



## HEAD START POLICY COUNCIL

### Notice of Meeting



Notice is hereby given that the CMCA Head Start Policy Council will conduct its next regular meeting on Thursday, January 17, 2008 in the Central Missouri Community Action Central Office, Large Conference Room, 807-B North Providence Road, Columbia, MO.

### Tentative Agenda

#### Committee Meetings – (6:00 p.m. – 6:30 p.m.)

- A. Grants/Budget
- B. Bylaws
- C. Personnel & Community Complaints

#### Regular Meeting (6:30 p.m. or immediately following the committee meetings)

1. Call to Order
2. Seating of New Members and Role Call
3. Approval of January Agenda
4. Approval of December 18, 2007 Minutes
5. Budget Report – Anita Sanderson, Finance Director
6. Director's Report – Mernell King, Early Childhood Program Director
  - A. Enrollment Report (Melissa Chambers)
7. Committee Reports
  - A. Grants/Budget
  - B. Bylaws
  - C. Personnel and Community Complaints
8. Old Business
  - A. Step Up to Leadership
  - B.
9. New Business
  - A. Self Assessment Process for 2008
  - B.
10. Business from the Floor
  - A.
  - B.
11. Adjournment

CMCA is committed to equal opportunity. If you are disabled and need an accommodation such as an interpreter for the hearing-impaired, please contact our office. A three-day notice is required for scheduling. Representatives of the news media may obtain copies of this notice

by contacting:

Barbara Corson

CMCA, 807B N. Providence Road, Columbia, MO 65203

Phone: (573) 443-8706 ext. 226, TTY: (800) 735-2966



**Head Start/Early Head Start  
Policy Council Minutes  
December 18, 2007**

**Attendance**

Name	Site	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept
Paul Morgan	2102	A	A	✓									
Mindy Morgan	2102	A	A	A									
Donna Welch	2103	A	✓	✓									
Christina Nixon	2203	A	A	✓									
Ryan Nivens	2203	✓	A	✓									
Kristen Townsend	2209			✓									
Patricia Thompson	2211	✓	A	✓									
Christina Farley	2213	✓	✓	✓									
Brenda Huskey	2301	✓	✓	A									
Rachel Wright	2401	A	A	A									
Tamecca Davis	2401	✓	✓	A									
Lisa Morton	2406	✓	✓	✓									
Patrick Robinson	2406			✓									
Shannon McCreery	2501	✓	✓	A									
Jamie Leeling	2501	✓	✓	✓									
Mary Reddick	2601		✓	A									
Juliana Delfin	2701	✓	✓	✓									
Michelle Arlen	2851	✓	✓	A									
Jennifer Henry	2852	✓	✓	✓									
Lisa Thomeczek	Board Rep	✓	✓	✓									
Carlos Herrera	Community Rep	A	A	A									

Staff Members in attendance were Mernell King, Anita Sanderson, and Melissa Chambers.

1. Committee meetings started at 6:00 p.m.
2. Grants & Budgets – Anita Sanderson
  - a. HS Budget: discussed the variances. In-kind is needed.
  - b. EHS Budget: discussed the variances.
  - c. Went over the budget process.

Central Missouri Community Action  
Head Start/Early Head Start  
Policy Council Minutes  
December 18, 2007

3. By-Laws
  - a. Did not meet.
4. President Christina Farley called the regular meeting to order at 7:05 p.m.
5. Seating of New Members-Lisa Morton moved, Ryan Nivens seconded, to seat the new members. The motion passed.
6. Approval of December Agenda
  - a. Michelle Arlen moved, Shannon McCreery seconded, approval of the December agenda with the following correction: add Volunteer Policy under New Business. The motion passed.
7. Approval of November Minutes
  - a. Jamie Leeling moved, Ryan Nivens seconded, approval of the November 15, 2007 minutes. The motion passed.
8. Budget Report – Anita Sanderson, Finance Director
  - a. EHS Budget Review:
    - i. We spent \$206,991.20 as of the end of November.
    - ii. We have received \$85,369.40 in in-kind for Early Head Start.
  - b. HS Budget Review:
    - i. We spent \$321,192.71 in November.
    - ii. We have spent \$1,926,658.19 over 7 months.
    - iii. We are under budget so far.
    - iv. We still need in-kind.
  - c. Ryan Nivens moved, Jamie Leeling seconded, to approve the Head Start and Early Head Start budget reports. The motion passed
9. Director's Report
  - a. Mernell King reported that the program only had one finding with the Peer Review over the summer. The program needs to submit a report to the Feds that we are now in compliance in the area in which we had a finding. Jamie Leeling moved, Juliana Delfin seconded, approval of the Peer Review responses. The motion passed.
  - b. Enrollment report: Melissa Chambers said the enrollment numbers look good. However, we need to increase our disability numbers.
10. Old Business:
  - a. Melissa Chambers distributed flyers for Step Up to Leadership and corrected the 1-800 number.

