



A policy council meeting of Mid-Cumberland Action Agency was held August 17<sup>th</sup>, 2023 at the MCCA Central Office. The meeting was called to order at 10:27 a.m.

**Attendees:**

Members in attendance: Crystal Brewington, Chaniqueka Farmer, Brooke Johnson, Kemilah Locke

Members in virtual attendance: Rachel Crouch, Trumeko Foxx

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

Guests in virtual attendance: Mike Wiggins

Members/Alternates not in attendance: Misty Sullivan, Allison Balthrop, Jennifer Sensing, Frank Ivey, Sharlicia Young, Johnna Carter-Haynes, Brittany Baney

**Training**

Haley Munday presented Transitions.

**Committee Meetings**

- The finance committee discussed the expenses for the month of July. Early Head Start, Head Start, and CACFP programs received preparation items and replacement furnishings. Books will close after July. The American Express card was used for purchasing supplies, trainings, and activities. All expenses are paid off every month, in order to keep everything "Routine and normal".
- The Family and Community Partnership Committee reviewed the PIR. There were 817 students and 754 were helped with dental and healthcare. 11.5% with disabilities, which must be at least 10%. Due to the rise in diversity and language in the classrooms, the need for more translators is needed.
- The Program Planning Committee discussed updated changes in Article III of the PC By-Laws. There was a short biography shared, regarding our newly announced Trousdale County Community Representative, Jennifer Conley.
- The Personnel Committee reviewed the updates to the Human Resources Policy and Procedures Manual. Recognizing a change to the mission, vision, and values statements. There were several small changes on various pages within

the manual that will go into effect on September 1<sup>st</sup>, 2023 if approved by the council.

**Business Meeting called to Order**

Brook Johnson moved that the meeting be called to order at 10:27 a.m.

- Quorum was established with 6 Policy Council members present out of 14.

Motion moved to accept the minutes as presented:

Moved by Kemilah Locke.

Seconded by Chaniqueka Farmer.

The motion carried.

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

Moved by Rachel Crouch.

Seconded by Kemilah Locke.

The motion carried.

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

Moved by Rachel Crouch.

Seconded by Kemilah Locke

The motion carried

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

Moved by Rachel Crouch.

Seconded by Chaniqueka Farmer.

The motion carried.

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

Moved by Rachel Crouch.

Seconded by Kemilah Locke.

The emotion carried.

Motion to approve Jennifer Conley as the Community Representative for Trousdale County.

Moved by Kemilah Locke

Seconded by Rachel Crouch

The motion carried.

Motion to approve the updated Policy Council By-Laws.

Moved by Rachel Crouch

Seconded by Chaniqueka Farmer

The motion carried.

Motion to approve the updated MCCA Employee Handbook.

Moved by Rachel Crouch

Seconded by Chaniqueka Farmer

The motion carried.

### **Announcements**

Our next meeting will be held Thursday, September 21<sup>st</sup>, 2023 at 9:30 am. Central Office located in Mt. Juliet.

### **Business Meeting Adjourned**

Brooke Johnson asked for a motion to adjourn the meeting.

Moved by Rachel Crouch.

Seconded by Kemilah Locke.

The motion carried.

Meeting adjourned at 10:55 am.





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

## HEAD START/EARLY HEAD START

### SEPTEMBER 2023 DIRECTOR'S REPORT

#### ENROLLMENT

MONTH	HEAD START (438 Funded Slots)	ENROLLMENT %	ATTENDANCE Goal: 85%	EARLY HEAD START (120 Funded Slots)	ENROLLMENT %	ATTENDANCE Goal: 85%
August	393	89.73%	93.32%	96	84.57%	90.92%

TOTAL MEALS SERVED				INCOME Goal: <10% of enrolled		DISABILITY Goal: > 10% of enrolled	
MONTH	BREAKFAST	LUNCHESES	SNACKS	101-130% POVERTY	>130% POVERTY	SUSPECTED	IEP/IFSP
August	2,835	2,309	764	27 4.84%	37 6.63%	33 5.91%	41 7.35%

#### EDUCATION & STAFF DEVELOPMENT

The Staff Development team worked hard all summer planning for Mid Cumberland Community Action Agency's Head Start/Early Head Start Preservice that took place at the beginning of August. The theme of this year's preservice was "Taking it on Back". The idea behind the theme was to get back to the basic things of Head Start, making sure all staff are on the same page when it comes to policies and procedures, and making sure they know what is expected for their position. The theme also tied in dress up days to make it more fun and engaging, with each day going back in time through the decades, from the 90s to the 60s. Each component area manager, coordinator and coach took part in preparing trainings for their service area, and outside trainers led some choice day trainings that staff were able to choose from as well. Something different we did this year was include the Community Service Division on the last day of preservice. On this special day, cross training happened for each division. It was exciting to hear what staff learned during these sessions, but more importantly, to see how it's impacting their work.

