelines. The Personnel Committee discussed staffing needs across the agency. The committee was presented with a Teacher Qualification Waiver request for EHS staff who are being fast-tracked to receive their CDA. They also reviewed and reported on an update to the HR Policy, Background checks for new hires. The last item for the

Personnel Committee was to discuss applying for a $4,000 Enhancement Grant through TDHS. The group discussed items that classrooms would like to purchase with the funds. Kemilah Locke added that a program she worked with did it and the Enhancement Grant is a great program.

Business Meeting Called to Order
Brooke Johnson moved that the meeting be called to order at 10:31 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 January's Meeting
Approve January's Financial Report
Approve January's Credit Card Statements
Approve 2021-2022 Carry Over Request
Approve 2023-2024 HS/EHS Application
Approve 2023-2024 Eligibility Selection Criteria
Approve 2023-2024 Recruitment Plan
Approve Covid-19 Mitigation Policy
Approve EHS Staff Qualification Waiver
Approve TDHS Enhancement Grant Application
Approve HR Background Check Policy Update

Main Motion Action Items
Motion to approve minutes from January 2023 meeting as presented:
Moved by Rachel Crouch.
Seconded by Samantha Williams.
The motion carried.

Motion to accept the recommendation of the Finance Committee to approve the financial statements for January 2023 as presented:
Moved by Rachel Crouch.
Seconded by Samantha Williams.
The motion carried.

Motion to accept the recommendation of the Finance Committee to approve the credit card statements for January 2023 as presented:

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

Motion to approve the recommendation of the Finance Committee to approve the 2021-2022 Carry Over Request as presented:
Moved by Rachel Crouch.
Seconded by Samantha Williams.
The motion carried.

Motion to accept the recommendation of the Family and Community Partnership Committee to approve 2023-2024 HS/EHS Application as presented:
Moved by Rachel Crouch.
Seconded by Danielle Frazier.
The motion carried.

Motion to accept the recommendation of the Family and Community Partnership Committee to approve the 2023-2024 Eligibility Selection Criteria as presented:
Moved by Rachel Crouch.
Seconded by Danielle Frazier.
The motion carried.

Motion to accept the recommendation of the Family and Community Partnership Committee to approve the 2023-2024 Recruitment Plan as presented:
Moved by Rachel Crouch.
Seconded by Samantha Williams.
The motion carried.

Motion to accept the recommendation of the Program Planning Committee to approve the Covid-19 Mitigation Policy as presented:
Moved by Rachel Crouch.
Seconded by Danielle Frazier.
The motion carried.

Motion to accept the recommendation of the Personnel Committee to approve the EHS Staff Qualification Waiver 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 the TDHS Enhancement Grant 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 the HR Background Check Update as presented:

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

Announcements
Our Next Policy Council Meeting will be held on March 16th at 9:30 am. MCCAA Central Office.

Business Meeting Adjourned
Brooke Johnson asked for a motion to adjourn the meeting.
Moved by Rachel Crouch.
Seconded by Trumeko Foxx.
The motion carried.
Meeting adjourned at 11:19 am.

Chair Signature _____

Date of approval _____

Secretary Signature _____

Date of approval _____

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HEAD START/EARLY HEAD START

MARCH 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%
January	628	89.08%	79.24%	94	83.93%	73.69%
February	632	89.65%	82.22%	96	85.71%	80.05%

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
January	6,641	6,602	846	46 5.96%	54 6.99%	46 6%	65 7.9%
February	6,021	6,119	745				

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

We ended the month of February with a total enrollment of 89.11%. We have 728 students enrolled. Overall attendance for the agency for the month increased to 81.94%. 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	104	33.99%	762	41.28%
Other*	86	28.1%	457	24.76%
Transportation	36	11.76%	145	7.85%

* respective school system closed, parent with appointments, caregiver/sibling sick, visiting other family members, custody visit, etc.