Central Missouri Community Action  
Head Start/Early Head Start  
Policy Council Minutes  
December 18, 2007

11. New Business:

- a. Connecting for Children: Mernell said this was the local name for the Healthy Marriage grant. She said the program is expected to start in January.
- b. Volunteer Policy: Melissa Chambers distributed copies of the policy and went over the changes made to it. Jamie Leeling moved, Paul Morgan seconded, approval of the Volunteer Policy. The motion passed.

12. Business from the Floor: None

13. Adjournment:

- a. Jennifer Henry moved, Jamie Leeling seconded, to adjourn. The motion passed and Christina Farley adjourned the meeting at 7:50 p.m.



Central Missouri Community Action  
*Early Childhood Programs*  
- Head Start and Early Head Start -  
Passion – Commitment – Excellence

**CMCA Head Start Director's Report**  
**January 11, 2008**

**Welcome New Policy Council Members! We are glad to have  
your join our great team!**

**PROGRAM UPDATES:**

**The Grant, Healthy Marriage Initiative Grant funding** continues to be in discussion with the Office of Head Start. Our program manager, Robyn Higgins, and the manager from the University of Missouri Extension, Kimberly Allen, attended an orientation session from 12/12-12/14 to learn more about this wonderful opportunity for families. Locally, we are calling this initiative, "Connecting for Children" with our focus being healthy relationships formed for healthy children! A kick off will be held in February near Valentines Day – if you are interested in participating in the first Weekend Retreat – call Robyn at 573-443-8706 (x292)

**Male Involvement/Fatherhood Group** – is off to a terrific start this year. The group has held 2 events and both were very well attended. Next event will be held in Columbia – they are going to Lowes and will have a meal at Park Avenue Child and Family Development Center and then go to a Wrestling Match at the University of Missouri Transportation will be provided – An information flyer will be provided at the Policy Council meeting – do

you know someone who would like to join the group? Call Bryon at 573-443-8706 (x257)

### **Site Updates:**

**Boonville** – we are waiting for our agency to get the necessary and required city of Boonville approvals to finalize the purchase of the building (and do renovations to the building) in order to hold Head Start at the site.

**Way to go WFSC Head Start** – to Patty Brown and her team – Ameren UE has provided a pledge of \$250.00 contribution toward their playground project~ every little bit gets them closer to their dream of a new playground structure!

### **STAFF NEWS:**

**ANDY PREVO, CMCA Head Start Facilities Administrator**, received word this week that he is now met the requirements set forth by the National Playground Safety Institute as a Certified Playground Safety Inspector! We are so proud and pleased for Andy!

### **PROGRAM NEWS AND UPDATES:**

The **FRIENDSHIP CLUBS** at our Head Start sites will be starting later this month. Friendship Clubs are facilitated by staff from our Mental Health Provider, Professional Associates. The Friendship Clubs assist children with need for improved social-emotional skills to receive a more individualized and small group experience in working on these very important areas of development.

CMCA Head Start is gearing up for submission of the **Annual Continuation Refunding Grant Application**. In preparation for that, the Head Start Administrative team is working on next year's Training and Technical Assistance Plan.

**Annual Self-Assessment** Update – the Annual Self-Assessment process begins in earnest in late February with staff of Educare completing ITERS (Infant/Toddler Environmental Rating Scales) and ECERS (Early Childhood Environmental Rating Scales) assessments

on all of our classrooms. The information from these assessments is used to develop outcomes for the upcoming year in the areas of child development, curriculum and instructional approaches. More to come – the Educare staff will be calling Team Leaders to schedule their assessments.

