

Minutes
Douglas-Cherokee Head Start/Early Head Start
Policy Council
April 10, 2025

Members Present

Casey Brown	Tamra Williamson
Scharanda Brock	Carla Testerman
Tina Patterson	Cheyenne Wright
Danielle Smikle	Jessica Burnett
Krista Warner	Jaimaine McNamara
Melissa Logan	Misty Busler
Molly Scaff	Misti Eubanks
Sheri Arden	Jessicia Walker

Members Not Present

Jamie Jackson	Patrick Tackett
Emily Galban	Sierra Finley
Kelly Ritenour	

Employees Present

Amber Brobeck	
Melody Cantrell	Kristie Woolard
Ginny Ritchea	Curt Amos
Emily Kelley	

Guests Present

Haley Moore
Logan Johnson
Renee Tabor
Megan Barnard

Douglas-Cherokee Head Start/Early Head Start held a Policy Council Meeting on April 10, 2025, at Shoney's, located at 120 Sharon Dr. Dandridge, TN 37725.

Jessicia Walker, Chairperson, called the meeting to order at 10:33 AM and announced that we had a quorum.

Emily Kelley, Assistant Director, provided Literacy Reading with the book, *Buffalo Fluffalo* by Bess Kalb.

Jessicia asked for the approval of March 20, 2025, Policy Council meeting minutes. The minutes are available to all Policy Council members on the website. Scharanda Brock, Blount County, made the motion for approval and Molly Scaff, Monroe County, seconded the motion. The motion carried.

Logan Johnson, DCEA Senior Nutrition Operations Manager, presented the DCEA Program Spotlight. She provided information about Meals on Wheels. For more information call 423-318-6935.

Amber Brobeck, Curriculum & Assessment Manager, presented the Head Start Child Outcomes report.

- Information was based on the February checkpoint assessments.
- Gains were seen in all areas and especially seen in literacy, math, and social emotional areas.

Krista Warner, Treasurer, announced that the Finance Committee met and approved all budget and finance reports. Jessica asked for a second. Cheyenne Wright, Union County, seconded the motion. The motion carried.

Casey Brown, Secretary, announced that the Personnel Committee met, ratified, and approved all hiring decisions and approved the Agency Employee Handbook changes. Jessica asked for a second. Cheyenne Wright, Union County, seconded the motion. The motion carried.

Jessica announced the proposed members of the Executive Committee. The committee will meet, as necessary, from May-August to discuss and approve any proposed action items.

- The Policy Council chairperson, vice chairperson, treasurer, and secretary are automatically members of the Executive Committee.
- Casey Brown, Scharanda Brock, Patrick Tackett, and Danielle Smikle were proposed members.

Jessica asked for approval of the Executive Committee members. Cheyenne Wright, Union County, made the motion for approval and Krista Warner, Sevier County, seconded the motion. The motion carried.

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

- Five Head Start Regional offices closed
- Grant submitted on March 28
- No word on Change in Scope approval
- New Fiscal Specialist in Atlanta
- Two management positions eliminated beginning July 1
- Two receptionist positions eliminated beginning July 1
- Action Items: Approval to submit CACFP application and approval of Director's Report

Jessica asked for approval of the Director's Report and action items. Molly Scaff, Monroe County, made the motion for approval and Jaimaine McNamara, Jefferson County, seconded the motion. The motion carried.

Kristie presented the MVP awards for the classrooms with the most volunteer hours for February.

- Blount Maryville 4
- Cocke Newport 2
- Grainger Bean Station
- Hamblen Learning Center 6/Early Head Start 1

- Jefferson Shady Grove
- Monroe Madisonville
- Sevier Harrisburg
- Union Cross Creek

Jessicia asked for approval to adjourn the meeting. Molly Scaff, Monroe County, made the motion for approval and Cheyenne Wright, Union County, seconded the motion. The motion carried. The meeting adjourned at 12:07 PM.

Casey Brown, Secretary



Douglas-Cherokee Economic Authority, Inc.

Head Start/Early Head Start

Blount • Cocke • Grainger • Hamblen • Jefferson • Monroe • Sevier • Union
2024-2025

This Annual Report to the Public is available on our website www.dceaheadstart.org.

