



## Mid-Cumberland Community Action Agency Policy Council Meeting

A Policy Council meeting of Mid-Cumberland Community Action Agency was held on May 18th, 2023 at the MCCA Central Office, Tn. The meeting began at 10:45 AM and was presided over by Brooke Johnson.

### **Attendees**

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

Members in virtual attendance: Kemilah Locke, Trumeko Foxx, Samantha Williams, Allison Balthrop

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

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

### **Training**

Jessica Yeomans presented Child Outcomes.

### **Committee Meetings**

- The Finance Committee discussed the expenses for the month of April. Danielle reported that the 23-24 continuation grant application has been submitted. The CACFP spending is normal based on previous months. Danielle reported that the ARP grant ended on March 31 with almost all the money spent. The Early Head Start and Head Start General Fund spending is within the normal range. The credit card statements are normal. The fiscal year ends on July 31<sup>st</sup>.
- The Family and Community Partnership Committee discussed information to share with local school boards about our program. The ideas included outcomes with numbers specific to educational goals, success stories and testimonials from families, attendance rates, health screenings offered, disability numbers and outcomes of help for families with goals and referrals, family goal numbers and type of goals set, referral numbers and outcomes, and waitlist numbers to show need. This committee also served as the Nominating Committee. After looking through the Policy Council Members' information forms, Kemilah Locke was nominated as PC Secretary due to the resignation of the previous Secretary.
- The Program Planning Committee discussed the 2022-2023 Head Start Self-Assessment along with Program Goal progress. The correction was made to the HR section of the Self-Assessment and reviewed by the committee. The 23-24 Agency Calendar was reviewed and will be presented for approval.

- The Personnel Committee discussed various ideas to improve staff attendance. The ideas presented were perfect attendance drawings, larger items from the prize closet, gift cards, thank-you cards, and recognition of attendance.

### **Business Meeting Called to Order**

Brooke Johnson moved that the meeting be called to order at 10:45 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

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 enrollment, attendance, and meals served. Over 100,000 meals have been served this program year. Carisa shared Head Start children would not be replaced due to the short amount of days left in the program. Early Head Start children will be replaced during the summer. Carisa also shared the wonderful news that MCCA Head Start/Early Head Start was the recipient of the Belonging Award presented by AIMHiTN.

### **Action Items**

Approve Typed Minutes from April's Meeting

Approve April's Financial Report

Approve April's Credit Card Statements

Accept HS Self-Assessment

Approve Agency Calendar

Approve Policy Council Secretary

### **Main Motion Action Items**

Motion to approve minutes from April 2023 meeting as presented:

Moved by Rachel Crouch.

Seconded by Danielle Frazier.

The motion carried.

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

Moved by Rachel Crouch.

Seconded by Allison Balthrop.

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

Motion to accept the recommendation of the Nominating Committee to approve Kemilah Locke as the Secretary for the remaining 22-23 program term:

Moved by Samantha Williams.  
Seconded by Danielle Frazier.  
The motion carried.

Motion to accept the Self-Assessment as presented:

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

Motion to approve the 23-24 Agency Calendar:

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

Motion to move June's Policy Council Meeting to Thursday, June 22nd:

Moved by  
Seconded by  
The motion carried.

### **Announcements**

Our Next Policy Council Meeting will be held on June 22nd 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 Danielle Frazier.  
The motion carried.  
Meeting adjourned at 11:05 am.

Chair Signature Brooke Johnson

Date of approval 6/22/23

Secretary Signature Samantha Bruner

Date of approval 6/22/23



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

# HEAD START/EARLY HEAD START

## JUNE 2023 DIRECTOR'S REPORT

### ENROLLMENT

MONTH	HEAD START	ENROLLMENT	ATTENDANCE	EARLY HEAD START	ENROLLMENT	ATTENDANCE
	(705 Funded Slots)	%	Goal: 85%	(112 Funded Slots)	%	Goal: 85%
April	614	87.09%	80.03%	96	85.71%	78.29%
May	608	86.24%	76.56%	96	85.71%	68.73%

### TOTAL MEALS SERVED

MONTH	BREAKFAST	LUNCHESES	SNACKS	INCOME		DISABILITY	
				101-130% POVERTY	>130% POVERTY	SUSPECTED	IEP/IFSP
April	6,139	6,205	833	45	53	21	95
May	6,218	6,099	838	6.02%	7%	3%	11.6%

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

A total of 704 students (86.17%) were enrolled in May. This represents a slight decrease in students from the previous month. The Early Head Start program continued to recruit new students. Due to the short month and the Head Start program year end, no new students were enrolled during the month of May.

Overall attendance for the agency for the month was at 75.41%. The top three absence reasons are outlined in the table below.