### **Other Updates and Information You Need to Know:**

**Policy Council Training Opportunity** – we will be offering a Step Up to Leadership Class for our Policy Council representatives during this program year. Information will be shared at our meeting with classes beginning early next year! More discussion about this opportunity at the meeting

Those of you who will be involved in Step Up to Leadership will have an opportunity to attend the Sixth Annual Missouri Head Start Parent Leadership Training to be held in Jefferson City on February 28 and 29, 2008. The following information about the Leadership Training was sent to CMCA Head Start by the Missouri Head Start Association (MHSA):

*The Missouri Head Start Association, in cooperation with the Missouri Head Start State Collaboration Office, is pleased to present the 6th Annual Parent Leadership Training. This training event is designed for Head Start and Early Head Start parents, staff, policy council members and other members of the Head Start community who wish to make a difference in the lives of Missouri's children and families. This is your opportunity to learn how to effectively speak out and be a powerful advocate for your family and community.*

*Upon completion of this two-day training event participants will understand the meaning of advocacy and how they can be effective advocates for children. Attendees will have the skills necessary to be actively engaged in local, state and national issues. Attendees will learn about Missouri government, how the legislative process works, and how individuals can have a voice in this important process. MHSA encourages attendees of the Parent Leadership Training event to share the information and skills gained with their Head Start program staff, policy council, other parents and their communities.*

*Together we CAN make a difference for Missouri's children and families!*

**Head Start Staff** continue to assist with the agency-wide strategic planning process. The committees are working on 10 and 3-year outcomes for the agency with the ultimate goal of ending poverty! Check out our web-site to view the "Blog" of our Executive Director,

Darin Pries, for thoughtful discussions and information. Also check the web-site for upcoming events in our agency. The web site is: [www.showmeaction.org](http://www.showmeaction.org)

### **Web Site Round Up:**

[www.moheadstart.org](http://www.moheadstart.org) - this is the official web site of the Missouri Head Start Association. Missouri Head Start Association works for children, families, staff and communities regarding issues of interest to Missouri's Head Start programs. The site gives detailed information on all of Missouri's Head Start and Early Head Start Programs.

[www.ECLKC.ohs.acf.hhs.gov](http://www.ECLKC.ohs.acf.hhs.gov) – this is the Early Childhood Learning and Knowledge Center. This web site is the complete repository and library of all items from Head Start since 1965. This is a great web site and if you have access to a computer –check it out!

**For those of you Concerned about toy and other product safety – the** U.S. Consumer Product Safety Commission (CPSC) is an independent federal regulatory agency that works to reduce the risk of injuries and deaths from consumer products. You can reach them to obtain current recall information and to register for a quarterly compilation of recalls sent by regular or e-mail. The CPSC toll-free hotline is 800.638.2772 OR 800.638.8270 for the hearing and speech impaired.

The CPSC Web Site is: [www.cpsc.gov](http://www.cpsc.gov)

**Central Missouri Community Action's Mission** is "To empower individuals and families to achieve self-reliance"

## **Vision Statements of the Agency are:**

**\*Individuals and families live extraordinary lives in decency and dignity**

**\*Communities are thriving, vibrant safe places to live embracing all individuals and providing opportunities for growth**

**\*Central Missouri Community Action is the recognized leader in ending poverty and building strong communities.**

## **CMCA's Strategic Commitments are as follows:**

- 1) Engage the community to assure that all people have their basic needs met.
- 2) Enhance community capacity to ensure all individuals have lifelong learning opportunities.
- 3) Build community capacity to enhance economic and community assets.
- 4) Build relationships across class and race lines.
- 5) Develop an innovative, caring agency dedicated to being an influential leader in our communities.

## **The Mission Statement for CMCA Head Start is as follows:**

**CMCA Head Start provides high quality, comprehensive services in partnership with local communities so that children, families, staff and community members embrace**

life-long learning leading to self-esteem and self-sufficiency.

