

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

## Policy Council Meeting Minutes

Thursday, November 2, 2023 | 10:00 a.m. | Meeting

**Meeting called to order by** Kristie Woolard  
**Type of meeting** PC Monthly Meeting  
**Chairperson** Clent Dunn  
**Note taker** Emily Kelley  
**Called to order** 10:06 a.m.

### Attendees

**Vice Chairperson:** Angel Gibson  
**Secretary:** Amanda Dotson  
**Treasurer:** Chasity Gibson  
**Total Members Present:** 15  
**Quorum Met:** Yes

## AGENDA TOPICS

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### 1. Welcome/Call to Order | Presenters: *Clent Dunn, Chairperson*

**Presentation:** Clent called the meeting to order and announced that the quorum was met.

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### 2. Mindful Moments | Presenter: *Kristie Woolard, Parent Involvement Manager*

**Presentation:** Kristie provided members with cards from Active Parenting Curriculum. The cards help offer encouragement. She challenged each member to find someone they can give the card to. Everyone also received a word search in honor of Financial Literacy Month. Everyone also received note pad that looks like money. Kristie took a moment to explain that our program learned about Dollywood's work donation program. She passed out flyers.

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### 3. Literacy Reading | Presenter: *Tessie Crawford, Curriculum & Assessment Manager*

**Presentation:** Tessie read *Cars and Trucks* by Jim McDonald. Each Policy Council member received a copy of this book.

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### 4. DCEA Program Spotlight | Presenter: *Kristi Coleman, Upward Bound*

**Presentation:** Kristi gave the history of the Upward Bound program. This program was launched in 1964. Douglas-Cherokee Economic Authority has had this program for 28 years. The Upward Bound program serves Morgan, Scott, Grainger, and Hawkins Counties. The program helps high school students go to college. They take the students on college tours and provide ACT prep courses. In the summer, students get the opportunity to experience on campus living for five weeks. They also take a special trip to different destinations. Last year they took a trip to Boston, Massachusetts. To qualify for the program you must be a first generation college student or fall into the low-income category. Each student in the program is tracked for six years after they graduation high school.

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### 5. New Policy Council Members | Presenter: *Kristie Woolard, Parent Involvement Manager*

**Presentation:** Kristie announced that we had three new Policy Council members to vote in. The new members were Katie Caro, Cocke County; and Tanit Bello and Taylor Courtney, Hamblen County. Clent called for a vote.

**Motion by:** Krista Warner, Sevier Co.  
**No Discussion.**

**Seconded by:** Jolean Lewis, Sevier Co.  
**All in favor, motion carried.**

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### 6. Approval of Minutes October 2023 | Presenter: *Clent Dunn, Chairperson*

**Presentation:** The minutes from October 2023 are online in the Board and Policy Council section of our website ([www.dceaheadstart.org](http://www.dceaheadstart.org)). There were no questions or concerns regarding the minutes. Clent called for a motion to approve the October 2023 Policy Council minutes.

**Motion by:** Jolean Lewis, Sevier Co.  
**No Discussion.**

**Seconded by:** Crystal Flatford, Union Co.  
**All in favor, motion carried.**

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**7. Personnel Report | Presenter:** *Ginny Ritchea, Human Recourses Manager*

**Presentation:** The Personnel Committee met on November 1, 2023 virtually and did not have a quorum. All Policy Council members present received a copy of the Personnel Activity Report. The report is also available on the website. Clent called for a motion to approve and ratify all hiring decisions.

**Motion by:** Krista Warner, Sevier Co.  
**No Discussion.**

**Seconded by:** Sheri Arden, Blount Co.  
**All in favor, motion carried.**

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**8. Budget Report | Presenter:** *Chasity Gibson, Treasurer*

**Presentation:** The finance committee met on November 1, 2023 virtually and did not have a quorum. The report is also available on the website. Clent called for a motion to approve the budget report.

**Motion by:** Krista Warner, Sevier Co.

**Seconded by:** Chasity Gibson, Hamblen Co.  
**All in favor, motion carried.**

**Discussion:** Policy Council member asked about the AnyPromo purchases. These items purchased are for staff wellness and came out of the staff wellness budget.

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**9. Old Business | Presenter:** *Curt Amos, Director*

**Presentation:** Curt spoke about the Laura J. Kress Angel Tree Grant. We had received word that we were awarded the Angel Tree grant of \$10,000 to purchase gifts for children in the program in Cocke, Grainer, Hamblen, and Union Counties.

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**10. New Business**

**Community Spotlight | Presenter:** *Carla Testerman*

**Presentation:** Carla spoke about the Tennessee Nutrition Consumer Education Program (TNCEP). This is a program for anyone who received SNAP benefits. The program provides information on Healthy meals, Adult lesson on various topics, and meal programs to extend knowledge about food groups and healthy eating.

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

**Presentation:** Curt explained that Self-Assessment is the tool used to assess the program. This assessment will tell us what we are doing well and what we need to improve. It is an Office of Head Start requirement that the program conducts a Self-Assessment. Family Advocates and Policy Council parents help conduct the self-assessment usually in February.

**Professional Development | Presenter:** *Ginny Ritchea, Human Recourses Manager*

**Presentation:** Ginny provided everyone with a handout. She went over the handout and discussed education requirements of employees. This handout is uploaded to the website.

**PFCE Framework | Presenter:** *Brittany Turner, Family & Community Partnership Manager*

**Presentation:** The framework has been uploaded to the website. Brittany explained that the Parent Family and Community Engagement Framework is a guide we use to help build partnerships with families.

