



A policy council meeting of the Mid-Cumberland Community Action Agency was held on October 19th, 2023 at the MCCA Vine St. Office in Murfreesboro. The meeting was called to order at 10:48 a.m.

Attendees:

Members in attendance: McKenzie Alsobrooks, Javonta Darden, Chaniqueka Farmer, Alexis Adcock, Jasmine Rodriguez, Hannah Driver, Brooke Johnson, Quindaesha Nunley, Kendra Madell, Gina Orozco, Nermin Iqladious

Members in virtual attendance: Ashley Highfill, Garrett Bennett, Elizabeth Ferrell, Allison Balthrop, Judy Brown, Kiara Kinnie, Jennifer Conley, Penny Worthington

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

Guests in virtual attendance: Mike Wiggins

Members/Alternates not in attendance: Breanna Hatcher, Victoria Clarke, Summer Chamberlain, Falon Jackson, Rachel Crouch, Trumeko Foxx, Mary-Jean Dean, Courtney Duncan

Training

Carisa Moody presented Governance/Orientation Training followed by Shannon Brawner presenting Robert's Rules of Order.

Committee Meetings

- The Finance Committee discussed the expenses for the month of September. Carisa and Mike explained to the committee members how to read expense reports and credit card statements. Spending is on track for the month. The Carry Forward request was explained and discussed among the group.
- The Family and Community Partnership Committee discussed information shared by each Parent Committee including various Fall Festivals happening at the sites. It was mentioned that Shalom Zone would like to have an awning at the entrance of the building. Carisa explained this was good information to have when preparing the budget for the next program year. Sandi also shared the

ERSEA Service Plan, explaining a small change was made to include SNAP Benefits.

- The Program Planning Committee reviewed the Program Goals, including the measurable objectives and expected outcomes. Nutrition, CATCH, and Mental Health & Disabilities Service Plans were reviewed and discussed.
- The Personnel Committee reviewed the Staff Development Service Plan. Jessica also shared the current open staff positions. Jessica also explained to the group the Personnel Committee will occasionally review updates to HR Policies.
- The Nominating Committee used the Policy Council Information Forms to discuss the candidates for each officer position. The following list of officers will be an action item during the meeting, Chairperson- Brooke Johnson, Vice-Chairperson- Quindaesha Nunley, Secretary- Jasmine Rodriguez, Treasurer- Trumeko Foxx.

Business Meeting called to Order

Brook Johnson moved that the meeting be called to order at 10:48 a.m.

- Quorum was established with 15 Policy Council members present out of 18.

Motion moved to accept the September minutes as presented:

Moved by McKenzie Alsobrooks.

Seconded by Chaniqueka Farmer.

The motion carried.

Carisa highlighted the Director's Report.

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

Moved by McKenzie Alsobrooks.

Seconded by Hanah Driver.

The motion carried.

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

Moved by Alexis Adcock.

Seconded by Allison Balthrop.

The motion carried.

Motion to accept the recommendation of the Finance Committee to submit the Carry Forward Request as presented:

Moved by Javonta Darden.

Seconded by Chaniqueka Farmer.
The motion carried.

Motion to approve the recommendation of the Nominating Committee to accept the 23-24 Program Term Officers as presented:
Moved by Allison Balthrop.
Seconded by Javonta Darden.
The motion carried.

Announcements

Our next meeting will be held Thursday, November 16th, 2023 at 9:30 am. The location will be determined.

Business Meeting Adjourned

Brooke Johnson asked for a motion to adjourn the meeting.
Moved by McKenzie Alsobrooks.
Seconded by Chaniqueka Farmer.
The motion carried.
Meeting adjourned at 11:55 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

NOVEMBER 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%
September	421	96.122%	93.32%	96	84.57%	90.92%
October	435	99.32%	90.15%	112	93.33%	83.86%

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
September	4,608	4,622	1,221	28	40	51	45
October	4,091	4,009	1,333	5.02%	7.17%	9.14%	8.06%

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

During the month of October, we were able to open two classrooms that had not been fully staffed. This brought our total enrollment to 98.03% with a total of 547 students enrolled. Overall attendance for the agency for the month is at 88.85%. The top Absence reasons for each program are outlined in the table below.

