

DOUGLAS CHEROKEE ECONOMIC AUTHORITY
HEAD START
EARLY HEAD START

To: Policy Council Members

From: Curt Amos, Director
Douglas Cherokee Head Start

Subject: Policy Council Meeting
Thursday, November 7, 2024
9:45 AM Personnel/Finance Committee Begins – 10:00 AM Policy Council

Location: Shoney's - Dandridge
120 Sharon Drive
Dandridge, TN 37725

- Call to Order & Quorum Check
- Mindful Moments
- Literacy Reading
- DCEA Program Spotlight
- New Policy Council Members
- Approval of Minutes for October
- Personnel Committee Report
- Budget Report
- Old Business
- New Business
 - Community Spotlight
 - Data Plan
 - Discussion of Self-Assessment Policy Tool/Process
 - Professional Development
 - PFCE Framework
 - Screening Process/Health/Nutrition
 - Parent Conferences
 - Curriculum Training
- Director's Report
- Parent Reports
- In-Kind/MVP Award
- Adjourn



Minutes
Douglas-Cherokee Head Start/Early Head Start
Policy Council
October 3, 2024

Members Present

Casey Brown	Tina Patterson
Scharanda Brock	Molly Scaff
Tamra Williamson	Jessica Burnett
Candiacie Winstead	Danielle Smikle
Jessicia Walker	Krista Warner
Amber Capps	Cheyenne Wright
Carla Testerman	Melissa Logan

Members Not Present

Sheri Arden	Keri Cannon
Garnet Sutherland	Stacey Inman
Jamie Jackson	Patrick Tackett

Employees Present

Melody Cantrell	Haley Moore
Kristie Woolard	Emily Kelley
Billie Epps	Curt Amos
Jennifer Coopman	Shannon Smith
Janie Flynn	Ginny Ritchea

Guests Present

Hannah Ballas

Douglas-Cherokee Head Start/Early Head Start held a Policy Council Meeting on October 3, 2024, at Shoney's, located at 120 Sharon Dr. Dandridge, TN 37725.

Candiacie Winstead, Policy Council Vice Chairperson, called the meeting to order at 10:10 AM and announced that we had a quorum.

Kristie Woolard, Parent Involvement Manager, presented Mindful Moments and a take home craft.

Emily Kelley, Assistant Director, provided the Literacy reading with the book, *Grumpy Monkey* by Suzanne Lang.

Hannah Ballas, DCEA Upward Bound Advisor, presented the DCEA Program Spotlight. She shared information about the Upward Bound program for first generation college bound high school students. For more information email ubgrainger@outlook.com or kcoleman@douglascherokee.org.

Kristie announced that we did not have any new Policy Council members.

Candiace asked for the approval of the September 5, 2024, Policy Council meeting minutes. The minutes are available to all Policy Council members on the website. Krista Warner, Sevier County, made the motion for approval and Jessica Walker, Hamblen County, seconded the motion. The motion carried.

Casey Brown, Secretary, announced that the Personnel Committee met, ratified, and approved all hiring decisions. Candiace asked for a second. Scharanda Brock, Blount County, seconded the motion. The motion carried.

Krista Warner, Treasurer, announced that the Finance Committee met and approved all budget and finance reports. Candiace asked for a second. Casey Brown, Blount County, seconded the motion. The motion carried.

Old Business-none

Curt Amos, Program Director, presented the Director's Update.

- Re-election for Chairperson-The Board did not approve the currently elected chair, Keri Cannon, because of a potential conflict of interest. Curt asked for nominations to elect a new Chairperson. Carla Testerman, Hamblen County made a motion to elect Candiace Winstead to be the new Chairperson. Danielle Smikle, Sevier County, seconded the motion. The motion carried.

Kristie asked for Vice Chairperson nominations, because the current Vice Chairperson was elected to be the new Chairperson. Jessica Walker volunteered. Scharanda Brock, Blount County, made the motion for approval and Cheyenne Wright, Union County, seconded the motion. The motion carried.

Jennifer Coopman, ERSEA Manager, completed the eligibility training and this information was made available to all Policy Council members.

Curt completed the Performance Standards, Written Plans, and Self-Assessment training. The information was made available to all members.

Billie Epps, Mental Health and Disabilities Manager, spoke about the speech and language screenings being completed with children and the mental health support provided by Dr. Kris Mahoney with Cherokee Health Systems. She shared a social emotional video.

Shannon Smith, Property Manager, gave a facilities update.

- Hurricane Helene-No major structure damage.
- Maryville Head Start
- Inspections and alarm testing
- Bids for roof replacement -Brown Ave.
- Lon Price Renovation 2025

Curt gave his Director's Report.