About Our Program



www.dceaheadstart.org

In 1965, Douglas-Cherokee Economic Authority, Inc. Head Start Program began providing comprehensive child development services to economically disadvantaged children and their families with a focus on assisting preschoolers to develop the social, early literacy, and math skills to be successful in school. Early Head Start was added in 2003, and we began serving pregnant women, infants, and toddlers.

We provide services in 8 counties in East Tennessee in 33 locations and 54 classrooms. Children receive comprehensive services including health, dental, nutritional, and mental health screenings and follow up, plus classroom education services.

As parents are their child's primary teachers, our program partners with parents to ensure they have the tools necessary to help prepare their children for public school and beyond. The Head Start approach involves supporting the child, parent, and family. Parents have opportunities to volunteer in the classroom and are part of their center parent committee, and several serve on Policy Council.

About Our Agency



Douglas-Cherokee Economic Authority, Inc. is a Community Action Agency serving 30 counties in Tennessee and 2 counties in Kentucky.

The purpose of the Agency is to help families living in poverty improve their lives by providing them with assistance and services that they are not able to provide for themselves. The focus of the Agency is to help people help themselves.

DCEA Head Start/Early Head Start is a federal program primarily funded by the Dept. of Health & Human Services. Our program does not discriminate due to race, creed, color, national origin, religion, sex, family status, handicap, veteran status, political affiliation, or beliefs.

127 Cedar Street
Morristown, TN 37814

Program Director
Curt Amos

County Break Down

Blount: 6 rooms, 102 slots

Cocke: 6 rooms, 102 slots

Grainger: 3 rooms, 51 slots

Hamblen: 12 rooms, 204 slots

Jefferson: 4 rooms, 68 slots

Monroe: 4 rooms, 68 slots

Sevier: 7 rooms, 119 slots

Union: 3 rooms, 51 slots

EHS: 9 rooms, 72 slots

Our program serves 765 preschoolers across eight counties and 72 pregnant mommies, infants, and toddlers in Hamblen county.



534 East 1st North Street
Morristown, TN 37814
Megan Barnard
Executive Director
www.douglascherokee.org

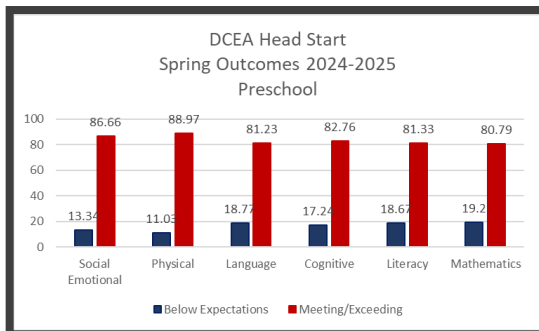
Our Program at a Glance

- ⇒ 892 Head Start families served
- ⇒ 118 Early Head Start families served
- ⇒ 4 Pregnancy mommies served
- ⇒ Average monthly enrollment 98%
- ⇒ 99% of enrolled children received medical exams
- ⇒ 95% of enrolled children received dental exams
- ⇒ 7 different home languages were spoken
- ⇒ 93% of families served were income eligible, foster, homeless, or received public assistance. Most families who were not income or categorically eligible had a child with a perceived or diagnosed disability upon enrollment.



HS/EHS receives funding from the Child Adult Care Food Program (CACFP) to help provide nutritious foods for our children.

School Readiness



This graph shows Spring 2025 outcomes for our Preschool children.

Our school readiness goals address the five central domains from the Head Start Early Learning Outcomes Framework and are aligned with the Tennessee State Early Learning Developmental Standards and local standards. Goals are also aligned with the programs curriculum assessment tool and CLASS domains for pre-school children.

Goals are measured using the Teaching Strategies Gold Assessment (TSG). Data on children's progress is collected throughout the school year and assessment checkpoints are completed three times per year to identify current developmental level. TSG reports are generated and analyzed to determine individual, classroom,

and program level progress toward school readiness goals. This information is utilized in the Community Assessment and to develop program goals and training plans.