SUCCESS STORY

A mother in Cannon County has secured a job that allows her to have a consistent schedule and be more available to her children! She was previously employed at a job where she was required to work long hours and through most weekends in order to provide for her family. The unpredictable schedule made it difficult for her to keep appointments and she was missing quality time with her children. The mother shared her feelings of frustration and discouragement with her Family Service Advocate. The Family Service Advocate helped the mother navigate the job search and encouraged her to continue applying for jobs until one worked out. The mother has been hired at a company that fits her needs perfectly. She earns the same salary, and now has a consistent schedule. She was up front about anticipated medical appointments and the company assured her that she would be allowed the time she needed. The mother is grateful and the Family Service Advocate is proud of the mother for her perseverance and advocacy.

DID YOU KNOW?

Head Start agencies are required to analyze the causes of absenteeism to identify any systematic issues that contribute to absenteeism when the monthly average daily attendance falls below 85%. §1302.16(b)

HEAD START/EARLY HEAD START

MARCH 2023 DIRECTOR'S REPORT

PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT)

As part of the family engagement process, Family Service Advocates work with families to set goals based on family needs and interests in the areas of education, housing, employment, parenting, health and finances. To serve as an aid during this collaborative process with the families, FSAs use a SMART Goal Brainstorming Plan. This plan allows the FSA and family to look at what the family wants to accomplish, the big picture. This is then broken down into a smaller goals that will allow the family to move toward the big picture outcome. The FSA and family identify what supports the family can depend on to help reach the goal as well as what barriers may hinder the process. When writing goals, the FSAs use the SMART Goal format illustrated below.

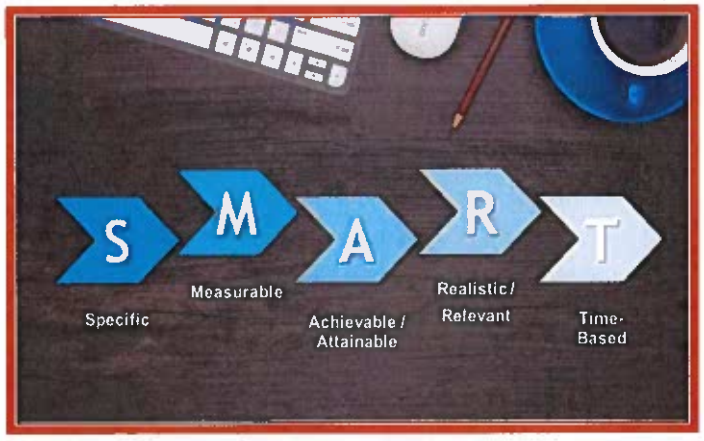

Figure 1 shows the Goal data from the most recent monitoring period. It includes goals set my current families and those who were previously enrolled this school year. The Family Goal Progress column represents the number of families that made progress toward their goal. The Family Goal Completed represents the number of families who have accomplished their goals as of February 2023.

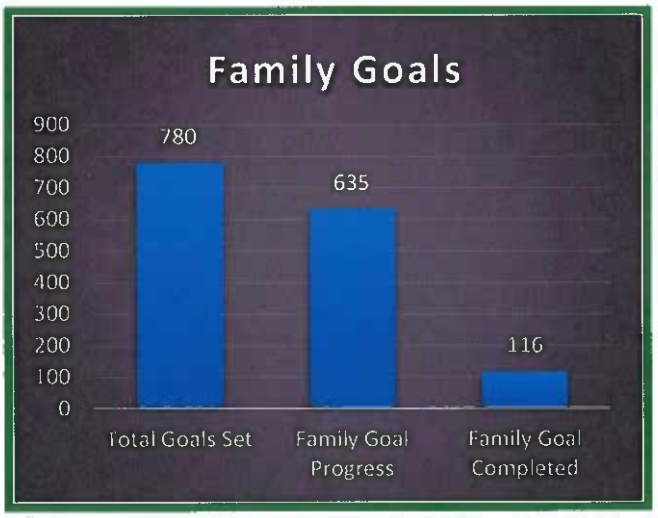

Figure 1

Below is a list of goals that were accomplished as February 2023:

- Enrolled in school (4)
- Acquired a dental/medical home and/or received dental treatment (9)
- Acquired stable housing (8)
- Obtained employment (21)
- Toilet trained their child (8)
- Obtained an Associate Degree, Masters Degree, or Cosmetology License (7)
- Budgeting/saved money (7)
- Focused on self-care/eating healthy/family routines (28)
- Received speech/language services (3)
- Socialization/education/preparing for kindergarten (21)

DID YOU KNOW?

