

Douglas-Cherokee Economic Authority, Inc. Head Start/Early Head Start

Policy Council Meeting Minutes

Thursday, December 6, 2018 | 10:00 a.m. | Applewood Farmhouse Grill – Sevierville, TN

Meeting called to order by Kris Human
Type of meeting PC Monthly Meeting
Chairperson Kris Human
Note taker Haley Moore
Called to order 10:20 a.m.

Attendees
Vice Chairperson: Kristina Koon
Secretary: Cristina Hopwood
Treasurer: La'Chelle Saylor
Total Members Present: 26
Quorum Met: Yes

AGENDA TOPICS

1. Call to Order/Quorum Check | Presenters: *Kris Human, Chairperson*

Presentation: Welcomed all members to the meeting. Kris announced that a quorum was present.

2. Mental Health Wake-Up/Literacy Reading | Presenters: *Terri Rickard, Parent Involvement Manager; Tonya Purkey, Curriculum & Assessment Manager; Arlene Radcliff, Education Manager*

Presentation: During this time, Terri announced the Ugly Christmas Sweater contest and asked all participants to come to the front of the room to “model” their sweaters. Each participant was given a number and all attendees were asked to vote on their top 3 favorite sweaters. The winners would be announced later in the meeting.

Tonya read the EHS book from the Berenstain Bears series *Inside Outside Upside Down*. She stated the theme for this month is discussing directional and positional words, such as inside, outside, above, below, etc. Arlene read the HS book *Big Bear, Small Mouse*. She told members this book relates to the EHS book and describes opposites, such as small, big, fast, slow, etc.

3. New Policy Council Members | Presenter: *Terri Rickard*

Presentation: Terri led the introduction of new Policy Council members. Grainger County has a new member Tammy Nicely, Alternate. In Hamblen County, the new member is Amanda Powell. In Monroe County, Samantha Winborn, Alternate. All new members were elected on a county level and are in need of Policy Council approval.

Motion by: La'Chelle Saylor, Hamblen Co.
No Discussion.

Seconded by: Chantay Collins, Union Co.
All in favor, motion carried.

4. Approval of Minutes | Presenter: *Kris Human*

Presentation: Members were provided with a copy of November's meeting minutes on the Parent Involvement section of our website (www.dceaheadstart.org). Kris called for a vote to approve the minutes.

Motion by: Breanna Kyker, Cocke Co.
No Discussion.

Seconded by: Morgan Mooneyham, Cocke Co.
All in favor, motion carried.

5. Personnel Report | Presenter: *Cristina Hopwood, Secretary*

Presentation: Cristina Hopwood, Secretary, presented the report to the Policy Council. The Personnel Committee

recommended the report for approval.

Motion by: Tammy Eldridge, Jefferson Co.
No Discussion.

Seconded by: La'Chelle Saylor, Hamblen Co.
All in favor, motion carried.

6. Budget Report | Presenter: *La'Chelle Saylor, Treasurer*

Presentation: La'Chelle presented the Parent Involvement/Policy Council Fund report to the Policy Council. The Committee recommended the report for approval.

Seconded by: Morgan Mooneyham, Cocke Co.
No Discussion.

All in favor, motion carried.

7. Old Business

- **Self-Assessment | Presenter:** *Curt Amos, Director*

Presentation: The Self-Assessment tool is being reviewed by the management team. The program is trying to condense it and reduce some of the wording. Management hopes to have the instrument ready for the Family Advocates before Christmas. Family Advocates will then be contacting Policy Council members, Board members, and friends of the agency to help with our assessment.

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- **Selection Criteria | Presenter:** *Jennifer Coopman, ERSEA Manager*

Presentation: The program is proposing to change some wording in the selection criteria to ensure clarity. The current wording of Sevier County Wildfires, will be changed to State of Emergency. Full Day Full Year will be changed to Extended Duration.

Motion by: Morgan Mooneyham, Cocke Co.
No Discussion.

Seconded by: Breanna Kyker, Cocke Co.
All in favor, motion carried.

8. New Business

- **Data Plan | Presenter:** *Tonya Purkey*

Presentation: One of Office of Head Start's main focus is tracking data and how we use the information to improve our program. When the new five year grant cycle began, the management team worked together to develop goals for our program. The data plan streamlined the goals so that every aspect of the program would be able identify what the program was working toward as a whole. The program has four categories of goals: fiscal, health, literacy, and professional development. Tonya provided an example of the health goal, which focuses on lifestyle changes for long term success. She explained how the health goal aligns with the fiscal goal, as it shows funds were allocated for the purchase of items like the exercise studies for the classrooms. The management team meets throughout the year to review the goals and ensure the program is on track. Each year builds off the year before. Our program also has the ability to redefine our goals, as needed, each year before the grant is submitted. A copy of the Data Plan is available on the Parent Involvement section of our website (www.dceaheadstart.org).