Transition within the Program and into Kindergarten

Children develop and move through the early stages of life while in the Head Start program. There are many transitions that take place as they grow. These transitions do not have to be a difficult. Every Head Start child has a transition plan that follows them throughout their Head Start experience no matter what age/level they begin. We serve pregnant mommies, infants, toddlers, and preschool age children.

Each year parent trainings are held in partnership with local public school systems to ensure parents get the information they need to have a successful transition into kindergarten. In the classrooms, special activities are planned to help children develop a better understanding of what to expect in kindergarten. This year each child entering kindergarten received a backpack, pencil box filled with pencils, a pencil sharpener, crayons, glue sticks, scissors, and a pamphlet on kindergarten.



302 children from our program transition to kindergarten!

Services to Children with Special Needs

Head Start

- ♦ 114 children had an Individualized Education Plan (IEP) or Individual Family Services Plan (IFSP).
- ♦ Therapy services were provided by local school systems and supplemented in the classroom.

Early Head Start

- ♦ 20 infants and toddlers had an Individual Family Service Plan (IFSP).
- ♦ Tennessee Early Intervention Services (TEIS) provided the therapy needed on site.



Over 16% of enrolled children received special services while attending our program exceeding the mandated 10% of enrollment.

Parent, Family, and Community Engagement



Parents and community members serve on the Head Start Policy Council. This council is an important piece of the program governance.

Creating a quality Head Start/Early Head Start Program requires staff and parents working together, sharing their talents, knowledge, and energy so children can receive the greatest benefit.

Our goal is to work with families to help build connections that will support children and families with the skills and tools necessary for learning.

Parents are encouraged to attend the Active Parenting: First Five Years sessions. These sessions help parents develop skills to better equip them for the more difficult parts of parenting.

Involvement and Volunteering

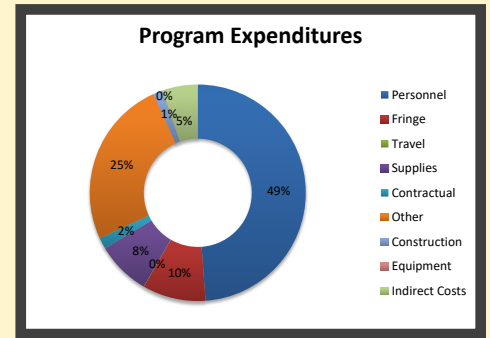
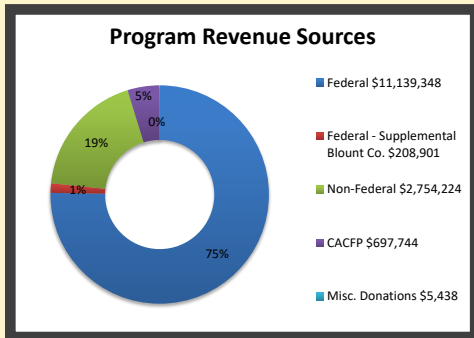
Our program recognizes that family and community engagement is essential to building relationships that can positively impact children and their families for a lifetime. We believe that partnerships with parents are essential to providing quality early childhood services. Our staff also work to engage fathers as advocates, lifelong educators, and first teachers of their children. Family members and father figures serve key roles in the healthy development of their children and families. Our program provides a variety of ways for parents to support their children in their journey toward School Readiness.

Our program enhances the local communities we serve. In order to continue receiving federal funding, we must receive donations from the community. Donations called 'In-Kind' must equal at least 20% of the total dollar amount received from the grant. These donations may include time, space, and materials. Also, employment with benefits for current and former parents impact the community in a big way. Currently, around 38% of our staff are current or former Head Start/Early Head Start parents. The program employs over 280 staff in the eight county service area. **We logged 34,580 volunteer hours this program year.**



Male involvement and volunteers are encouraged throughout our program.

Lets Talk Money



A Glimpse of the Past



The photo above shows the street side view of the old Roberts School in Morristown, TN that was built in c.1901.

The photo below shows the old Roberts School present day. This building now serves as the Central Office location for Douglas-Cherokee Economic Authority, Inc. and the Head Start/Early Head Start program.

