

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

Policy Council Meeting Minutes

Thursday, March 21, 2019 | 10:00 a.m. | Jefferson County Rescue Squad Building – Dandridge, TN

Meeting called to order by Kris Human
Type of meeting PC Monthly Meeting
Chairperson Kris Human
Note taker Haley Moore
Called to order 10:17 a.m.

Attendees
Vice Chairperson: Kristina Koon
Secretary: Cristina Hopwood
Treasurer: La'Chelle Saylor
Total Members Present: 25
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: Terri presented the video "Hot Chocolate Mindful Breathing." Tonya read the EHS book *The Going to Bed Book*. This book establishes routines to help the child get ready for bed. Arlene read the HS book *Pete the Cat and the Bedtime Blues*. This book also establishes bedtime routines, which goes hand in hand with school readiness.

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

Presentation: Terri led the introduction of new Policy Council members. There is a new member in Cocke County – Jennifer Turner, Finance Committee. In Grainger County, the new member is Danielle Thomas, Alternate. All new members were elected on a county level and are in need of Policy Council approval.

Motion by: Chantay Collins, Union Co.
No Discussion.

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

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

Presentation: Members were provided with a copy of February'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: Chantay Collins, Union Co.
No Discussion.

Seconded by: Cristina Hopwood, Sevier Co.
All in favor, motion carried.

5. Old Business

- **Grant Approval**

1. **Budget 2019 - 2020 | Presenter: *Haley Moore, Finance Manager***

Presentation: Haley stated the budget is complete for 2019-2020 and a summary of the budget is in the finance packet that members received at the meeting today. Overall the budget will look the same, but money was added to the Equipment line item in HS for the purchase of 3 vans, 1 car, 2 large copiers, and 1 playground with installation. In the Equipment line for EHS, there are aluminum ramps and a poured in place playground surface for EHS West. In the Construction line in

HS, there is \$75,000 for the purchase of the adjacent property next to Ray's Place in Hamblen County. There are also funds in the budget to finish the unused portion of Ray's Place for additional offices, and in order to accommodate more offices and staff, we need more parking. Curt has reached out to our Program Specialist in Atlanta to see if she believes this is something that would be approved. If not, the budget will be adjusted to include another playground and roofs for centers instead. The overall budget total will be the same as shown on today's report. Haley also stated that the budget aligns with the T&TA plan. All numbers match awarded amounts and the non-federal share portion is at the required 20%, just over \$2.2 million.

- 2. Community Assessment | Presenter: Felicia Savoni, FCP Manager**
Presentation: The community assessment update was provided to members at the meeting today. Felicia pointed out the following items: statistically the unemployment percentage, along with the number of people living in poverty is decreasing; Tennessee is tied for 4th for the highest percentage of low income working families with children under the age of 6; there are 12,664 children in Tennessee that are under the age of 6 that have experienced homelessness (2015) and 5% of these children were served by Head Start/Early Head Start.
- 3. Written Plans/Program Goals | Presenter: Curt Amos, Director**
Curt stated that the goals and objectives for the upcoming year are posted on the website. He reminded members that the written plans have been discussed over the last few months. Written plans can be found in Section 5 of the Policy Council notebook. Last month members had the opportunity to ask questions and offer input in a small group setting with all the Managers.
- 4. Selection Criteria/Program Options/Slot Allocation/Recruitment Updates | Presenter: Jennifer Coopman, ERSEA Manager**
Presentation: Selection criteria is what our program uses to determine families' eligibility for admission into our program each year. At previous meetings, the following changes were discussed: wording clarification; Sevier County wildfires changed to state of emergency; full day full year was changed to Extended Duration. Slot allocation is in Section 3 of the notebook – no proposed changes. Douglas-Cherokee utilizes the Center-based option for both HS & EHS with a total enrollment of 964 (892 HS, 72 EHS); To be more specific we have part day/part year, part day/school year, full day/ school year, and one classroom that is full day/full year. Early Head Start centers are all full day/full year. Recruitment has been going well and the open houses have been successful. Early selection will begin at the end of April/early May. Jennifer encouraged members to refer others to the Family Advocates if they are eligible to be enrolled in the program. We can provide flyers for parents to pass out. She welcomed ideas for how to recruit children as well.
- 5. Parent/Community Grievance Procedure | Presenter: Terri Rickard**
Presentation: Terri provided an overview of the program's procedure. This policy is in Section 4 of the notebook. Suggestions and input were welcomed over the last two months.
- 6. Training Plan | Presenter: Curt Amos**
Presentation: Copies were available at the meeting today and the plan is also available on our website. Aranda has discussed the plan at previous meetings. Curt provided a brief overview of the plan and reminded the Council that T/TA funds can only be used on professional development and trainings.
- 7. Program Improvement Plan from Self-Assessment | Presenter: Curt Amos**
Presentation: Copies were available at the meeting today. The Self-Assessment has been reformatted this year to look similar to the T/TA Plan. The Program Improvement plan is being worked on currently. After the Self-Assessment has been proofread, it will be available on the website.

