

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

## Policy Council Meeting Minutes

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Thursday, November 1, 2018 | 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	10:15 a.m.

<b>Attendees</b>
<b>Vice Chairperson:</b>
<b>Secretary:</b> Cristina Hopwood
<b>Treasurer:</b>
<b>Total Members Present:</b> 20
<b>Quorum Met:</b> Yes

### AGENDA TOPICS

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

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

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#### 2. Mental Health Wake-up | Presenters: *Terri Rickard, Parent Involvement Manager; Kristie Woolard, Transportation Manager; Lisa Henson, Health & Nutrition Manager*

**Presentation:** Terri introduced the yoga pose “Tree” to begin the Mental Health Wake-up. Kristie and Lisa demonstrated the pose for the Policy Council members.

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#### 3. Literacy Reading | Presenters: *Tonya Purkey, Curriculum & Assessment Manager; Arlene Radcliff, Education Manager*

**Presentation:** Tonya read the EHS book *When I Feel Scared*. She told members this book relates well to our social emotional learning skills that we practice in the classroom. This month focuses on fears and how to get over them. Tonya mentioned that the School Readiness meeting had just taken place and one of our teachers shared some positive results from the use of Tucker Turtle and the CSEFEL (Center on the Social and Emotional Foundations for Early Learning) techniques for assisting with behavior issues. Arlene read the HS book *Can I Tell You A Secret*, which relates to the same theme as the EHS book. Attending members were provided a copy of the books along with activities to enhance learning.

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#### 4. New Policy Council Members | Presenter: *Terri Rickard*

**Presentation:** Terri led the introduction of new Policy Council members. Kim Smith, Alternate for Cocke County; Heather Farmer, Alternate for Hamblen County; Tiffany Donaldson, Alternate for Hamblen County; and Mary Beth Beasley, Alternate for Monroe County. Each county has elected the members to serve on Policy Council, but approval is needed by the full Council.

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

**Seconded by:** Tammy Eldridge, Jefferson Co.  
**All in favor, motion carried.**

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#### 5. Approval of Minutes | Presenter: *Terri Rickard and Kris Human*

**Presentation:** Members were provided with a copy of October’s meeting minutes on the Parent Involvement section of our website ([www.dceaheadstart.org](http://www.dceaheadstart.org)). Terri explained members can access the meeting minutes without logging into the website. The agenda and all other information will be under the login section. 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.**

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**6. Personnel Report | Presenter:** *Cristina Hopwood, Secretary\**

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

**Motion by:** Niki Ratliff, Grainger Co.  
**No Discussion.**

**Seconded by:** Charlie Pugh, Blount Co.  
**All in favor, motion carried.**

**\*Presentation:** Later in the meeting, Kris Human announced that the previous Secretary, Sydney Singleton, had been hired at EHS and can no longer serve on Policy Council. The Personnel Committee recommended Cristina Hopwood to be the new Secretary.

**Motion by:** Niki Ratliff, Grainger Co.  
**No Discussion.**

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

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**7. Budget Report | Presenter:** *Tammy Eldridge, Parent*

**Presentation:** Tammy Eldridge presented the Parent Involvement Fund report to the Policy Council in the absence of the Treasurer. The Finance Committee recommended the report for approval.

**Motion by:** Niki Ratliff, Grainger Co.  
**No Discussion.**

**Seconded by:** Tina Mauricio, Monroe Co.  
**All in favor, motion carried.**

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**8. Old Business**

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

**Presentation:** Jennifer reviewed the selection criteria that the program uses to determine families' eligibility for admission into our program each year. Applications are reviewed and points are assigned to determine their eligibility. It is important for members to review the selection tool, as the Council will be asked for input on establishing the criteria. Current selection criteria is in Section 3 of the Policy Council notebook.

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**9. New Business**

- **Admin 1.16 Physical Exams & T.B. Screenings Policy Revision | Presenter:** *Kristie Woolard*

**Presentation:** Kristie explained the proposed policy revision, which members were provided via the Parent Involvement PC login. The revision includes the statement: "New Hires reimbursement will be contingent upon passing a pre-employment drug screen."