Head Start programs are required to implement a process that is jointly developed and shared with staff and families to review individual goals, revise goals, evaluate and track whether identified needs and goals are met, and to adjust strategies on an ongoing bases. §1302.52(a)

HEAD START/EARLY HEAD START

MARCH 2023 DIRECTOR'S REPORT

MENTAL HEALTH AND DISABILITIES

In February, the Mental Health & Disability Team asked our schools to tell us in 5 words or less how they make a child who is struggling to feel worthy, loveable and capable. We received some great answers:

G2, "Reliable relationships on hard days."
Murfreesboro Pre-K, "Encouragement, Connection, Helping Hands, Compassion, Empathy."
Hartsville, "We create a warm loving space."
G1, "Meet them where they are."

Over the past few months all Head Start staff have been training, learning and implementing Conscious Discipline. Our focus in February was "The Seven Powers of Conscious Adults." One of those powers is "The Power of Love." It tells us that it is easy to see the best in children and others when their behavior is good. It tells us to consider how we view children and others when they act in ways that are hurtful or when they make poor choices.

The Mental Health & Disability Team had a drawing. Two of our groups won a gift basket and a platter of chocolate covered strawberries to show our love.

Winners of "Choosing to see the best in others", contest.
Top: G1, Bottom right: Hartsville

EDUCATION

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

Our program uses the researched-based model called Practice-Based Coaching (PBC). PBC is a professional development strategy that uses a cyclical process of observation, reflection, feedback and goal setting. Through a partnership with Vanderbilt, the Staff Development Coaches and Staff Resource and Behavior Coaches have continued to learn how to effectively implement PBC in our program.

Staff Development Coaches provide Tier I coaching to all teaching staff. CLASS observation data is used for Head Start and Curriculum Fidelity is used for Early Head Start. Twelve teachers in our program have been receiving intensive coaching from a Staff Development Coach since December. The teacher selected specific teaching practices from one of the observation tools, set goals and created action plans with their coach. Their coach then completed focused observations, looking specifically at the teaching practice identified during the goal setting cycle. The coaches and teachers met together after the children left fo the day. The coaches shared both supportive and constructive feedback, and the teacher shared successes and barriers they experienced in the classroom. Some teachers chose to continue working toward their goal, while others celebrated meeting the goal and identified a new goal to work toward with their coach. Staff Development Coaches will conduct Curriculum Fidelity observations in March and CLASS observations in April.

We expect to see growth in observation scores across the boarc and especially for teachers who have received intensive coachin this year.

HEAD START/EARLY HEAD START

MARCH 2023 DIRECTOR'S REPORT

OLICY COUNCIL

Policy Council meeting of Mid-Cumberland Community ction Agency was held on February 16, 2023 at the MCCAA entral Office and was presided over by Brooke Johnson. Jessica eomans conducted a training on Literacy.

he **Finance Committee** discussed the Carry Over Request for)21-2022. The consolidated balance for this program year looks ood and the financial books will close on June 30, 2023.

he **Family and Community Partnership Committee** iscussed proposed changes to the 2023-2024 Application and ligibility Selection Criteria and reviewed the Recruitment Plan r the 2023-2024 Program Year.

he **Program Planning Committee** discussed the Covid-19 litigation Policy that was developed in consultation with their ISAC.

he **Personnel Committee** discussed staffing needs across the gency, the Teacher Qualification Waiver request for EHS staff orking toward their CDA and the HR Policy regarding ackground checks for new hires. The committee also discussed ie opportunity to apply for an Enhancement Grant through DHS.

he Policy Council approved meeting minutes, monthly financial ems, a 21-22 Carry Over Request, TDHS Enhancement Grant pplication, and the 23-24 HS/EHS Application and Eligibility riteria. The Council also approved the 23-24 Recruitment Plan, OVID Mitigation Policy, HR Background Check Policy and a eacher Qualification Waiver.

