



Mid-Cumberland Community Action Agency Policy Council Meeting

A Policy Council meeting of Mid-Cumberland Community Action Agency was held on April 20th, 2023 at the MCCA Central Office, Tn. The meeting began at 10:19 AM and was presided over by Rachel Crouch.

Attendees

Members in attendance: Amanda Garey, Kemilah Locke, Crystal Brewington, Trumeko Foxx, Danielle Frazier

Members in virtual attendance: Brooke Johnson, Rachel Crouch, Samantha Williams, Allison Balthrop, Chaniqueka Farmer

Guests in attendance: Jason Stewart, Carisa Moody, Shannon Brawner, Sandi Cummings, Mike Wiggins, Jessica Yeomans, Kim Pharris, Deanna Smith

Members/Alternates not in attendance: Misty Sullivan, Susan Victory, Jennifer Sensing, Priscilla Roberts, Erin Boothe, Johnna Carter-Haynes, Brittany Baney, Frank Ivey, Sharlicia Young

Training

Health Head Start Performance Standards provided by Deanna Smith.

Committee Meetings

- The Finance Committee discussed the expenses for the month of March. Danielle reported that CACFP is within normal expenses while EHS is within budget. Within the HS ARP funds, there are a few more expenses to be recorded. There is 60 days to close out the grant. Trumeko shared Head Start is submitting the continuation grant. It is due May 1st. The grant is for 5 years and this application is for year four. Head Start will report annually and 558 children will be served within the current approved service area. Credit card expenses are normal with the Lowe's bill being slightly higher due to renovations.
- The Family and Community Partnership Committee discussed how the agency partners with families to set goals based on family needs and interests in the area of education, housing, employment, parenting, health, financial, among other areas of need. Family Service Advocates use a SMART Goal Brainstorming Plan to serve as a guide during the collaborative process. Currently, 774 total goals have been set with families.
- The Program Planning Committee discussed the 2022-2023 Head Start Self-Assessment along with Program Goal progress. Amanda noted that there were no non-compliance issues discovered. Amanda stated the committee had also found a not met in the HR section with no documentation as to how the issue will be resolved. This will be corrected and brought back to Policy Council in May.

- The Personnel Committee shared the MCCA Head Start/Early Head Start Training & Technical Assistance Plan. Kemilah shared how the management team conducted the preparation stage of the plan. This includes several sources of information in determining training needs.

Business Meeting Called to Order

Rachel Crouch moved that the meeting be called to order at 10:19 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 Danielle Frazier and Trumeko Foxx

Family and Community Partnership Committee Report was presented by Rachel Crouch

Program Planning Committee Report was presented by Amanda Garey

Personnel Committee Report was presented by Kemilah Locke

Director's Report

Director's Report presented by Carisa Moody. Carisa highlighted ERSEA and RIF. Carisa also shared Program Information Statements FY 2023 Head Start Funding Increase and Hurricanes Fiona and Ian Disaster Recovery Funds. The Role of Head Start Programs in Addressing Lead in Water Information Memorandum was also shared.

Action Items

Approve Typed Minutes from March's Meeting

Approve March's Financial Report

Approve March's Credit Card Statements

Approve Submission of Continuation Grant Application

Defer Self-Assessment Approval Pending Amendment

Approve Training & Technical Assistance Plan

Main Motion Action Items

Motion to approve minutes from March 2023 meeting as presented:

Moved by Allison Balthrop.

Seconded by Danielle Frazier.

The motion carried.

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

Moved by Kemilah Locke.

Seconded by Danielle Frazier.

The motion carried.

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

Moved by Allison Balthrop.

Seconded by Kemilah Locke.

The motion carried.

Motion to submit the Continuation Grant Application:

Moved by Samantha Williams.

Seconded by Chaniqueka Farmer.

The motion carried.

Motion to defer Self-Assessment approval pending amendment:

Moved by Allison Balthrop.

Seconded by Daniele Frazier.

The motion carried.

Motion to accept the Training & Technical Assistance Plan as presented:

Moved by Samantha Williams.