Recently I heard of a family seeking Head Start services. Although we had no availability, upon hearing the family's story the Site Manager said "It sounds like you could be in need of some other resources". They were able to get them connected with the Community Service Division right next door! This was our hope, that staff would come away with a better understanding of what our whole agency does, and be able to make connections in their county to best meet the needs of the families we serve.

#### MENTAL HEALTH & DISABILITIES

As can be seen in the data above, the program continues its commitment to serving children with disabilities. Teachers include them in classroom activities and include individualized goals for them on the lesson plan. In August, the Staff Resource and Behavior Coaches began a new step to ensure the lesson plans align with the IEPs and the IFSPs. Staff received training on ways to make these activities impactful and the coaches are monitoring and supporting the teachers as they carry out these lessons.

By integrating IEP and IFSP goals on lesson plans, educators can create a more inclusive and supportive classroom environment that helps students with disabilities reach their full potential.

# HEAD START/EARLY HEAD START

## SEPTEMBER 2023 DIRECTOR'S REPORT

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

The Family Service Advocates have been committed to ensuring that our families have a successful transition into the Head Start and Early Head Start programs. The FSAs have provided Family Orientation for parents to participate in before their child begins the program. Family Orientation is aimed at engaging parents and families in an introduction to Head Start and Early Head Start in small group settings at the beginning of the school year. This allows the family to meet staff at the center, tour their child's classroom and receive important information that is needed for success in the program. Family Orientation is also a time to complete trainings with families prior to their child entering the program. The trainings and information that is shared and completed with families during orientation consist of the following topics:

- Achievement Gap
- Child Abuse: Mandated Reporting
- Attendance Policy & Procedures
- Standards of Conduct
- Bus/Pedestrian Safety Education and Transportation Procedures/Agreement
- PFCE Services
- Tour of classroom & Teacher Introduction
- Program Wide Expectations: STAR
- Quality Childcare
- Collaborative Education Planning (EHS only)
- School Readiness Goals
- Emergency Release and Sign In/Sign Out Procedures
- Friday Folders, Curriculum Overview, TS Gold & Family Letters
- Personal Safety Curriculum Overview (HS only)

MCCAA, Community Service came and shared information about their programs. One of the families received help on the same day. Great team work at Wilson!



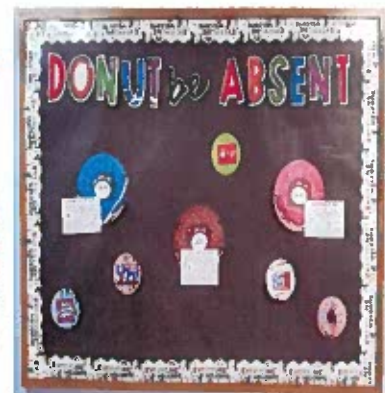
### ERSEA

August was a busy month for all MCCAA staff! From pouring into one another, attending training, building relationships with families, and transitioning our students, our staff have been doing it all this month!

Early Head Start students kicked off their program year with phase-in days on August 10th and 11th and most Head Start Students followed closely behind beginning phase-in on August 17th and 18th. In order to meet duration hours, Hartsville HS began phase-in on August 8th and Bransford HS began phase-in on August 10th. Our PK Partnership classrooms also began early with Trousdale PK beginning July 27th, Murfreesboro PK August 11th, and Bransford PK August 14th.

Our enrollment in August is at 87.63% of funded enrollment with an additional 44 children accepted.

We are pleased to start the program year off with the overall attendance at 90.92% with the top absence reason being Illness/Health Condition. Below are photos that show how our sites are promoting consistent attendance. \*Murfreesboro City Schools will be included in next month's attendance.



Gallatin 1 shows Star Attendance by placing a Star for each child with their picture who has monthly attendance above 85%.

Cedarwood displays ways to assist with consistent attendance such as having a bedtime routine, setting an alarm, and picking out clothes the night before

# HEAD START/EARLY HEAD START

## SEPTEMBER 2023 DIRECTOR'S REPORT

### POLICY COUNCIL

Policy Council members participated in Transition training provided by Haley Munday.

