



Mid-Cumberland Community Action Agency Policy Council Meeting

A Policy Council meeting of Mid-Cumberland Community Action Agency was held on March 16th, 2023 at the MCCA Central Office, Tn. The meeting began at 10:46 AM and was presided over by Rachel Crouch.

Attendees

Members in attendance: Amanda Garey, Kemilah Locke, Chaniqueka Farmer, Crystal Brewington, Sharlicia Young

Alternates in attendance: Samantha Williams

Members in virtual attendance: Trumeko Foxx, Frank Ivey, Danielle Frazier, Rachel Crouch

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

Members/Alternates not in attendance: Brooke Johnson, Jennielisse Guzman, Misty Sullivan, Susan Victory, Jennifer Sensing, Priscilla Roberts, Erin Boothe, Johnna Carter-Haynes, Brittany Baney, Allison Balthrop

Trainings

Promoting Resiliency provided by Diane Iovino.

Committee Meetings

- The Finance Committee discussed the expenses for the month of February were lower due to fewer working days in the short month. Mike shared that ARP/Covid funds are being spent and closed out. There is one more retention bonus payout. The remaining ARP funds will be used to purchase air purifiers for classrooms, classroom rugs, two additional vision and hearing screeners, installation of touchless water dispensers, and CD players with classical music for classrooms.
- The Family and Community Partnership Committee discussed how ChildPlus is used by the agency. ChildPlus is a huge line item in the budget; however, it encompasses the data from all families and children served as well as staff training. Each member received a handout that explains how ChildPlus is used in each component area.
- The Program Planning Committee discussed facility reviews. Amanda Garey shared that the ranking system used is 1 being excellent with a 5 being immediate concern. There are some immediate needs and Amanda asked the council to consider making the recommendation at a future meeting that all 4 and 5 ranked issues be considered for the 23-24 budget. Amanda also shared the highs and lows of the staff self-assessment surveys. Staff desire higher

pay, bonuses, and additional recognition. Staff like working with families, scheduled leave, and helping others.

- The Personnel Committee shared staffing needs across the agency. Samantha Williams encouraged the council to share with any and everyone they know who may be looking for work. Each participant received the handout with all current job openings. The LaVergne location needs teaching staff to open the classroom. The committee also discussed staff qualifications such as Teacher Assistants receiving CDA certification and Family Service Health Specialists receiving the Family Development credential. Site Managers and Staff Development Coaches also receive CLASS observation certifications. These certifications are paid for by the agency.

Business Meeting Called to Order

Rachel Crouch moved that the meeting be called to order at 10:46 am.

Establish a Quorum

There is a Quorum

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

Committee Reports

Finance Committee Report was presented by Mike Wiggins and Carisa Moody

Family and Community Partnership Committee Report was presented by Sharlicia Young

Program Planning Committee Report was presented by Amanda Garey

Personnel Committee Report was presented by Samantha Williams

Director's Report

Director's Report presented by Carisa Moody

Action Items

Approve Typed Minutes from February's Meeting

Approve February's Financial Report

Approve February's Credit Card Statements

Main Motion Action Items

Motion to approve minutes from February 2023 meeting as presented:

Moved by Chaniqueka Farmer.

Seconded by Samantha Williams.

The motion carried.

Motion to accept the recommendation of the Finance Committee to approve the financial statements for February 2023 as presented:

Moved by Samantha Williams.

Seconded by Chaniqueka Farmer.

The motion carried.

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

Moved by Kemilah Locke.

Seconded by Samantha Williams.

The motion carried.

Announcements

Our Next Policy Council Meeting will be held on April 20th at 9:30 am. MCCA Central Office.

Business Meeting Adjourned

Rachel Crouch asked for a motion to adjourn the meeting.

Moved by Samantha Williams.

Seconded by Crystal Brewington.

The motion carried.

Meeting adjourned at 11:12 am.