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

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

6. New Business

- **Personnel Report | Presenter:** *Cristina Hopwood, Secretary*

Presentation: Cristina presented the Personnel report to the Policy Council. The Personnel Committee recommended the report for approval.

Seconded by: Chantay Collins, Union Co.

No Discussion.

All in favor, motion carried.

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

Presentation: La'Chelle presented the Parent Involvement Fund report to the Policy Council. Finance Committee voted to approve these reports.

Seconded by: Chantay Collins, Union Co.

No Discussion.

All in favor, motion carried.

- **Education Policy Updates | Presenter:** *Tonya Purkey*

Presentation: A copy of the proposed changes was provided on the website. A lot of updates were to ensure the policies match TN licensing. There were a few wording clarifications for quality improvement, as we want staff actively engaged with children.

- **Child Assessment Outcomes Report | Presenters:** *Tonya Purkey & Arlene Radcliff, Education Manager*

Presentation: Tonya presented graphs to depict the HS outcomes. The yellow columns represent the first assessment cycle and purple columns are the mid-cycle, in February. Ultimately you want all children to be meeting or exceeding expectations. The Social/Emotional domain had a 30% drop in children who were below expectations. This is a great thing to see, as we have implemented lots of supplies in the classroom to develop social/emotional skills and this is evidence those supplies and the skills of our staff are working. We are hoping to continue to expand our curriculum next year to ensure even higher outcomes. Terri also stated that parents deserve a "pat on the back" for working at home with these children and helping them to succeed. Tonya mentioned that our Gross Motor Initiative in February showed an 80% increase in gross motor home activities, which is a huge improvement. We hope to continue with this initiative next year, along with some others.

Arlene presented a PowerPoint on EHS outcomes. Current enrollment is 36 boys, 35 girls, 12 dual language learners, and 10 children with disabilities. The majority of children are meeting expectations. The three categories are meeting expectations, exceeding expectations, and below expectations. Arlene included pictures to show activities in the classrooms. In the birth to 1 year age range, the highest percentages of gains were in math, followed by language and literacy. In the 1-2 years age range, the majority of children are meeting expectations in math. In the 2-3 years age range, which is the largest group of enrolled children with the most diagnosed disabilities, they are meeting and below expectations, however, they are still progressing.

- **FAPE (Free Appropriate Public Education) & Parent Rights | Presenter:** *Teresa Cameron, Mental Health & Disabilities Manager*

Presentation: Free Appropriate Public Education comes under the Individuals with Disabilities Education Act (IDEA). FAPE says that each child who has a disability and needs special education and related services will receive a free public education. The school and parents will meet to decide what is appropriate for the child. If your child has a disability, you have parental rights that you should receive a copy of annually from the school. You have the right to confidentiality and access the child's records. Be an advocate for your child and don't be afraid to ask questions.

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

Presentation: Curt gave an overview of the Director's Report, which was provided on the website. We still have not heard anything about our Extended Duration grant. The Dandridge classroom, which was previously a pre-k collaboration site, will operate as Extended Duration. Sevier County School System has elected to not take pre-k

funding from the state, however, our Douglas Dam classroom will continue to operate as is. Transition Mondays began in March this year instead of April. Regarding the 1303 for Rutledge, we have provided some follow-up information that was requested by our Program Specialist, and are still awaiting approval to order the modular unit. The Budget Revision for the purchase of 5 vans was approved on 3/18/19 and we are awaiting approval of our Purchase Order to purchase those.

