

Minutes
Douglas-Cherokee Head Start/Early Head Start
Policy Council
November 7, 2024

Members Present

Casey Brown	Jaimaine McNamara
Scharanda Brock	Tina Patterson
Sheri Arden	Molly Scaff
Jamie Jackson	Jessica Burnett
Stacey Inman	Danielle Smikle
Tamra Williamson	Kelly Ritenour
Jessicia Walker	Cheyenne Wright
Patrick Tackett	Melissa Logan
Amber Capps	

Members Not Present

Candiacce Winstead	Carla Testerman
Garnet Sutherland	Krista Warner

Employees Present

Kristie Woolard	Amber Brobeck
Brittany Turner	Janice Taylor
Lindsey Arnold	Curt Amos
Melody Cantrell	Emily Kelley
Ginny Ritchea	Jenny Collins-King

Guests Present

Hannah Ballas

Douglas-Cherokee Head Start/Early Head Start held a Policy Council Meeting on November 7, 2024, at Shoney's, located at 120 Sharon Dr. Dandridge, TN 37725.

Jessica Walker, Policy Council Vice Chairperson, called the meeting to order at 10:08 AM and announced that we had a quorum.

Kristie Woolard, Parent Involvement Manager, presented Mindful Moments and highlighted financial literacy and how to practice kindness.

Emily Kelley, Assistant Director, provided the Literacy Reading with the book, *Not a Box* by Antoinette Portis.

Jenny Collins-King, DCEA Talent Search Program Manager, presented the DCEA Program Spotlight. She shared information about the Talent Search program for qualifying high school students. For more information email jcollinsking@douglascherokee.org.

Kristie announced the new community representative for Sevier County, Kelly Ritenour and new parent member for Jefferson County, Jaimaine McNamara. Jessica asked for approval of the new Policy Council members. Jamie Jackson, Cocke County, made the motion for approval and Scharanda Brock, Blount County seconded the motion. The motion carried.

Jessica asked for the approval of the October 3, 2024, Policy Council meeting minutes. The minutes are available to all Policy Council members on the website. Cheyenne Wright, Union County, made the motion for approval and Tina Patterson, Jefferson County, seconded the motion. The motion carried.

Casey Brown, Secretary, announced that the Personnel Committee met, ratified, and approved all hiring decisions. Jessica asked for a second. Danielle Smikle, Sevier County, seconded the motion. The motion carried.

Jessica announced that the Finance Committee met and approved all budget and finance reports. Jessica asked for a second. Jamie Jackson, Cocke County, seconded the motion. The motion carried.

Old Business-none

Sheri Arden, Community Representative from Blount County, presented the Community Spotlight. Sheri provided materials on nutrition from the University of Tennessee Extension in Blount County. She spoke about the various programs offered through the UT Extension. For more information email sarden1@tennessee.edu.

Emily presented the Policy Council members with the program's Data Plan. Everyone received a copy of the Data Plan. Emily also went over the plan and explained the goals and objectives.

Curt Amos, Program Director, discussed the Self-Assessment Policy tool and process.

- Internal Monitoring-includes CACFP monitoring by coordinators and the Self-Assessment.
- The Self- Assessment monitoring is completed with the help of Policy Council members in January.
- External Monitoring-includes CACFP, TN Child Care Licensing, Fire Marshal, and Environmentalist.

Ginny Ritchea, HR Manager, presented the Professional Development report. This report was uploaded to the website and copies of the handout were made available to the Policy Council members. This report covered the staff qualifications, education, and parent/former parent status of all employees who are currently employed in the program.

Brittany Turner, Family Community Partnership Manager, presented the Parent Family Community Engagement (PFCE) Framework. Handouts were provided to all members.

Lindsey Arnold, Health and Nutrition Manager, went over the screening process for the health and nutrition program.

- Screening results letter
- ASQ questionnaire
- Hearing, vision, height, weight, dental, speech/language
- CACFP requirements for breakfast, lunch, and snack
- Family style meals

Amber Brobeck, Curriculum and Assessment Manager, provided information about the upcoming parent conferences.

- Required twice a year- November and May
- A third conference offered is optional- February

Amber Brobeck, trained the Policy Council members on the Creative Curriculum and Teaching Strategies Gold (TSG) assessment the program currently uses in the classrooms. Jessica asked for approval to use the Creative Curriculum and TSG assessment. Jamie Jackson, Cocke County, made the motion for approval and Scharanda Brock, Blount County seconded the motion. The motion carried.

Curt presented the Director's Report.

- The Office of Head Start area of non-compliance for not obtaining oral determinations within the 90-day timeframe has been corrected as of October 23, 2024.
- Underwood 3 Head Start remains closed due to short staffing issues.
- A center in Blount County, New Providence, was evaluated by the State Fire Marshal and there were findings and areas of concerns we are currently looking into.
- We continue to work on program planning to meet the new Office of Head Start Program Performance Standards of pay parity by August 2031.
- Curt introduced revising and simplifying the Policy Council Bylaws and will further discuss this at the December meeting.

Jessica asked for approval of the Director's Report. Jamie Jackson, Cocke County, made the motion for approval and Cheyenne Wright, Union County seconded the motion. The motion carried.

Kristie presented county reports on Jefferson, Monroe, Sevier, and Union Counties. Kristie also presented the MVP awards for the classrooms with the most volunteer hours for September.

- Blount Maryville 4
- Cocke Northwest
- Grainger Rutledge
- Hamblen Learning Center 2/Early Head Start 1
- Jefferson Cherokee
- Monroe Mount Vernon 2
- Sevier Harrisburg
- Union Maynardville

Jessica asked for approval to adjourn the meeting. Cheyenne Wright, Union County, made the motion for approval and Molly Scaff, Monroe County seconded the motion. The motion carried. The meeting adjourned at 12:52 PM.

Casey Brown, Secretary

Douglas-Cherokee Head Start/Early Head Start

Policy Council Members

2024-2025

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

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

Policy Council Officers

Chairperson: Candiacce Winstead
Vice Chair: Jessica Walker
Secretary: Casey Brown
Treasurer: Krista Warner

Personnel Committee

Blount County	Casey Brown
Cocke County	Jamie Jackson
Grainger County	Candiacce 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