Chair Signature _____

Date of approval _____

Secretary Signature _____

Date of approval _____





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

HEAD START/EARLY HEAD START

APRIL 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%
February	632	89.65%	82.22%	96	85.71%	80.05%
March	632	89.65%	80.61%	96	85.71%	75.97%

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
February	6,021	6,119	745	44	52	37	84
March	5,943	6,008	739	5.68%	6.71%	4%	10.3%

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

Oh, the Places You'll Go! Head Start and Early Head Start Site Managers and Family Service Advocates (FSAs) kicked off March with a day of preparing for the places they will go to recruit children, to enroll children and families, to complete home visits, and to help and support children and families. The training included a refresher ERSEA course, recruitment, the updated 23-24 program year application, application processing, in-take forms and procedures, and social service home visit procedures. Many of our sites have already begun recruiting for the next program year by reaching out to families whose children are on our current waitlist and families with younger siblings. They are also handing out flyers and applications at community events! Our total funded enrollment for March was 88.37% with 722 students enrolled! Overall attendance for the agency for the month is at 80.01% which is a slight decrease from February. 36.39% of Early Head Start absences and 41.4% of Head Start absences were due to illness. Vacancy was determined for enough families during the month to account for 8.25% of Head Start absences.

SUCCESS STORY

A parent of a student in one of our Wilson County schools has made us so proud! She was without a car and trying her best to get to all of the places she and her son needed to be. She works as a manager at Burger King and typically walked to work or asked a friend to take her. She shared her goal to save money for a car with her Family Service Advocate. The Family Service Advocate encouraged her to place her son on the Head Start bus. This made it possible for her to save time walking him to school, and gave her extra time to work hours at Burger King. This parent has been saving and saving, and she just purchased her own car! We are so proud of her, and honored to have our staff come alongside her to help set reachable goals, brainstorm ideas and encourage her each step of the way!



"Oh, the Places You Will Go" Training

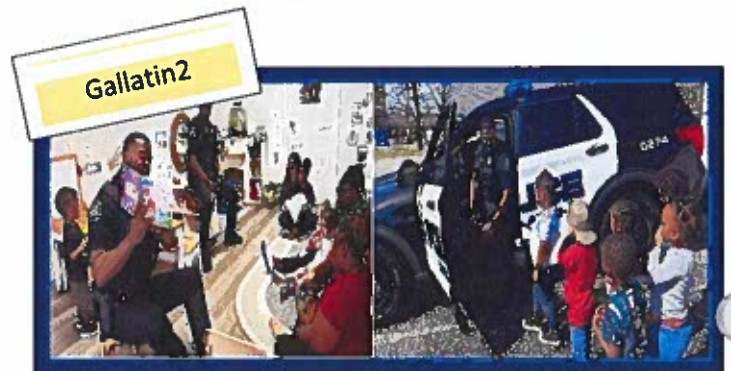
HEAD START /EARLY HEAD START

APRIL 2023 DIRECTOR'S REPORT

PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT) & EDUCATION

Literacy is such an important area of development for this early age, and this campaign is a great opportunity to promote this through parent trainings and all the opportunities for reading at home and in the classroom. Family Service Advocates offer parents an opportunity to participate in HSU parent trainings throughout the school year. One of the trainings that is required during our Reading Is Fundamental campaign is Child Literacy and we had 56 parents/guardians attend the child literacy training.

Each center plans fun and exciting themes to get parents and the community engaged while showing the importance of reading. We had a variety of parents and members from our communities to participate this year. Here are a few of our community friends we had visit our centers: We had a scientist, "The Cat in the Hat", local authors, MCCA board members, news channel 5 Lelan Statom, Fire Departments, and Mrs. America to name a few. Thanks to generous donations, over 700 books were given away to children at the end of the RIF campaign!



HEAD START /EARLY HEAD START

APRIL 2023 DIRECTOR'S REPORT

MENTAL HEALTH AND DISABILITIES

While our program serves children with diverse disabilities, 67% (50 students, see chart below) are diagnosed with speech or language impairment. The Mental Health & Disability Team provides resources, accommodations, support and encouragement so children with disabilities can reach their full potential.