The finance committee discussed the expenses for the month of July.

The Family and Community Partnership Committee reviewed the PIR. There were 817 students and 754 were helped with dental and healthcare. 11.5% with disabilities, which must be at least 10%. Due to the rise in diversity and language in the classrooms, the need for more translators is needed.

The Program Planning Committee discussed updated changes in Article III of the PC By-Laws. There was a short biography shared, regarding our newly announced Trowsdale County Community Representative, Jennifer Conley.

The Personnel Committee reviewed the updates to the Human Resources Policy and Procedures Manual. Recognizing a change to the mission, vision, and values statements.

The Policy Council approved June and July's minutes, financial statements, and credit card statements as well as Jennifer Conley as the Trowsdale Community Representative, updated Policy Council By-Laws, and the updated MCCA Employee Handbook.

### HEALTH

During the month of August, all sites held a Community Partnership & Screening Fair. Community partners right beside program staff completed children's health screenings including vision, hearing, blood pressure, dental, and growth assessments. Parents were able to talk directly to local community partners to address any current issues they might have.



Through the Policy Council, parents have a voice in decisions about how the program spends money, what



children do in their classrooms, and how the

program works with community partners. Children, parents, and the program benefit when parents take on leadership roles.

# HEAD START/EARLY HEAD START

## SEPTEMBER 2023 DIRECTOR'S REPORT

### IN-KIND

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

Time:

Early Head Start- \$8,508.05

Head Start- \$0

Services/Materials/Donations:

Early Head Start- \$2,027.28

Head Start- \$0

Space:

Early Head Start- \$0

Head Start- \$0

Grand Total- \$10,535.33

July was a very low month for In-Kind with only EHS being in session and we were closed for the week of the 4th of July. The summer months are more challenging to get volunteers because of vacations and other summer family activities going on. We did not meet our overall In-Kind agency goal for the 2022-2023 program year, but we are positive and hopeful that the 2023-2024 will be more successful and will bring new opportunities to generate the In-Kind we need.

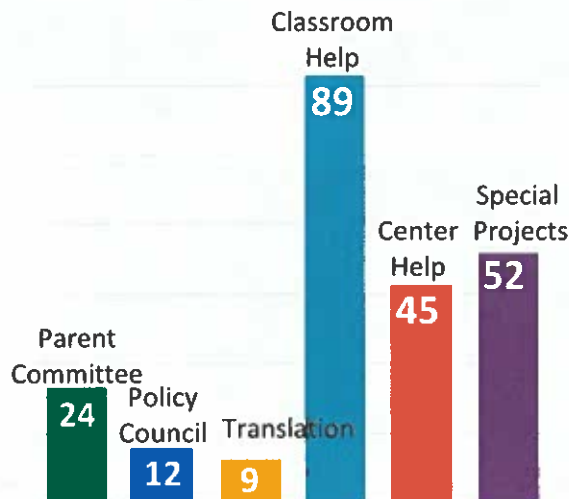
Here is where we ended at with the 2022-2023 In-Kind total amounts:

Agency In-Kind Goal=\$2,012,022.80

Agency In-Kind Total Actually Generated=\$766,604.49

Please spread the word that we need volunteers and donations to help get this new school year off to a great start with In-Kind!

Month	In-Kind Total (EHS & HS)
August EHS	9,401.23
August HS	36,278.67
September EHS	11,186.09
September HS	56,530.05
October EHS	10,506.77
October HS	53,168.30
November EHS	10,966.89
November HS	55,679.10
December EHS	9,939.72
December HS	47,445.37
January EHS	15,779.23
January HS	65,278.89
February EHS	14,004.04
February HS	67,958.07
March EHS	16,524.59
March HS	78,636.53
April EHS	17,956.57
April HS	67,278.16
May EHS	19,007.48
May HS	59,188.96
June EHS	17,725.84
June HS	2,001.31
July EHS	10,535.33
July HS	0.00
<b>Total (Includes CO)</b>	<b>\$ 766,604.49</b>



184 families responded to our survey and said that their experiences volunteering in the 2022-2023 school year were either "Very good" or "Good." To the left are the most common ways our volunteers were involved. We are so grateful for the volunteers' time and the feedback!

### DID YOU KNOW?

Programs are required to provide parents with opportunities to participate in the program as employees or volunteers? 1302.50(b)(4)