IN-KIND

Here is a look at our In-Kind totals we generated for the month of January 2023:

- Time:
  Early Head Start- $12,153.35
  Head Start- $62,386.26
- Services/Materials/Supplies:
  Early Head Start- $3,625.88
  Head Start- $5,317.63
- Space:
  Early Head Start- $0
  Head Start- $1,800.00

Grand Total- $85,283.12

January was an excellent month for In-Kind! This has been the highest total yet for In-Kind in a single month. Hopefully this trend will continue to push us towards meeting our goal. Please continue to spread the word that we need volunteers and donations to help generate more In-Kind!

HEALTH & NUTRITION

Our Dietician, Consultant Dee Harwell, completed the announced CACFP Monitoring at all our sites during the Month of April.

Below are highlights from her observations.

* Attendance and meal counts are kept separate and organized.
* The Child Plus System is utilized.
* Appropriate conversations are happening with children before meals and during meals.
*Many Health Inspection scores of 100.
*Ask staff and parents for training suggestions to meet the changing needs of the classroom.
*Use gloves or tongs when serving food.
*In addition to digital thermometers, use thermometers inside refrigerators and freezers as backup for power outages.

"Teachers are very familiar with the children, and especially ones with special needs, to help them get acclimated to the classroom, eating at the table, washing their hands, brushing their teeth, meeting new friends and consideration of texture issues, ethic foods, and tasting new foods. This is heart-warming and what we are all about!" **-Dee Harwell**

HEAD START / EARLY HEAD START

MARCH 2023 DIRECTOR'S REPORT

CHILD OUTCOMES

During the month of February, teaching staff shared each child's school readiness progress with family during 1st Parent Teacher Conference. Teachers included goals for children's learning on their lesson plans. The teachers recorded their observations of children's skills during the learning activities and that data has been compiled and analyzed. The chart on the right shows the progress that children have made towards achieving school readiness goals from October to January. More than 80% of our Early Head Start children were already meeting or exceeding widely held age expectations during our baseline assessment in the fall, and have made even more progress since then. Our Head Start children have made tremendous gains since the fall, with many areas going up almost 20%! Although some coaches report that on the school level we are still seeing areas like literacy and mathematics falling below, when looking at the program as whole we can see that significant gains have been made. Coaches have used the Curriculum Fidelity Tool to observe teachers, and have provided feedback on ways to increase students' skills in both literacy and mathematics through the use of curriculum materials. Coaches have shared that seeing these increases in scores shows the teachers' intentionality to work to support the children in these areas.

Some teachers have received intensive coaching support, which has also played a part in the improvement of the child outcomes we are seeing. Teachers who have received coaching from a Staff Resource and Behavior Coach have learned strategies to support children with their social and emotional skills. Some teachers have been coached by a Staff Development Coach on how to implement more language modeling in their class, which has helped increase children's language skills. Our coaches will continue to observe and provide strategies and coaching to assist teachers in improving children's school readiness skills. We look forward to seeing how much our program has grown as a whole

Social & Emotional

	Baseline	Mid Year
EHS	90%	95%
HS	52%	69%
Program	60%	73%

Language

	Baseline	Mid Year
EHS	84%	88%
HS	48%	64%
Program	[illegible]	[illegible]

Literacy

	Baseline	Mid Year
EHS	83%	78%
HS	38%	63%
Program	46%	65%

Cognition & General Knowledge

	Baseline	Mid Year
EHS	86%	95%
HS	46%	71%
Program	54%	75%

Physical Well-being & Motor

	Baseline	Mid Year
EHS	92%	97%
HS	58%	73%
Program	64%	77%

Mathematics

	Baseline	Mid Year
EHS	82%	86%
HS	46%	62%