	Early Head Start	% Early Head Start	Head Start	% Head Start
Illness/Health Condition	152	48.56%	327	47.12%
Other*	55	55.00%	199	28.67%
No Answer, Left Message	25	7.99%		
Transportation			46	6.63%

* therapy, caregiver kept child home, caregiver/sibling sick, lack of sleep, with other parent, vacation, no

RECRUITMENT

The sites have to ensure a waitlist is maintained is essential to ensuring children leaving the program are replaced within the 30-day timeline. Gallatin 1 and Gallatin 2 participated in Gallatin's Trick or Treating on the square while Trousdale participated in Hartsville's Trunk or Treat at the park.



ATTENDANCE

Absences due to transportation by county for Head Start:
Counties with bus routes: Robertson (8), Cannon (2)
Counties without bus routes: Wilson (7), Rutherford (5), Rutherford PreK (2), Cheatham (5), Sumner (3)

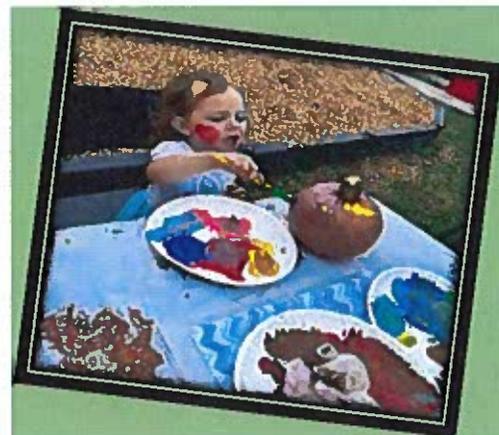
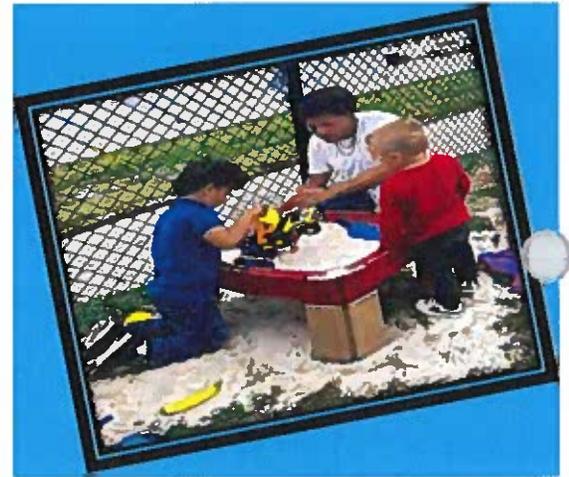
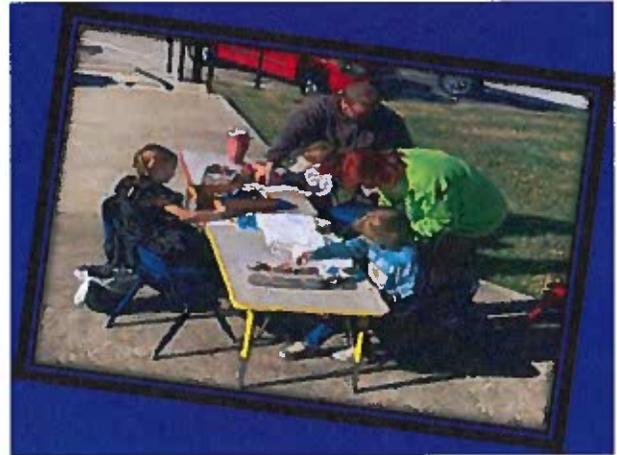
HEAD START/EARLY HEAD START

NOVEMBER 2023 DIRECTOR'S REPORT

PFCE (PARENT, FAMILY, AND COMMUNITY ENGAGEMENT)

Parent-child activities are planned throughout the school year to allow parents to volunteer in the center and participate in educational, fun and interactive activities with the children. Examples of parent-child activities are fall festivals, spring flings, reading challenges, field trips and other fun activities. During the months of October and November, the Family Service Advocates host Fall Festivals at their centers. This provided an opportunity for parents to be engaged with their children while volunteering for activities. It also helped them develop connections with one another. Parents took advantage of this opportunity to volunteer by assisting with games, making posters, preparing food samples, prizes, setting up and taking down activities for the festival.