The program is proposing another Budget Revision for the purchase of a car to replace a car that was involved in an accident and deemed totaled by our insurance company. We will receive a sum of money from the insurance company and are requesting \$9,550 be reallocated within our budget to purchase the new vehicle. One third of our fleet of vehicles were at least 19 years old. If we receive approval for all vehicles that we have requested thus far, we will have replaced all 1990s model vehicles. The ones that are still running will be brought into Hamblen County, where there are more staff available and closer repair shops in case of emergencies. Others will be advertised for bids and sold. We want to ensure our staff who must travel the most are in safe, reliable vehicles.

Management staff will be reviewing the illness/school closing policy over the summer. Curt welcomed input from the parents regarding this policy. The United Way grant for Monroe County is due mid-April. We are hoping to write this grant for the 4 classrooms in Monroe County instead of just Madisonville.

The Office of Head Start issued a Cost-of-Living increase of 1.77% for program staff. The program made the decision to raise it to 2.0%. The rate that the agency must pay in for the retirement fund (TCRS) decreased significantly, so the agency agreed to allow the program to provide an additional 1.5%, giving staff a total of 3.5% COLA increase.

Motion to approve COLA & Budget Revision by: La'Chelle Saylor, Hamblen Co.

Seconded by: Tina Mauricio, Monroe Co.

No Discussion.

All in favor, motion carried.

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- **Audit | Presenter:** *Megan Barnard, DCEA Budget & Compliance Manager*

Presentation: Megan informed the Policy Council that the agency received a clean, unmodified opinion for the 2018 audit.

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- **Tennessee Electronic Library | Presenter:** *Chantay Collins, Community Representative*

Presentation: Chantay provided a handout with information regarding the TN Electronic Library. Through the TEL, there is free access for GED, college prep, ACT/SAT, medical, and CDL test prep. Classic books are available in children's world book for free. Books can also be downloaded for free. There is also information for learning another language. Visit the Maynardville Public Library website for a direct link to the TEL. The Maynardville library is hosting a free, small business expo this week and the US Census will be there, hiring part-time staff for \$13.50 an hour.

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- **MVP Award/Incredible Kid Day | Presenter:** *Terri Rickard*

Presentation: Incredible Kid Day – handout and certificate provided to members today. Terri reminded members that they are the most important person to influence their child. Every day provides an opportunity to influence a child. Everyone needs to know they are important.

Each month, the center with the highest number of volunteer hours in their county will be presented with a "MVP" (Most Volunteer Participants) trophy and stickers to take back to their center. The MVP awards for January are:

Blount: Eagleton 2

Cocke: Cosby

Grainger: Bean Station

Hamblen: North Hamblen 1

Early Head Start: EHS 1

Jefferson: Shady Grove

Monroe: Mt. Vernon 2

Sevier: Underwood 2

Union: Maynardville

Terri also reminded members to please fill out and return the Policy Council survey to Terri by the next meeting on

April 11th.

7. Parent Reports | Presenters: *Various Parents*

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** – **will be presented next month**
- **Cocke County** – *Terri Rickard*
- **Grainger County** – *Reva Moore, Family Advocate*
- **Hamblen County** – *La'Chelle Saylor, Parent & Alicia Searce, Family Advocate*
- **EHS** – *Sarah Thompson, Parent*

8. Adjournment | Presenter: *Kris Human*

Presentation: Kris called for a motion to adjourn the meeting for lunch. Next meeting will be held at Carson Springs in Newport on Thursday, April 11, 2019. Finance and Personnel Committees will meet at 9:45 am, prior to the Policy Council meeting.

Motion by: La'Chelle Saylor, Hamblen Co.

Seconded by: Rickey Cox, Union Co.

No Discussion.

All in favor, motion carried.

Meeting Adjourned: 12:00 p.m.

Information Provided Online Prior to Meeting

- Invitation
- February Minutes
- March Agenda
- Proposed Education 3.1 – 3.14 Revisions
- Personnel Committee Report
- PC/Board Report
- T&TA Plan 2019-2020

Handouts Given at Meeting

- March Meeting Agenda
- Policy Council Members
- Finance Packet: Statement of Revenue & Expenditures, Credit Card Reports, In-Kind, Treasurer's Report, and Budget Summary for 2019-2020
- Policy Council & Finance Committee Surveys
- Growing Healthy
- National Reading Month
- Incredible Kid Day
- Chocolate Meditation

Secretary

Date