Seconded by Trumeko Foxx.

The motion carried.

Announcements

Our Next Policy Council Meeting will be held on May 18th 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 Kemilah Locke.

The motion carried.

Meeting adjourned at 10:48 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

MAY 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%
March	632	89.65%	80.61%	96	85.71%	75.97%
April	614	87.09%	80.03%	96	85.71%	78.29%

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
March	5,943	6,008	739	43	52	37	84
April	6,139	6,205	833	5.70%	6.90%	4%	10.3%

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

Family Service Advocates and Site Managers are well on their way to receiving and processing applications that will help our agency reach full enrollment for the 23-24 program year! During the month of April staff participated in recruiting events such as community resource fairs, Pre-K registrations and a community egg hunt for children with exceptional needs. Recently, each site received "Now Enrolling" yard signs to place in the community.

Our total enrollment in April decreased to 86.90%, with a total of 710 students enrolled. Overall attendance for the agency for the month is at 79.80%, which is a slight decrease from March. Illness/Health Conditions continue to account for the largest portion of absences.



HEAD START/EARLY HEAD START

MAY 2023 DIRECTOR'S REPORT

PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT)

One of the goals of the Head Start/Early Head Start Parent Engagement component is to get parents involved in giving back to their community. The Community Service Project was created with that goal in mind. The parents plan the Community Service Project with the advisement of the Family Service Advocate. Parents chose to give back in various ways. Our Cheatham County parents chose to volunteer their services at the Cheatham County Animal Shelter. Cannon County parents chose to volunteer at the domestic violence shelter SAVE. Robertson County parents volunteered at Connect Robertson County. This agency provides free clothing, school supplies and food to families. They also offer free parent workshops. Wilson County parents volunteered at Joseph's Storehouse Food Ministry, an organization that provides food for disabled and elderly people in the community.

Cannon County Parents



Cheatham County Parent



Robertson County Parents

Shalom Zone Parents



Wilson County Parents

EDUCATION

Teachers are preparing to conduct their final assessments on their children as the school year comes to a close. Children's progress will be shared with parents at the 2nd Parent Teacher Conferences. Teachers are eager to share how much the children in their classrooms have grown over this school year and our program leadership is eager to see the growth as well!

Teachers used a variety of strategies to teach the children in their class. They engaged students in meaningful conversations, followed their interests in study planning, and allowed them to investigate by providing learning experiences indoors and outdoors. Our research-based curriculum allows teachers to inspire children's learning while building their confidence, creativity, and critical thinking skills. They are also able to promote discovery and inquiry with opportunities for children to think critically and develop process skills with rich, hands-on investigations of relevant and interesting topics in the classroom. The pictures below give some examples of how this looked when teachers led the gardening study.

Ashland City's BHS classroom preparing for their gardening study by making a greenhouse.



Child painting with a flower for the classroom's gardening study at Cedarwood Head Start.

HEAD START/EARLY HEAD START

MAY 2023 DIRECTOR'S REPORT

MENTAL HEALTH AND DISABILITIES

We are excited to share Devereux Early Childhood Assessment (DECA) data. Teachers have completed the assessment of all children in the classroom at the beginning of the school year (PRE) and the end of the school year (POST). This assessment helps us learn about the way each child gets along with others, shares how they feel, explores, and learns. The mental health team uses the information to better plan for all children in the program, building on individual children's strengths. This year the team implemented progress monitoring using Progress Assessment Rubrics. The rubrics were used to examine how children were responding to particular strategies. Strategies were adjusted to maximize potential and set the effects of risk and adversity.

Looking at the outcome data we see growth and shifts in the results. The data tells us that teachers' efforts to select strategies for their lesson plans and use them in daily activities has been successful.