The “Motto” for our program is:

**Passion – Commitment- Excellence**

**By participating actively in our CMCA Policy Council you assist our agency and our program in meeting these outcomes which, in turn, enhances all the communities that we serve. This wonderful time of year, I spend time looking at the things I count as the greatest blessings in my life. This year, I found a story about a 4 year-old that I thought summed up why I love this age group (preschool) so much.**

The following is a little poem about family life that I thought you might like – Remember, you ARE your child’s most valuable teacher – forever!

*A Home Song*

By Henry van Dyke,  
*The White Bees and Other Poems*, 1909

I read within a poet’s book  
A word that starred the page:  
“Stone walls do not a prison make,  
Nor iron bars a cage!”

Yes, that is true; and something more  
You’ll find, where’er you roam,  
That marble floors and gilded walls  
Can never make a home.

But, every house where Love abides,  
And Friendship is a guest,  
Is surely home, and home-sweet-home:  
For there the heart can rest.

Respectfully Submitted,

Mernell T. King

Early Childhood Programs Director

Head Start											Average Daily Attendance
Local ID	Name	F.E.	Enrolled	Terminated	Accepted not Enrolled	Waitlist	Over Inc	Disability	Referral Process		
2102	AUDRAIN	WFSC	36	37	2	0	13	5	1	2	85%
2101		Lakeview	20	27	0	3		0	1	1	71%
2103		Community R-VI	20	20	0	0		5	7	4	0
2202	BOONE	Centralia	20	19	0	1	67	0	0	0	80%
2203		Park	60	60	0	0		8	5	5	93%
2213		Tiger Paws	36	30	0	6		5	5	1	87%
2208		Easter Seals	6	8	0	1		0	0	0	84%
2209		Worley	36	34	1	7		2	1	2	88%
2301	CALLAWAY	Fulton	36	35	1	2	6	0	3	1	81%
2401	COLE	Cole East	80	78	1	3	58	5	8	4	71%
2406		Cole West	40	39	0	1		1	0	4	81%
2501	COOPER	Boonville*	40	40	0	0	6	4	0	1	NA
2601	HOWARD	Fayette	36	29	0	2	6	1	4	0	81%
2701	MONITEAU	California	36	33	1	4	5	3	4	3	79%
2851	OSAGE	Linn	15	17	0	0	2	0	1	1	79%
2852		Chamois	18	19	0	0	2	9	2	1	89%
			535	525	6	30	187	50	39	26	
				555			34.95%	9.35%	7.29%	4.95%	82.04%
				103.74%							

Early Head Start											Average Daily Attendance
Local ID	Name	F.E.	Enrolled	Terminated/ Completed	Accepted not Enrolled	Waitlist	Over Inc	Disability	Referral Process		
1200	BOONE	Pregnant Moms	2	3	1	1	0	0	0	0	NA
1211		First Chance	8	8	0	0	52	0	1	0	78%
1213		Tiger Paws	24	22	1	1		0	0	1	87%
1208		Easter Seals	6	11	1	0		1	1	0	90%
			40	44	3	2		52	1	2	1
				46			130.00%	2.50%	5.00%	2.27%	84.93%
				115.00%							

**Enrollment Notes:**

- 1 **Enrolled**=any child that was enrolled for at least one day during the month; Including children that were enrolled but terminated during the month.
- 2 All Terminated Children were replaced within 30 Days. See Child Plus Report #2210 in the Enrollment Binder.
- \* Boonville families are waiting on the completion of their facility; regional office is aware and has approved a Home Base Program Option.