Tonya told the Council members about an upcoming challenge for the classrooms. During the month of February, which is heart healthy month, the program is encouraging all classrooms to conduct gross motor activities with the families. The classrooms with the largest amount of gross motor in-kind hours will receive prizes for their classroom. Every classroom who reports at least 20 hours of gross motor in-kind hours will receive a prize.

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- **Ongoing Monitoring | Presenter:** *Aranda Pruitt, T/TA Monitoring Manager*

Presentation: We have Component Managers, Area Coordinators, and outside agencies that conduct monitoring. The outside agencies include Licensing, Environmentalists, Fire Marshall, CACFP Auditors and ECERS/ITERS Assessors. After each person finishes their monitoring, a report will come in to Central Office and the Component Manager will look at these and pass them on to T/TA to be put in the computer. Data is kept on all classrooms. Aranda provided a chart that shows which provider monitors what types of items.

- **EHS Update | Presenter:** *Arlene Radcliff; Judy Bentley & Tessie Crawford, EHS/Hamblen HS Area Coordinators*

Presentation: Arlene introduced Judy Bentley and Tessie Crawford. At EHS Brown Avenue, 7 children have transitioned from EHS to HS classrooms so far this year. There are currently 2 pregnant moms being served. There have been 4 new teachers and 1 caregiver hired. EHS Brown Avenue currently serves 9 dual language learners. Special events include ornament painting and blessings jars. A winter celebration is planned for December 21st. The remaining EHS classrooms had 6 children transition from EHS to HS classrooms this year. Parents in these classrooms are currently voting on their parent enrichment activities, which include tie-dye and jar crafts.

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- **Director's Report | Presenter:** *Curt Amos*

Presentation: Curt provided a brief overview of the PC/Board Report that was provided online. The Oak Cluster site in Sevier County has a licensing review scheduled for Friday. Open House is planned for January 7th. The Extended Duration grant was submitted on November 30th. We do not know if we will receive the full amount until sometime in March. Curt told the Council that the management team recently recognized the maintenance men for all their hard work over the last few years. They have been working non-stop for about 3 years, trying to maintain all centers, as well as working at the new modular sites. Curt thanked the parents for attending and being dedicated to the HS/EHS program.

9. Parent Reports | Presenters: *Parent/Staff Member from each county (listed below)*

Presentations: Each person read a report detailing activities and events that have taken place in each classroom in their county, as well as any goals that have been met, such as parents obtaining jobs or going back to school.

- **Blount County** – *Christy Stewart, Parent*
- **Cocke County** – *Breanna Kyker, Parent*
- **Grainger County** – *Reva Moore, Family Advocate*
- **Hamblen County** – *La'Chelle Saylor, Parent*

During this time, the "Ugly Christmas Sweater" contest was held. Policy Council members were encouraged to come dressed in their ugliest Christmas sweater! Everyone in attendance voted on the winners.

Ugliest Sweater (1st): Christa Cutting, Blount Co.

Uglier Sweater (2nd): Samantha Winborn, Monroe Co.

Ugly Sweater (3rd): Carolyn Rose, Blount Co.

10. In-Kind/MVP Award | Presenter: *Terri Rickard*

Presentation: Each month, the center with the highest number of volunteer hours in their county will be presented with a "MVP" (**M**ost **V**olunteer **P**articipants) trophy and stickers to take back to their center. Terri reminded members if you cannot volunteer, other ways to gain in-kind hours include approved home activities and the book bag reading program. The MVP awards for October are:

Blount: Eagleton 2

Cocke: Cosby

Grainger: Bean Station

Hamblen: North Hamblen

Early Head Start: EHS 1

Jefferson: Shady Grove

Monroe: Madisonville

Sevier: Douglas Dam

Union: Maynardville

12. Adjournment | Presenter: *Kris Human*

Presentation: Kris called for a motion to adjourn the meeting for lunch. Next meeting will be held at the Jefferson County Rescue Squad Building at 10:00 on Wednesday, January 9, 2019. Finance and Personnel Committees will meet at 9:45 am, prior to the Policy Council meeting.

Motion by: Morgan Mooneyham, Cocke Co.
No Discussion.

Seconded by: La'Chelle Saylor, Hamblen Co.

All in favor, motion carried.

Meeting Adjourned: 11:05 a.m.

Information Provided Online Prior to Meeting

- Invitation for December
- December Meeting Agenda
- Policy Council Minutes – November 2018
- PC/Board Report
- Personnel Committee Report
- Program Goal Overview

Handouts Given at Meeting

- Policy Council Members
- Finance Packet: Statement of Revenue & Expenditures, Credit Card Reports, In-Kind Report, and Treasurer's Report
- Monitoring List
- Cold Weather Safety

Secretary

Date