Category: Total Protective Factors Teacher Record Form: Infant, Toddler, DECA-P2

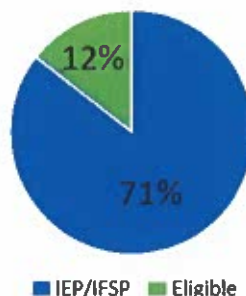
ALL SITES/ALL CHILDREN	STRENGTH	TYPICAL	NEED
PRE	1%	23%	76%
POST	5%	68%	27%

HEALTH

PIR MEASURES Cumulative HS & EHS Comparison		Region 4	Region 4	National Snapshot HS	MCCAA	MCCAA
Category	PIR Measure	2019	2021	2022	2022	April 20:
Medical	Medical Home	96.14	95.00	94.30	97.09	100.00
	Health Insurance	97.39	96.61	95.30	96.69	97.64
	Up-to-date Immunizations	95.85	93.90	93.10	97.00	97.80
	Up-to-date Medical Screening	5.89	7.50	no data	64.73	81.76
Dental	Chronic Conditions Received Treatment	96.55	63.00	no data	91.65	96.25
	Dental home	77.41	75.70	85.20	92.06	96.98
Disabilities	Dental Exam	81.92	64.30	no data	59.40	83.11
	Diagnosed Disability	11.27	11.27	13.00	10.00	10.02

The above charts compare our current Health information from our Program Information Report (PIR) (see last column) against the national report, the Region 4 report, and Chattanooga specifically. It also compares against what we reported last year (MCCAA 2022). We are very excited that all our measures are higher except the Disabilities – however, we did meet our 10% requirement earlier this year than last!

Disabilities



Disabilities	
Funded Enrollment	817
IEP/IFSP	71
Eligible	12
Total	10.20%

What does the Individuals with Disabilities Education Act (IDEA) say about disabilities?

Section 14.01(3)(A)

- The term "child with a disability" means a child—
 - (i) with intellectual disabilities, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance (referred to in this chapter as "emotional disturbance"), orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities; and
 - (ii) who, by reason thereof, needs special education and related services.

HEAD START/EARLY HEAD START

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POLICY COUNCIL

The Policy Council meeting on 4/20/2023 was led by Vice-Chair Rachel Crouch. Deanna Smith provided the pre-meeting training on the topic of Health Head Start Performance Standards.

The Finance Committee reviewed monthly financial and credit card statements. They also reviewed the Continuation Grant application which included service delivery, COLA, Quality Improvement and Reduction items.

The Family and Community Partnership Committee reviewed the SMART Goal Brainstorming Plan and discussed ways it is used to help families set goals.

The Program Planning Committee review the Head Start Self-Assessment results.

The Personnel Committee reviewed the Training and Technical Assistance Plan.

The Policy Council approved the previous months' minutes, financial and credit card statements, continuation grant and training and technical assistance plan. The council moved to defer approval of the self-assessment to the next scheduled meeting.

BELONGING AWARD

AIM-HI TN awarded two teachers at the Gallatin 1 school with the Belonging Award. Melissa Scates and Chyra Henley were selected to be observed after the program underwent written and panel interviews. AIM-HI TN's mission is to create pathways for programs to assess and develop high quality inclusion practices for the infant and children they serve. Congratulations Melissa and Chyra for demonstrating this so well!



IN-KIND

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

Time:

Early Head Start- \$15,907.45

Head Start- \$73,109.42

Services/Materials/Donations:

Early Head Start- \$617.14

Head Start- \$3,377.11

Space:

Early Head Start- \$0

Head Start- \$2,550.00

Grand Total- \$95,561.12

March was an amazing month for In-Kind! We had a lot of readers come out to help finish up our RIF two-week reading challenge and we also had several spring parent/child activities planned that brought in a lot of volunteers. We are receiving completed at-home-activity and toothbrushing calendars consistently from our families, which is great for In-Kind and at home developmental and learning opportunities for our children. We also want to thank our Board and Policy Council members for completing In-Kind forms reflecting the time you spend providing services to our program! Please continue to spread the word that we need volunteers and donations to help generate more In-Kind!



DID YOU KNOW?

The Head Start Performance Standards require programs ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA, and their families, receive all applicable program services delivered in the least restrictive possible environment and that they fully participate in all program activities.