It is important for our Staff Resource Behavior Coaches (SRBCs) and teachers to work together to build positive relationships with children. When children feel supported and valued, they are more likely to be engaged in learning and positive behavior. The SRBCs coach teachers on the importance of building connections with children. This helps to create a school culture that promotes positive relationships, emotional regulation, and overall well-being.

Primary Disability	
Autism	5
Hearing impairment	1
Non-categorical/developmental	17
Orthopedic impairment	1
Speech or language impairment	50

HEALTH

On-going monitoring and coaching for Health & Safety service continued throughout the month of March.

Goals we will continue working toward:

- Follow up with expired required physical exams and dental exams.
- Completion of Daily Health Checklist Daily when children arrive.




Strengths:

- Very well-documented and organized Child Files in place
- Staff report culture of being fully supported to complete their assigned duties.
- Progressively improving health services in comparison from 21-22 & 20-21



KINDERGARTEN READINESS

Our teaching staff use a research based assessment program called My Teaching Strategies Gold to record children's progress as they gain skills they will need for kindergarten. Below are some examples of the documentation in the assessment program now.

 APR 19, 2023 <input type="checkbox"/> ... Isabella was asked to rote count as high as she could. She counted from 1-19. She was then asked to name the numerals that she was shown. She correctly named #1-12, 14, 16-20.	 MAR 30, 2023 <input type="checkbox"/> ... Benjamin read the counting book to Ms. Afrikia. Ms. Afrikia asked Benjamin to point to a number and he was able to recognize each number from 0-10.	 MAR 20, 2023 <input type="checkbox"/> ... AS was using the e-sketch to practice writing her name. She identified the letters in her name. AS began writing her numbers after she finished with her name. Identifying 2,3,4,1,5,6,
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DID YOU KNOW?

The Head Start Performance Standards require program to ensure enrolled children with disabilities, and their families, receive all applicable program services delivered in the least restrictive possible environment and that they fully participate in all program activities. 1302.60

HEAD START /EARLY HEAD START

APRIL 2023 DIRECTOR'S REPORT

POLICY COUNCIL

Council members participated in Promoting Resiliency training led by Mental Health, Disability, and Behavior Coordinator Diane Iovino. Diane provided mini umbrellas to each participant as a symbol of the protective factors that can be provided at home and at school to counteract social and emotional risks.

The Finance Committee met to discuss the credit card statements and financial statements from February. ARP/Covid funds are being spent and closed out by the end of March.

The Family and Community Partnership Committee discussed how ChildPlus is used by the agency. ChildPlus is a huge line item in the budget; however, it encompasses the data from all families and children served as well as staff training.

The Personnel Committee shared staffing needs across the agency. The committee also discussed staff qualifications such as Teacher Assistants receiving CDA certification and Family Service Health Specialists receiving the Family Development credential. Site Managers and Staff Development Coaches also receive CLASS observation certifications.

The Program Planning Committee shared the highs and lows of the staff self-assessment surveys. Staff desire higher pay, bonuses, and additional recognition. Staff like working with families, scheduled leave, and helping others.

The Policy Council approved February's minutes, financial statements, and credit card statements.



"Once you read a book you care about, some part of it is always with you."
—Louis L'Amour



IN-KIND

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

Time:

Early Head Start- \$13,270.66

Head Start- \$60,607.87

Services/Materials/Donations:

Early Head Start- \$733.38

Head Start- \$6,536.24

Space:

Early Head Start- \$0

Head Start- \$1,525.00

Grand Total- \$82,673.15

February was a shorter month, so In-Kind totals did drop a little, but it was still an overall great month for In-Kind! We had a lot of readers for the RIF two-week reading challenge which helped the totals. We will continue to push towards meeting our goal over these next few months of school. Please continue to spread the word that we need volunteers and donations to help generate more In-Kind!