**Motion by:** Charlie Pugh, Blount Co.  
**No Discussion.**

**Seconded by:** Niki Ratliff, Grainger Co.  
**All in favor, motion carried.**

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- **Discussion of Self-Assessment Tool/Process/Policy | Presenter:** *Curt Amos, Director*

**Presentation:** Curt provided an overview of the Self-Assessment process. The Self-Assessment is being revamped this year. The program was provided with good feedback from T&TA staff from Region IV. The Self-Assessment will be very data driven. During this process, we review our program to look at our strengths as a program, as well as areas we may need to improve on. Our staff will be trained and specific people are designated to help oversee the process out in the counties. Teams including parents, community representatives and board members are involved and encouraged to offer input. Thus far, Central Office staff have been visiting centers and completing the Health and Safety Screeners. These screeners are a list of requirements from licensing, fire marshal, health inspectors, as well as the Office of Head Start monitoring.

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- **Professional Development | Presenter:** *Amanda White, Human Resources Manager*

**Presentation:** Amanda provided a handout describing in detail the requirements for Head Start/Early Head Start staff to be employed. These included requirements for EHS Teachers, Caregivers, HS Teachers, Teacher Assistants, and Family Advocates. The handout also included statistics about the program, such as 30% of all staff are current or former HS/EHS parents.

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- **PFCE Framework | Presenter:** *Felicia Savoni, Family & Community Partnership Manager*

**Presentation:** Felicia provided a slide showing the PFCE Framework. It is designed to help Head Start programs achieve outcomes that lead to positive and enduring change for children and families. HS looks at involvement and engagement. Parent involvement puts the priority of engagement on the staff member. As a program, we want to empower the parents to be active in their children's education. Engagement focuses on what the family can do to make progress in goals they have set for themselves. Two ways parents can be engaged include attending the Policy Council meetings or the STEP parenting classes. PFCE Framework focuses on four sections: program foundation, program impact areas, family engagement, and child outcomes. This framework is used as a tool to better serve the families and fulfill the social services component of our program.

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- **Mental Health Services | Presenter:** *Teresa Cameron, Mental Health & Disabilities Manager*

**Presentation:** Teresa and Lisa Henson just completed staffing – they have reviewed the results of the screeners with the Teacher and Family Advocate and parents will be provided with a letter detailing the results. Currently serving 78 children in HS and 13 in EHS that have either an IEP (Individual Education Plan) or IFSP (Individual Family Service Plan). Dr. Kris Mahoney is our contracted Mental Health Consultant and she has visited 47 out of 60 classrooms so far this year. We partner with all 11 school systems we serve to provide therapy to children in our program. Our program continues to use CSEFEL guidelines and has provided training to our staff to use these techniques in the classroom.

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- **Parent Conferences | Presenter:** *Tonya Purkey*

**Presentation:** Tonya explained the parent conference process to the members. Parents will receive a questionnaire to discuss how their child is doing in the classroom and what you would like for the child to learn at school. In Head Start, there are two conferences held, with an optional third conference. Early Head Start is a little different because they do not have the optional third request. A report form will be reviewed with each parent, then signed and kept in your child's folder. There is also a section for parents to list comments and suggestions. Parents will receive a "Helping Your Child Grow" booklet that goes through the TN State Standards and are divided by age groups with domains. The domains are also color coded so you can see the skill listed and activities you can do to work on these skills. With TSG, there is a link to create a family conference form that teachers can choose several objectives that your child is working on at school, then it provides links to games/activities for all age groups that you can work on at home to help your child grow.

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- **Curriculum Training/School Readiness Plan | Presenter:** *Arlene Radcliff*

**Presentation:** Arlene provided a PowerPoint presentation on Curriculum. Every Head Start is required to have a research-based curriculum. While OHS does not name the specific curriculum, they do say a curriculum must include: goals, experiences, roles, and materials. DCEA has used the "Creative Curriculum" for about 37 years, as it meets all the requirements and provides training resources for teachers and parents. Just recently, the Curriculum had an update to include resources such as books, intentional teaching cards, and "Mighty Minutes" for transition time. Curriculum should be engaging, interesting, provide hands on experiences, be consistent with age level, rich in language and literacy, and include scientific and mathematical problem solving.

Arlene provided a PowerPoint presentation on School Readiness. OHS defines school readiness as "Children are ready for school, families are ready to support their learning, and schools are ready for children." OHS requires every program address and strengthens school readiness from birth to five. Goals should be aligned with HS Early Learning Outcomes Framework, TN State Standards, requirements by local school systems, and the curriculum. There should be a plan of action, measurement of progress, and then aggregate and analyze the data. Arlene emphasized that School Readiness is everybody's business.