**Mental Health/Disabilities Services | Presenter:** *Billie Epps, Disabilities & Mental Health Manager*

**Presentation:** Billie gave an update on what has happened this year so far. Screening to help identify needs has been conducted. Dr. Kris and her intern has made visits to all classrooms and some classrooms have had more than one visit.

**Parent Conferences | Presenter:** *Tessie Crawford, Curriculum & Assessment Manager*

**Presentation:** Parents will be receiving an invitation to complete a conference. Parents will complete a survey about their child. This parent conferenced is required.

**Curriculum Training | Presenter:** *Tessie Crawford, Curriculum & Assessment Manager*

**Presentation:** The program uses Creative Curriculum and Teaching Strategies Gold (TSG) to assess children in the classroom. This curriculum aligns with the state standards and the Head Start Performance Standards. Research studies show that children at this age learn best through play. Classrooms are set up in interest areas and the curriculum studies are placed in these interest areas. Tessie played a video about the curriculum. Clent called for a motion for the program to continue to use the Creative Curriculum and Teaching Strategies Gold.

**Motion by:** Jolean Lewis, Sevier Co.  
**No Discussion.**

**Seconded by:** Krista Warner, Sevier Co.  
**All in favor, motion carried**

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**11. Director's Report | Presenter:** *Curt Amos, Director*

**Presentation:** Curt introduced Emily Kelley, Assistant Director, and Haley Moore, DCEA Budget & Compliance Manager as these ladies have been in other trainings for the last two PC meetings. He also reintroduced Melody Cantrell, Finance Manager, who was also in training so she missed the October meeting and was only at the Finance Committee meeting, and a few minutes of the PC meeting in September. Curt reminded members that we asked for two carry-over requests last month (they were submitted to the regional office on 10/30). In addition, he asked for approval to submit a low-cost extension request for the Blount project so we can complete the facility. We have still not received notification of an announced FA2 review. The earliest announced visit would be the 2<sup>nd</sup> week of December (an unannounced would be November 27<sup>th</sup>). CLASS reviewers are visiting classrooms this week. So far, they visited Bean Station, Boyd's Creek, Cherokee, Corryton, Douglas Dam, Fairview, Judson Hill, Learning Center 1-5, Maynardville, Mt. Vernon 1 & 2, Newport 2, North Hamblen 2, Rays, Settlers, Seymour, Shady Grove, Townsend, Underwood 2 & 3, Wearwood, White Pine, and Union Grove. They still lack Cosby, Mentor, Northwest, and Sweetwater which should be completed tomorrow. Although we won't have a report for 60-90 days, we were told of a concern in once center but another center's staff were told they did great! We postponed Spirit Week due to the review; we trust everyone will participate next week. The Office of Head Start considers 97% as being fully enrolled, we are at 97.1%. The requirement for attendance is 85% and we are only at 80.1%. Please encourage everyone to bring their children every day unless they're sick. Curt asked for approval to apply for the THDS Support and Enhancement grant. The grant is available to any licensed child care programs in Tennessee. We can apply for up to \$4,000 (or \$5,000 in Cocke County) for equipment, supplies, or training/coaching. The Blount facility is moving along well with underground plumbing, electrical, and concrete completed; and, framing has started. We hope to be 'dried in' before Thanksgiving and ready for children in August 2024.

**Discussion:** There was a question about virtual speech therapy. Tessie explained these services are provided by local school systems and we have no control over the process. As they are short-staffed, she agreed that virtual services are not ideal or preferred but they better than no services at all.

**Motion by:** Garnet Southerland, Grainger Co.  
**No Discussion.**

**Seconded by:** Tamera Williamson, Sevier Co.  
**All in favor, motion carried.**

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**12. Parent Reports | Presenter:** *Kristie Woolard, Parent Involvement Manager*

**Presentation:** Kristie presented reports for: Jefferson, Monroe, Sevier, and Union Counties; topics included Fall Festivals, Parent Trainings, Pajama Day, and Male Involvement activities.

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**13. Inkind/MVP Award | Presenter:** *Kristie Woolard, Parent Involvement Manager*

**Presentation:** Kristie presented awards to the classrooms with the most In-Kind hours for October:

<b>Blount:</b>	Fairview	<b>Cocke:</b>	Parrottsville	<b>Grainger:</b>	Bean Station
<b>Hamblen:</b>	N. Hamblen 2	<b>EHS:</b>	EHS 1	<b>Jefferson:</b>	Shady Grove
<b>Monroe:</b>	Madisonville	<b>Sevier:</b>	Harrisburg	<b>Union:</b>	Cross Creek

Don't forget the Ugly Christmas Sweater contest next month. The winner of the door prize was Crystal Flatford.

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**14. Adjournment | Presenter:** *Clent Dunn, Policy Council Chair*

**Presentation:** Clent thanked everyone for participating and asked for a motion to adjourn the meeting.

**Motion by:** Jolean Lewis, Sevier Co.  
**No Discussion.**

**Seconded by:** Crystal Flatford, Union Co.  
**All in favor, motion carried.**

**Meeting Adjourned: 12:45 PM**

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**Information Provided Online Prior to Meeting**

- November Meeting Agenda
- Policy Council Minutes – October 2023
- List of Policy Council Members
- List of Policy Council Committee Members
- Personnel Activity Report
- Budget Report
- Vendor Activity Report
- InKind Report
- Parent Involvement Fund Report
- Board and Policy Council Report

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Secretary

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Date