	Early Head Start	% Early Head Start	Head Start	% Head Start
Other* (family trip, religious purposes, etc.)	197	31.52%	1130	41.59%
Transportation	99	15.84%		
Illness Health Condition	99	15.84%	834	30.7
Vacancy Determined			167	6.15%

\*older siblings' home from school, visiting family out of town, extended stay with the non-custodial parent

Recruitment efforts for the 2023-2024 program year are generating new applications daily. The schools are working hard to reach the children in our communities with the greatest need. Staff members are giving flyers and applications out to many of our community partners throughout the eight counties and participating in community events.



Wilson County Community Baby Shower

Lebanon PK Registration/Health Fair



# HEAD START/EARLY HEAD START

## JUNE 2023 DIRECTOR'S REPORT

### PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT)

As the Family Service Advocates (FSAs) close out this program year, their work with children and families can be spotlighted by discussing the completion of family goals. FSAs are required to set at least one family goal with all families. This goal is based on the desires of the family and is individualized to each family. Goals families in the program have reached this year include developing a written budget, securing employment, obtaining needed disability services for their children, taking an active role in their children's education, and obtaining affordable housing. All families set a goal and worked on making progress toward achieving it. The program is proud to share that 60% of families completed their goal. This number is indicative of the work put forth by FSAs who came alongside the families and shared resources, encouragement and accountability. The FSAs primary focus was keeping families supported with immediate needs such as food, housing, and employment, whether or not those immediate needs.

Below are a few quotes from FSAs about families achieving their goal (taken from success story submissions):

#### Murfreesboro (Socialization & Education goal)

A parent said her child has changed so much since August and she owes it all to our program because school has helped her to become more independent and social.

#### Murfreesboro Pre-K (Budget goal)

A parent who was able to save for a car said, "I wanted to do this for my kids."

#### Cannon (Education goal)

A parent said, "Thank you for giving me the information for the GED test and encouraging me. I took my test and passed."

#### Cheatham (Employment Goal)

The parent was able to secure a job while her child attends EHS at Ashland City said she is so excited to be working at Ashland City Elementary. She enjoys seeing the kids and hopes to one day get her teaching license to continue her passion with kids.

#### Robertson (Housing)

The mom said she was very glad that she was able to find a place so soon and just in time.

#### Shalom Zone (IEP)

A parent said that she is thankful that her son is now getting the services that he needs to better prepare for school.

### EDUCATION

Teachers completed their final assessments in May and shared individual child assessment data with each family during their 2nd Parent Teacher Conference. Teachers formally assess children utilizing the My Teaching Strategies GOLD® Assessment System. This system is research based and aligns with the Head Start Early Learning Outcomes Framework. Levels are assigned in six domains of learning: Social & Emotional Development, Language, Literacy, Cognition and General Knowledge, Physical Motor Development and Mathematics. Teachers used the assessment reports to individualize lesson plans by setting up specific activities to promote the growth of emerging skills for each child.

The table below shows the percentage of Head Start and Early Head Start children who were meeting or exceeding widely held age expectations in each developmental domain at our baseline checkpoint in October 2022 and at our final checkpoint in May 2023. Overall, the data shows that children made progress towards every developmental domain.

As an agency, our goal is to close the achievement gap by having at least 80% of children meeting or exceeding widely held age expectations. While the data tells us we did not quite meet that goal in every domain, the overall average is 84%. We are so proud of the gains that all of the children in our program made this year, and credit their success to the dedicated teachers we have in our program who continue to hone their skills through coaching and other professional development opportunities. We look forward to closing that achievement gap even more in the next year!

### MCCAA Head Start Outcomes

Domain	Baseline	End-of-Year
<b>Social &amp; Emotional Goals</b>		
EHS	90%	91%
HS	52%	83%
Program	60%	85%
<b>Language Goals</b>		
EHS	84%	86%
HS	48%	85%
Program	58%	84%
<b>Literacy</b>		
EHS	83%	86%
HS	38%	77%
Program	46%	73%
<b>Cognition &amp; General Knowledge Goals</b>		
EHS	86%	92%
HS	46%	85%
Program	54%	85%
<b>Physical Well-being &amp; Motor Goals</b>		
EHS	92%	93%
HS	58%	93%
Program	64%	92%
<b>Mathematics</b>		
EHS	82%	86%
HS	46%	76%
Program	54%	73%

# HEAD START/EARLY HEAD START

## JUNE 2023 DIRECTOR'S REPORT

### MENTAL HEALTH

The TPOT (Teaching Pyramid Observation Tool for Preschool Classrooms) and TPITOS (Teaching Pyramid Infant-Toddler Observation Scale) are important assessments that the mental health and disabilities team uses to assess and improve the quality of interactions, relationships, and environments in classrooms. The research tells us that when these practices are in place, children's learning increases, and their social-emotional development and overall well-being improve.