Central Missouri Community Action

HEAD START Summary Budget Comparison From 12/1/2007 Through 12/31/2007

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 8 Months	Under or (Over) Spent for 8 Months	Total Budget for 12 Months	Under or (Over) Total Budget
<b>HS FY00</b>	<b>HEAD START</b>						
20	<b>HEAD START - T &amp; TA</b>						
125	Consultant	0.00	0.00	5,064.00	5,064.00	7,596.00	7,596.00
130	Travel	809.26	2,792.42	4,329.36	1,536.94	6,494.00	3,701.58
160	Consumable Supplies	0.30	1.13	836.64	835.51	1,255.00	1,253.87
180	Contractual	0.00	1,092.60	0.00	(1,092.60)	0.00	(1,092.60)
200	Other	<u>573.99</u>	<u>16,563.49</u>	<u>17,445.36</u>	<u>881.87</u>	<u>26,168.00</u>	<u>9,604.51</u>
<b>Total 20</b>	<b>HEAD START - T &amp; TA</b>	<b>1,383.55</b>	<b>20,449.64</b>	<b>27,675.36</b>	<b>7,225.72</b>	<b>41,513.00</b>	<b>21,063.36</b>
21	<b>HEAD START ADMINISTRATION</b>						
100	Salaries	9,826.79	80,648.42	79,084.40	(1,564.02)	120,708.00	40,059.58
110	Fringe	2,996.26	20,138.67	26,899.15	6,760.48	47,175.28	27,036.61
120	In-Direct	30,811.38	223,603.02	227,015.02	3,412.00	369,628.00	146,024.98
130	Travel	187.20	1,980.59	2,418.00	437.41	3,627.00	1,646.41
150	Space Cost	513.89	4,081.72	2,168.64	(1,913.08)	3,253.00	(828.72)
160	Consumable Supplies	0.00	432.65	4,580.00	4,147.35	6,870.00	6,437.35
200	Other	<u>177.05</u>	<u>532.75</u>	<u>2,020.08</u>	<u>1,487.33</u>	<u>3,030.00</u>	<u>2,497.25</u>
<b>Total 21</b>	<b>HEAD START ADMINISTRATION</b>	<b>44,512.57</b>	<b>331,417.82</b>	<b>344,185.29</b>	<b>12,767.47</b>	<b>554,291.28</b>	<b>222,873.46</b>
22	<b>HEAD START - PROGRAM</b>						
100	Salaries	133,062.95	1,098,337.34	1,099,714.21	1,376.87	1,759,477.00	661,139.66
110	Fringe	57,288.28	317,288.43	332,301.32	15,012.89	562,248.72	244,960.29
125	Consultant	4,010.28	19,529.18	20,900.08	1,370.90	31,350.00	11,820.82
130	Travel	3,061.85	43,310.46	41,924.64	(1,385.82)	62,887.00	19,576.54
150	Space Cost	25,014.36	181,903.31	186,501.36	4,598.05	289,782.00	107,878.69
160	Consumable Supplies	4,839.01	45,508.45	64,913.36	19,404.91	97,370.00	51,861.55
180	Contractual	591.09	25,695.25	23,680.00	(2,015.25)	35,520.00	9,824.75
190	Participants	12,595.44	46,771.66	57,802.72	11,031.06	86,704.00	39,932.34
200	Other	<u>17,144.59</u>	<u>100,802.53</u>	<u>98,011.36</u>	<u>(2,791.17)</u>	<u>136,987.00</u>	<u>36,184.47</u>
<b>Total 22</b>	<b>HEAD START - PROGRAM</b>	<b>257,607.85</b>	<b>1,879,146.61</b>	<b>1,925,749.05</b>	<b>46,602.44</b>	<b>3,062,325.72</b>	<b>1,183,179.11</b>
24S	<b>HEAD START - HEALTHY SMILES</b>						
125	Consultant	0.00	0.00	7,000.00	7,000.00	10,500.00	10,500.00
130	Travel	0.00	0.00	1,302.00	1,302.00	1,953.00	1,953.00
160	Consumable Supplies	815.57	6,098.73	5,800.00	(298.73)	6,400.00	301.27
180	Contractual	60.00	2,242.92	2,075.40	(167.52)	2,075.40	(167.52)
190	Participants	853.81	6,247.64	33,822.52	27,574.88	54,071.60	47,823.96
200	Other	<u>0.00</u>	<u>5.25</u>	<u>0.00</u>	<u>(5.25)</u>	<u>0.00</u>	<u>(5.25)</u>
<b>Total 24S</b>	<b>HEAD START - HEALTHY SMILES</b>	<b>1,729.38</b>	<b>14,594.54</b>	<b>49,999.92</b>	<b>35,405.38</b>	<b>75,000.00</b>	<b>60,405.46</b>
	<b>GRAND TOTAL</b>	<b><u>305,233.35</u></b>	<b><u>2,245,608.61</u></b>	<b><u>2,347,609.62</u></b>	<b><u>102,001.01</u></b>	<b><u>3,733,130.00</u></b>	<b><u>1,487,521.39</u></b>
	<b>In-Kind</b>		<b><u>263,697.31</u></b>			<b><u>933,282.50</u></b>	
	Additional Head Start In-Kind needed through December 2007: \$		297,704.84				