Arlene shared an example from Tabitha Prater, EHS Teacher, which depicted children in her classroom participating in daily activities that align directly with the framework and standards.

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

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

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• **PC/Board Report | Presenter:** *Curt Amos*

**Presentation:** Curt provided a brief overview of the Director’s Report that was made available on the PC login prior to the meeting. The management team met several times to discuss the current grant opportunities for Extended Duration and EHS Expansion. The deadline for both grant applications is November 30<sup>th</sup>. The program is going to apply for Extended Duration (5 days per week, 6.25 hours per day) for 10 classrooms in multiple counties – (1) Blount, (2) Cocke, (3) Hamblen, (1) Jefferson, (1) Monroe, (1) Sevier, and (1) in Union. In Cocke County, for Newport 1 & 2 we are proposing to purchase land and a double classroom modular. In Monroe County, for Sweetwater we are proposing to purchase land and a modular. The approximate budget requested is \$1.5 million, which includes Start-Up costs (purchase of modular units, land, and all site preparation work), an Initial Budget (March – June, 2019), and an Annual Operating Budget beginning July 1, 2019. Curt added that OHS can ask us to negotiate any amount that we apply for so the intended classrooms may have to be shifted to other locations if we are not approved to purchase the modular units for Newport 1&2 and Sweetwater, as those locations are not currently large enough to allow for naptime. Curt informed the Council of the decision not to apply for EHS Expansion. The funding opportunity announcement (FOA) detailed that services must begin within 2 weeks of receipt of award, and you must indicate where the 9 additional classrooms would be located. Overall the program, along with Kay Hale, Executive Director, have agreed that is not the right time for our program to apply for EHS Expansion, but we will look at opportunities in the future.

Oak Cluster in Sevier County is nearing completion. Open House is scheduled for January 7<sup>th</sup>. New windows have been installed at the Learning Center, after obtaining funding from the Health & Safety grant. The Rutledge modular is currently on hold until the 1303 paperwork is completed and submitted. We are also waiting on OHS to approve the budget revision for the modular unit.

Curt also mentioned that the program has a new Fiscal Specialist with Region IV in Atlanta. Also, Captain Robert Bialas, Region IV Program Manager, is retiring at the end of the year.

**Motion to approve grant submission by:** Cristina Hopwood, Sevier Co.

**Seconded by:** Niki Ratliff, Grainger Co.

**No Discussion.**

**All in favor, motion carried.**

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**10. 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.

- **Jefferson County** – *Victoria Goss, Parent*
- **Monroe County** – *Tiffany Woodby, Family Advocate*
- **Sevier County** – *Cristina Hopwood, Parent*
- **Union County** – *Chantay Collins, Community Representative*
- **EHS** – *Tiffany Donaldson, Parent*

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**11. 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” (Most Volunteer Participants) trophy and stickers to take back to their center. Terri reminded the members to “Catch the Volunteer Spirit” by encouraging others to volunteer in the classrooms. 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 September 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:** Douglas Dam  
**Union:** Maynardville

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**12. Adjournment | Presenter:** *Kris Human*

**Presentation:** Kris called for a motion to adjourn the meeting for lunch. Next meeting will be held at Applewood Farmhouse Grill in Sevierville on Thursday, December 6, 2018. Finance and Personnel Committees will meet at 9:45 am, prior to the Policy Council meeting.

**Motion by:** Michelle Dalton, Hamblen Co.                      **Seconded by:** Chantay Collins, Union Co.  
**No Discussion.**    **All in favor, motion carried.**    **Meeting Adjourned:** 12:10 p.m.

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**Information Provided Online Prior to Meeting**

- Invitation for November
- November Meeting Agenda
- Policy Council Minutes – October 2018
- PC/Board Report
- Personnel Committee Report
- Proposed Policy Revision Admin 1.16

**Handouts Given at Meeting**

- November Meeting Agenda
- Policy Council Members
- Finance Packet: Statement of Revenue & Expenditures, Credit Card Reports, In-Kind Report, and Treasurer's Report
- Healthy Children Learn Better
- National Brush Day
- The Benefits of Yoga
- World Kindness Day

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Secretary

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Date