An analysis of the TPOT data shows that classrooms have increased from the PRE (October) to POST (April) periods. Noteworthy are the improvements in teaching social skills and emotional competencies (i.e., PRE-29%, POST 60%). TPITOS data shows that classrooms increased from the PRE to the POST or remained steady. Expression of emotions and teaching about feelings saw the greatest improvements.

Our Staff Resources Behavior Coaches (SRBCs) played a vital role by providing individualized support to help children manage their behaviors, acquire new skills, foster positive relationships and achieve positive outcomes.

### DISABILITIES

MCCAA staff attended Child Advocacy Days held in March hosted by the Tennessee Commission on Children and Youth. The event brought together children's advocates and service providers across the state who participated in training, networking, advocacy and celebration. Following the event, Head Start leadership including Diane Iovino, Lori Reed and Carisa Moody met with TN Department of Intellectual and Developmental Disabilities Commissioner Brad Turner and TEIS Assistant Commissioner Kelly Hyde to engage in dialogue about ways our agencies could work collaboratively to serve the children and families in middle Tennessee. In the weeks following those meetings, the leadership team met with regional TEIS staff. The program anticipates these meetings to be fruitful and is scheduled to participate in regional meetings over the next few months to continue building on the partnerships established this spring.

### HEALTH

The agency held a Healthy Living Competition from January to May. During that time staff worked hard to improve their overall health. The competition included self-care activities such as reading books and listening to music. It also included nutritional choices such as drinking more water and eating more fresh fruits and vegetables. Physical health was promoted with points given for walking, going to the gym and getting regular exercise. Across the agency, 182.8 pounds were shed, and hundreds of healthy choices were made. Special recognition goes to the overall winner of the Health Living Competition, Lauren Brown, who works as a Family Service and Health Specialist in Ashland City. Across the agency, 182.8 pounds were shed during the competition.



**Lauren Brown**  
**FSHS – Ashland City**  
Lauren lost 48.2 pounds and earned 294 points

### DID YOU KNOW?

Head Start Performance Standards require programs to establish collaborative relationships and partnerships with community organizations that provide services to children with disabilities and their families. 1302.53(A)(2)(ii)

# HEAD START /EARLY HEAD START

JUNE 2023 DIRECTOR'S REPORT

## POLICY COUNCIL

The Policy Council meeting on 5/18/2023 was led by Chair Brooke Johnson. Jessica Yeomans provided the pre-meeting training on the topic of Child Outcomes.

The Finance Committee reviewed monthly financial and credit card statements.

The Family and Community Partnership Committee discussed ways to engage local school boards. They generated a list of topics for the program to share.

Nominating Committee discussed the need for a new Policy Council Secretary after the previous member resigned. Kamilah Locke was identified as a member to bring before the Council for nomination.

The Program Planning Committee reviewed the Head Start Self-Assessment results, Program Goal Progress and calendar for the 2023-2024 school year.

The Personnel Committee discussed ways to improve staff attendance. The committee generated a list of incentives to be shared with supervisors.

The Policy Council approved the previous months' minutes, financial and credit card statements. The Council approved Kamilah Locke as Policy Council Secretary, the program's self-assessment and 2023-2024 calendar.



Policy Council members whose children are entering kindergarten: **We need your help!** We will be recruiting new Policy Council members and alternatives at Family Orientation in August. Let us know if you are willing to help by sharing your experience being on Policy Council.

## IN-KIND

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

### Time

Early Head Start- \$17,185.13

Head Start- \$63,611.30

### Services/Materials/Donation

Early Head Start- \$671.44

Head Start- \$3,003.31

### Space

Early Head Start- \$100.00

Head Start- \$1,800.00

**Grand Total - \$86,371.18**

April was a great month for In-Kind! Even though the total amount was a little lower this month from March, schools continued to have community volunteers read to the children and participate in Spring Flings. April always brings warmer weather and opportunities for outdoor activities. Volunteers led gross motor activities with the children outdoors. Families continue to complete at-home activity and toothbrushing calendars consistently. This time is counted toward the non-federal share In-Kind and has the added benefit of giving children developmental and learning opportunities at home. Please continue to spread the word that we need volunteers and donations to help generate more In-Kind!



## DID YOU KNOW?

Head Start agencies are required to oversee progress toward Program Goals on an ongoing basis and on an annual basis conduct a Self-Assessment that includes data on child learning outcomes, professional development, and services to families. 1302.102(2)(1)