- Enrollment-must be 97%
- Over-enrollment in some classrooms
- Corrective Action Plan- for dental non-compliance in the FA 2 review update
- Fire Marshal area of concern fixed at the site
- HR training in Chattanooga
- New 5-year grant plans
- Remind.com – presented by Emily Kelley, Assistant Director

Kristie explained the Active Parenting classes being offered to parents and presented county reports on Blount, Cocke, Grainger, and Hamblen Counties. Kristie also presented the MVP awards for the classrooms with the most volunteer hours.

- Blount TBD
- Cocke Parrottsville
- Grainger Rutledge
- Hamblen Learning Center 2/Early Head Start 3
- Jefferson Cherokee
- Monroe Mount Vernon 1
- Sevier Harrisburg
- Union Cross Creek

Unanimous consent was given to adjourn the meeting. The meeting adjourned at 12:17 PM.

Casey Brown, Secretary

**Douglas-Cherokee Head Start
Policy Council Officers and Committee Members
2024-2025**

Policy Council Officers

Chairperson: Keri Cannon
Vice Chair: Candiace Winstead
Secretary: Casey Brown
Treasurer: Krista Warner

Personnel Committee

Blount County	Casey Brown
Cocke County	Jamie Jackson
Grainger County	Candiace Winstead
Hamblen County (FDY)	Amber Capps
Jefferson County	Jaimaine McNamara
Monroe County	Molly Scaff
Sevier County	Danielle Smikle
Union County	Cheyenne Wright

Finance Committee

Blount County	Scharanda Brock
Cocke County	Stacey Inman
Hamblen County	Patrick Tackett
Hamblen County	Jessica Walker
Sevier County	Krista Warner

Douglas-Cherokee Head Start/Early Head Start

Policy Council Members

2024-2025

Pending approval 11/7/24

Blount County

Casey Brown – Personnel
Scharanda Brock – Finance
Sheri Arden – Community Rep (5)

Cocke County

Jamie Jackson – Personnel
Stacey Inman – Finance
Tamra Williamson – Community Rep (2)

Grainger County

Candace Winstead – Personnel
Garnet Southerland – Community Rep (4)

Hamblen County

Amber Capps (FDY) – Personnel
Patrick Tackett - Finance
Jessica Walker – Finance
Carla Testerman – Community Rep (2)

Jefferson County

Jaimaine McNamara – Personnel
Tina Patterson – Community Rep (2)

Monroe County


Molly Scaff – Personnel
Jessica Burnett – Community Rep (2)

Sevier County

Danielle Smikle – Personnel
Krista Warner – Finance
Kelly Ritenour – Community Rep

Union County

Cheyenne Wright – Personnel
Melissa Logan – Community Rep



EHS Teachers- Requires a minimum of Child Development Associate (CDA) - out of 17:

- ❖ 15 out of 17 currently have at least an Infant/Toddler CDA. Two employees are currently being considered “Acting Teachers”: one has a Pre-K CDA and is completing coursework in an Infant/Toddler focus, and the other is completing the last stages of the Infant/Toddler CDA.
- ❖ 82% of EHS Teachers have an Associate’s Degree or Bachelor Degree (ECE or Related)
- ❖ All EHS Caregivers have a diploma or GED (Current minimum)
- ❖ Although not required, all Caregivers are encouraged to obtain a CDA or degree- 1 enrolled toward CDA, 1 enrolled toward Associate’s Degree

HS Teachers- requires minimum of AS ECE or related degree- out of 41:

(50% of all HS Teachers “nationwide” must have a BS ECE or related)

- ❖ 39% have AS ECE or related degrees (16)
- ❖ 56% have BS ECE or related (21) or MS ECE or related (2)

HS TAs-Requires minimum, CDA or degree (or enrolled in CDA or degree)- out of 42:

- ❖ 67% of all DCEA HS Teacher Assistants (TAs) have a CDA or degree
- ❖ 9 CDA’s, 4 State Awarded Certificates, 13 Associate’s Degrees, and 2 Bachelor’s Degrees
- ❖ All TA’s without a CDA or degree are enrolled in a CDA or degree program.

Other

- ❖ 85% of Family Advocates have an AS or BS degree, CDA, FDC, or SSCBT.
- ❖ All Family Advocates without a degree, CDA, FDC, or SSCBT are enrolled in FDC class.
- ❖ 68% of all staff have a degree, CDA, SSCBT, or FDC (or is enrolled in one of these)
- ❖ Currently 41% of all staff are current of former HS/EHS parents.

Abbreviations Defined

AS- Associates Degree (may be in Arts, Sciences, or Applied Science)

BS- Baccalaureate Degree (may be in either Arts or Science)

CDA- Child Development Associate: national credential for child care workers (for center-based programs, must focus in infant/toddler or preschool)

SAC- State Awarded Certificate

ECE- Early Childhood Education

FDC- Family Development Credential

Related Degree- A degree in a field related to Early Childhood Education

SSCBT- Social Service Competency Based Training- a training program for social services staff