Central Missouri Community Action  
**EARLY HEAD START Summary Budget Comparison From 12/1/2007 Through 12/31/2007**

Account Code	Account Title	Spent this Month	Spent Overall	CAN Spend for 8 Months	Under or (Over) Spent for 12 Months	Total Budget for 12 Months	Under or (Over) Total Budget
<b>EARLYHS</b>	<b>EARLY HEAD START</b>						
70	<b>EARLY HEAD START T&amp;TA</b>						
125	Consultant	0.00	0.00	336.00	336.00	504.00	504.00
130	Travel	39.24	39.24	1,247.36	1,208.12	1,871.00	1,831.76
160	Consumable Supplies	0.00	0.00	63.36	63.36	95.00	95.00
200	Other	<u>41.65</u>	<u>1,097.81</u>	<u>4,578.00</u>	<u>3,480.19</u>	<u>6,867.00</u>	<u>5,769.19</u>
<b>Total 70</b>	<b>EARLY HEAD START T&amp;TA</b>	<b>80.89</b>	<b>1,137.05</b>	<b>6,224.72</b>	<b>5,087.67</b>	<b>9,337.00</b>	<b>8,199.95</b>
71	<b>EARLY HEAD START ADMINISTRATIO</b>						
100	Salaries	294.16	2,438.32	2,304.64	(133.68)	3,461.00	1,022.68
110	Fringe	83.18	567.63	1,297.28	729.65	1,945.00	1,377.37
120	In-Direct	3,445.83	23,545.52	24,180.00	634.48	36,267.00	12,721.48
130	Travel	9.36	31.06	164.00	132.94	246.00	214.94
150	Space Cost	22.06	176.48	1,434.64	1,258.16	2,152.00	1,975.52
160	Consumable Supplies	0.00	0.00	33.36	33.36	50.00	50.00
200	Other	<u>5.80</u>	<u>37.57</u>	<u>188.72</u>	<u>151.15</u>	<u>283.00</u>	<u>245.43</u>
<b>Total 71</b>	<b>EARLY HEAD START ADMINISTRATIO</b>	<b>3,860.39</b>	<b>26,796.58</b>	<b>29,602.64</b>	<b>2,806.06</b>	<b>44,404.00</b>	<b>17,607.42</b>
72	<b>EARLY HEAD START PROGRAM</b>						
100	Salaries	16,034.33	119,265.46	118,370.64	(894.82)	177,576.00	58,310.54
110	Fringe	6,258.27	38,733.90	40,572.64	1,838.74	60,859.00	22,125.10
125	Consultant	0.00	78.75	680.00	601.25	1,020.00	941.25
130	Travel	58.28	692.88	1,992.00	1,299.12	2,988.00	2,295.12
150	Space Cost	1,535.37	12,613.63	13,253.36	639.73	19,880.00	7,266.37
160	Consumable Supplies	137.33	5,777.90	8,551.20	2,773.30	12,827.00	7,049.10
180	Contractual	0.00	32,369.95	32,760.00	390.05	49,140.00	16,770.05
190	Participants	434.92	1,410.45	1,621.28	210.83	2,432.00	1,021.55
200	Other	<u>684.82</u>	<u>2,265.26</u>	<u>2,786.08</u>	<u>520.82</u>	<u>4,179.00</u>	<u>1,913.74</u>
<b>Total 72</b>	<b>EARLY HEAD START PROGRAM</b>	<b>25,143.32</b>	<b>213,208.18</b>	<b>220,587.20</b>	<b>7,379.02</b>	<b>330,901.00</b>	<b>117,692.82</b>
	<b>GRAND TOTAL</b>	<b><u>29,084.60</u></b>	<b><u>241,141.81</u></b>	<b><u>256,414.56</u></b>	<b><u>15,272.75</u></b>	<b><u>384,642.00</u></b>	<b><u>143,500.19</u></b>
	<b>In-Kind</b>		<b>85,369.46</b>			<b><u>96,160.50</u></b>	
	Additional EHS In-Kind needed through December 2007:		\$ (25,084.01)				