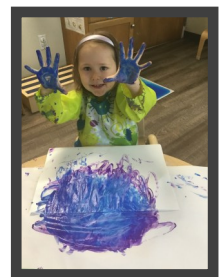


Federal Monitoring Review Information

Our program's last Focus Area 2 and CLASS review was in the 2023-2024 program year. The program will enter a new five year grant cycle in the 2025-2026 program year. We anticipate required federal reviews at any point in the new grant cycle.

Audit Information

The 2024 audit was completed and the results were an unqualified opinion-no deficiencies or concerns.



Hands on art experiences are seen on a daily basis in our program!

Mission Statement

To be a quality-focused organization in order to bring about a greater degree of social competency in children and self-sufficiency of families.

Philosophy

To be respectful of all, empower children and their families, and to be a positive influence in the community we serve.



Office of Head Start - Head Start Services Snapshot

Douglas-Cherokee Economic Authority, Inc. (2024-2025)

This Head Start Services Snapshot summarizes key data on demographics and services for preschool-age children served by this grantee. The data in this Snapshot is a subset of the grantee's annual Program Information Report (PIR) submission to the Office of Head Start. The full set of PIR questions and information to access the whole PIR report can be found at <http://eclkc.ohs.acf.hhs.gov/hslc/mr/pir>. Grantees that run both Head Start and Early Head Start programs report on each program separately.

General Information

Grantee Name: Douglas-Cherokee Economic Authority, Inc.

Grantee Address: 534 E 1st North St

Morristown, TN 37814-4716

Grantee Website Address: <http://www.dceaheadstart.org>

Grantee Phone: (423) 587-4501 - 128

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	765	100.0%

Funded Enrollment by Program Option

	# of funded enrollment slots	% of funded enrollment slots
Center-based	765	100.0%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	374	48.9%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	391	51.1%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cumulative Enrollment

Actual number of children and pregnant women served by the program throughout the entire program year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	892	100.0%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0%
2 Years Old	73	8.2%
3 Years Old	432	48.4%
4 Years Old	387	43.4%
5 Years Old	0	0%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	110	12.3%

Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	138	15.5%

Prior Enrollment of Children

Children who were enrolled previously in Early Head Start, Head Start, or some combination for at least half of the time that classes or home visits were in session.

	<i># of children</i>	<i>% of children</i>
The second year	262	29.4%
Three or more years	55	6.2%

Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0%	2	0.2%
Asian	0	0%	3	0.3%
Black or African American	0	0%	34	3.8%
Native Hawaiian or Pacific Islander	0	0%	2	0.2%
White	65	7.3%	634	71.1%
Biracial or Multi-Racial	34	3.8%	61	6.8%
Other	53	5.9%	4	0.4%

	# of children / pregnant women	% of children / pregnant women
Unspecified ethnicity and race	0	0%

Primary Language of Family at Home

	# of children	% of children
English	809	90.7%
Of these, the number of children acquiring/learning another language in addition to English	36	
Spanish	83	9.3%
Central American, South American, or Mexican Languages	0	0%
Caribbean Languages	0	0%
Middle Eastern or South Asian Languages	0	0%
East Asian Languages	0	0%
Native North American or Alaska Native Languages	0	0%
Pacific Island Languages	0	0%
European or Slavic Languages	0	0%
African Languages	0	0%
American Sign Language	0	0%
Other Languages	0	0%
Unspecified Languages	0	0%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	864	96.9%	870	97.5%
Children with accessible health care	829	92.9%	836	93.7%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	891	99.9%	892	100.0%
Children with accessible dental care	587	65.8%	646	72.4%

Disabilities Services

	# of children	% of children
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	87	9.8%

Family Services

	# of families	% of families
Total Number of Families	807	100.0%

	# of families	% of families
Families Who Received at Least One Family Service	769	95.3%

Specific Services

	# of families	% of families
Emergency or Crisis Intervention	309	38.3%
Housing Assistance	25	3.1%
Asset Building Services	440	54.5%
Mental Health Services	192	23.8%
Substance Misuse Prevention	67	8.3%
Substance Misuse Treatment	43	5.3%
English as a Second Language (ESL) Training	13	1.6%
Assistance in enrolling into an education or job training program	102	12.6%
Research-based parenting curriculum	598	74.1%
Involvement in discussing their child's screening and assessment results and their child's progress	675	83.6%
Supporting transitions between programs	612	75.8%
Education on preventive medical and oral health	631	78.2%
Education on health and developmental consequences of tobacco product use	225	27.9%
Education on nutrition	736	91.2%
Education on postpartum care	6	0.7%
Education on relationship/marriage	17	2.1%
Assistance to families of incarcerated individuals	4	0.5%