One site was able to go on a field trip to Bottom View Farm!



DID YOU KNOW?

Head Start programs are required to offer opportunities for parents and family members to be involved in the program's education services to ensure parents and family members have opportunities to volunteer in the class and during group activities. 1302.34(b)(5)

HEAD START/EARLY HEAD START

NOVEMBER 2023 DIRECTOR'S REPORT

MENTAL HEALTH AND DISABILITIES

The Mental Health and Disabilities Coordinator, Diane Iovio, and our Staff Resource and Behavior Coaches, Robin Duncan and Jena Collins, attended The Down Syndrome Association of Middle Tennessee (DSAMT) awareness event and walk at the Wilson County Fairgrounds on Saturday, October 21st.

DSAMT reserved a dedicated area to acknowledge their disability partners. Families expressed their appreciation for our presence, which underscored the robust community backing, and opened up possibilities for our agency to make a positive impact on the well-being and future of children with exceptional needs.



DID YOU KNOW?

The Head Start Performance Standards state that programs must include specific efforts to actively locate and recruit children with disabilities (1302.13)

HEALTH

CACFP is a federal program that provides reimbursements toward the cost of meals and snacks. Programs are required to complete monitoring observations in order to remain eligible to participate. MCCA's observations were completed in every center in the month of October. All classrooms were observed following proper sanitary practices, and recording daily attendance and meal counts. Family Style dining practices are one of the focus areas observed during CACFP observations. The agency is making progress as teachers have children take more responsibilities setting the tables, passing out napkins, plates and silverware, and serving components of the meal. EHS teachers are beginning to introducing children 12 months and older to Family Style Dining.

The program has seen more diversity represented in the children and families who participate in Head Start and Early Head Start. The Child Development & Health Manager, Lori Reed, and the Child Development and Health Coordinator, Deanna Smith, worked with the program's Arabic Translator, Viola Saied and Food Service Technicians to add menu items families eat at home such as hummus with pita bread, bechamel (Egyptian lasagna), and shawarma (chicken wrap w/ tahini sauce). The program anticipates the children will enjoy their new meals!

Family Style Dining



HEAD START/EARLY HEAD START

NOVEMBER 2023 DIRECTOR'S REPORT

POLICY COUNCIL

Policy Council met October 19th, 2023. The training provided by Carisa Moody focused on Governance/Orientation followed by Shannon Brawner presenting Robert's Rules of Order.

The Finance Committee discussed the expenses for the month of September. Carisa Moody and Mike Wiggins explained to the committee members how to read expense reports and credit card statements. Spending is on track for the month. The Carry Forward request was explained and discussed among the group.

The Family and Community Partnership Committee discussed information shared by each Parent Committee including various Fall Festivals happening at the sites. Sandi Cummings also shared the ERSEA Service Plan, explaining a small change was made to include SNAP Benefits

The Program Planning Committee reviewed the Program Goals, including the measurable objectives and expected outcomes. Nutrition, CATCH, and Mental Health & Disabilities Service Plans were reviewed and discussed.

The Personnel Committee reviewed the Staff Development Service Plan. Jessica also shared the current open staff positions. Jessica also explained to the group the Personnel Committee will occasionally review updates to HR Policies.

The Nominating Committee used the Policy Council Information Forms to discuss the candidates for each officer position. The following list of officers were elected: Chairperson- Brooke Johnson, Vice-Chairperson- Quindaesha Nunley, Secretary- Jasmine Rodriguez, Treasurer- Trumeko Foxx.