Office of Head Start - Early Head Start Services Snapshot

Douglas-Cherokee Economic Authority, Inc. (2024-2025)

This Early Head Start Services Snapshot summarizes key data on demographics and services for infants, toddlers, and pregnant women (if applicable) served by this grantee. The data in this Snapshot is a subset of the grantee's annual Program Information Report (PIR) submission to the Office of Head Start. The full set of PIR questions and information to access the whole PIR report can be found at <http://eclkc.ohs.acf.hhs.gov/hslc/mr/pir>. Grantees that run both Head Start and Early Head Start programs report on each program separately.

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Grantee Phone: (423) 587-4501 - 128

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	72	100.0%

Funded Enrollment by Program Option

	# of funded enrollment slots	% of funded enrollment slots
Center-based	72	100.0%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
Total Funded Pregnant Women	0	0%

Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	72	100.0%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cumulative Enrollment

Actual number of children and pregnant women served by the program throughout the entire program year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	122	100.0%
Children Total Cumulative Enrollment	118	96.7%
Pregnant Women Total Cumulative Enrollment	4	3.3%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	19	15.6%
1 Year Old	42	34.4%
2 Years Old	57	46.7%
3 Years Old	0	0%
Pregnant Women	4	3.3%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	8	6.8%

Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	11	9.3%

Prior Enrollment of Children

Children who were enrolled previously in Early Head Start, for at least half of the time that classes or home visits were in session.

	<i># of children</i>	<i>% of children</i>
The second year	20	16.9%
Three or more years	15	12.7%

Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0%	0	0%
Asian	0	0%	0	0%
Black or African American	1	0.8%	4	3.3%
Native Hawaiian or Pacific Islander	0	0%	0	0%
White	24	19.7%	55	45.1%
Biracial or Multi-Racial	10	8.2%	17	13.9%
Other	11	9.0%	0	0%

	# of children / pregnant women	% of children / pregnant women
Unspecified ethnicity and race	0	0%

Primary Language of Family at Home

	# of children	% of children
English	98	80.3%
Of these, the number of children acquiring/learning another language in addition to English	11	
Spanish	24	19.7%
Central American, South American, or Mexican Languages	0	0%
Caribbean Languages	0	0%
Middle Eastern or South Asian Languages	0	0%
East Asian Languages	0	0%
Native North American or Alaska Native Languages	0	0%
Pacific Island Languages	0	0%
European or Slavic Languages	0	0%
African Languages	0	0%
American Sign Language	0	0%
Other Languages	0	0%
Unspecified Languages	0	0%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	117	99.2%	117	99.2%
Children with accessible health care	114	96.6%	114	96.6%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	117	99.2%	118	100.0%
Children with accessible dental care	52	44.1%	74	62.7%

Disabilities Services

	# of children	% of children
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	19	16.1%

Family Services

	# of families	% of families
Total Number of Families	104	100.0%

	# of families	% of families
Families Who Received at Least One Family Service	104	100.0%

Specific Services

	# of families	% of families
Emergency or Crisis Intervention	52	50.0%
Housing Assistance	4	3.8%
Asset Building Services	34	32.7%
Mental Health Services	28	26.9%
Substance Misuse Prevention	3	2.9%
Substance Misuse Treatment	2	1.9%
English as a Second Language (ESL) Training	15	14.4%
Assistance in enrolling into an education or job training program	33	31.7%
Research-based parenting curriculum	35	33.7%
Involvement in discussing their child's screening and assessment results and their child's progress	104	100.0%
Supporting transitions between programs	104	100.0%
Education on preventive medical and oral health	104	100.0%
Education on health and developmental consequences of tobacco product use	9	8.7%
Education on nutrition	104	100.0%
Education on postpartum care	8	7.7%
Education on relationship/marriage	1	1.0%
Assistance to families of incarcerated individuals	3	2.9%