With a voting quorum, items approved were September minutes, financials, and credit card statements. Additionally, the 2023-2024 Policy Council officers and Carry Forward Request were also approved.

The meeting was led by Policy Council Chairperson, Brooke Johnson.

IN-KIND

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

Time:

Early Head Start- \$49,924.60

Head Start- \$139,168.22

Services/Materials/Donations:

Early Head Start- \$10,459.94

Head Start- \$58,184.78

Space:

Early Head Start- \$1,000.00

Head Start- \$1,000.00

Grand Total- \$259,737.54

September was an amazing month for In-Kind! Screenings continued to be conducted by community partners at the centers, so we were able to count those services that were provided for the children to help with In-Kind donations and services provided.

The at-home-activity calendars that are going home for families to complete with their children have been a tremendous success to the total In-Kind this past month. We hope these continue to come in and help bring our In-Kind totals up even more moving forward.

Please spread the word that we need volunteers and donations to continue this great start with In-Kind for the school year!

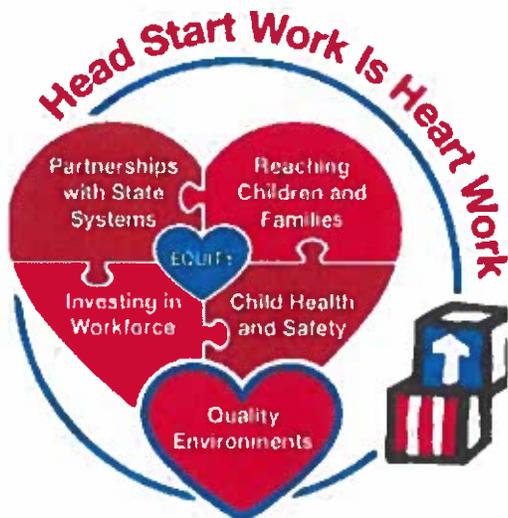


HEAD START/EARLY HEAD START

NOVEMBER 2022 DIRECTOR'S REPORT

EDUCATION

During the month of October, teachers shared children's progress with families during 2nd Home Visits. The program assessment data shows that 50% of our children are meeting or exceeding expectations across almost all areas of development. The chart provided to the right shows a comparison of the program's baseline data from 2022 and the baseline from this year. It also breaks down the numbers specifically by Head Start and Early Head Start. Something interesting to note is some of the outcome percentages for our Head Start students appear to be much higher than last year in some of the areas. This can be attributed to the fact that since we reduced our program size, many of the children in our Head Start classrooms are returning, so they have already been practicing and building on these skills in the past year. We are excited to see our children starting off strong in our high-quality environments, and anticipate more growth across all areas by the end of the program year.



Success Story

At G2, there is an EHS child who started the year completely nonverbal. We were able to get him a referral with TEIS and now he receives their support in the classroom. With their support and the dedication of his teachers, he is using some sign language to communicate. One staff member shared that every time they visit G2, they hear of the progress he has made, both from the teachers and his mom.

CHILD OUTCOMES DATA

Social & Emotional Goals		
	Baseline	Mid Year
EHS	90%	79%
HS	52%	62%
Program	60%	67%

Language Goals		
	Baseline 2022	Baseline 2023
EHS	84%	57%
HS	48%	61%
Program	54%	59%

Literacy		
	Baseline 2022	Baseline 2023
EHS	83%	71%
HS	38%	36%
Program	46%	48%

Cognition & General Knowledge Goals		
	Baseline 2022	Baseline 2023
EHS	86%	83%
HS	46%	54%
Program	54%	64%

Physical Well-being & Motor Goals		
	Baseline 2022	Baseline 2023
EHS	92%	82%
HS	58%	71%
Program	64%	74%

Mathematics		
	Baseline 2022	Baseline 2023
EHS	82%	67%
HS	46%	42%
Program	54%	50%

