

**METROPOLITAN ACTION COMMISSION  
BOARD OF COMMISSIONERS MEETING MINUTES  
January 22 2015 / 12:00 noon – 1:00 p.m. / Board Room  
BOARD MEETING**

***The Promise: The Metropolitan Action Commission changes people's lives, embodies the spirit of hope, improves communities, and makes Nashville and Davidson County a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.***

Present: Kasey Anderson, Kamel Daouk, Karen Doty, Flo Kidd, LaRhonda Magras, Adinah Robertson, Cristina Smith, LaVoneia Steele, and Gwen Watson

Absent: Benita Davis, Brenda Dowdle, Jim Harbison, Sara Longhini, Jerry Maynard, Joseph Mitchell, Doug Pardue, and Renee Pratt

Staff/Others: Camille Baker, Marvin Cox, Karen Crook, Cynthia Croom, Phara Fondren, Corey Harkey (Metro Attorney), Cassandra Johnson-Payne, Vijay Lal, Lisa McCrady, and Rickie McQueen

*Dr. Steele called the meeting to order at 12:00pm and acknowledged \$2.68.030 of the Metropolitan Code of Laws.*

*Dr. Steele welcomed new board member, Gwen Watson, after which Board members went outside for a brief tour the new school bus, and then returned to the board room.*

**REPORT FROM THE CHAIR**

**Motion:** Approve December 5, 2014, meeting minutes. **Made by:** Karen Doty **Second:** Flo Kidd **Passed unanimously.**

**EXECUTIVE DIRECTOR REPORT**

Our New Opportunity – Mrs. Croom reminded board members that the agency is in re-competition due to previous CLASS scores. Members of the education team, Calithea Steward (Education/Training Manager), Precious Newbell (HS Education/Training Assistant), and Deborah Denton (Software Specialist) gave a presentation of the current CLASS assessment, providing the following handouts: Improving Teacher-Child Interactions: Using the CLASS in Head Start Preschool Programs, MAC 2014-2015 CLASS Observation Scores, the Distribution by Domain, and the Understanding and Using CLASS for Program Improvement.

Mrs. Steward provided the following information: Gains are being made. The domain subgroups are being reviewed in order to tailor the training for each classroom. The education team is identifying appropriate professional development/training in order to continue the gains while remaining aware of the need to find a balance on training so that when increasing the training in one area, other areas do not lose ground.

Each center is assigned an education/training assistant who provides support to the Assistant Center Manager, who serves as the on-site educational support for the center's teaching teams. Assistant Center Managers are CLASS-Reliable and certified to ensure their respective center's classrooms meet/exceed the CLASS numbers. The CLASS tool measures the quality of teacher child interactions proven to increase children's learning and development, essential to preparing children for Kindergarten. Regional trainers visited the centers to support the Assistant Center Managers and their scoring to reliability.

By the end of February 2015, members of the education team will have observed 46 classrooms, as determined by the lowest CLASS scores from the first assessment (training is data driven). Teachers hired after the first assessment will also be observed by the end of February. The next phase will be an in-depth assessment of teachers and teacher assistants to understand if there is a correlation between where the staff matriculated, how long the staff has been teaching, and the CLASS scores. The education team provides support for both HS and EHS (birth – five).

## **FINANCE REPORT**

Mrs. Vijay Lal presented the Finance Report, which was reviewed by Treasurer Benita Davis to ensure accuracy. The November 2014 financials represents zero or positive balances. The Head Start/Early Head Start in-kind match is at 40%. Credit card statements were reviewed. CACFP meal counts and statements were reviewed.

## **ITEMS REQUIRING BOARD ACTION**

**Motion:** Approve Finance Report.

**Made by:** Flo Kidd **Second:** Karen Doty

**Passed unanimously.**

Head Start requires 10% of the Head Start children have a disability that requires an IEP (Individualized Education Program). Federal statute mandates only the Local Education Agency (MNPS for Davidson County) can assess children ages three and above for an IEP. Historically, with the vast number of programs in Davidson County that offer services to disabled children, now coupled with the increase of Pre-K, there remains a difficulty in obtaining meeting the 10% requirement. A request for a waiver to the 10% disability requirement will be submitted to the Head Start Regional Office in Atlanta.

**Motion:** Approve request to the Head Start Regional Office for a waiver to the 10% disability requirement.

**Made by:** Kasey Anderson **Second:** Karen Doty

**Passed unanimously.**

Dr. Atchison's tenure on the board recently ended. As Dr. Atchison had been the board representative to the Policy Council, a new board representative to the Policy Council is requested.

**Motion:** The Board of Commissioners shall elect a representative and alternate to the Policy Council.

**Made by:** Adinah Robertson **Second:** Karen Doty

**Passed unanimously.**

Ms. Kidd nominated Kasey Anderson as the Policy Council representative. Dr. Steele nominated Kamel Daouk as the Policy Council alternate. Policy Council meetings are held the second Monday of each month, 5:30 pm. Both Ms. Anderson and Mr. Daouk accepted the nominations.

**Motion:** Approve Kasey Anderson as the Policy Council representative and Kamel Daouk as the Policy Council alternate.

**Made by:** Karen Doty **Second:** Flo Kidd

**Passed unanimously.**

Mrs. Croom requested the Operations Office Manager job description and title change to Program Assistant – Operations to align titles and grades for those staff who report to members of the senior leadership team.

**Motion:** Approve newly revised Program Assistant – Operations job description.

**Made by:** Kasey Anderson **Second:** Flo Kidd

**Passed unanimously.**

**Motion:** Approve the annual Memorandum of Understanding with Metro Parks for the use of Dudley Community Center for Head Start services.

**Made by:** Kasey Anderson **Second:** Adinah Robertson

**Passed unanimously.**

**Motion:** Approve Tennessee Immunization Program Non-Disclosure Agreement for Registry Access for Camille Baker, EHS Director, Phara Fondren, Head Start Director, and Janice Phillips, Health Coordinator.

**Made by:** Gwen Watson **Second:** Jim Thiltgen

**Passed unanimously.**

## **PROGRAM REPORTS**

**Media/Public Relations** – Report distributed.

**Community Program** – Report attached.

**Early Head Start** – Report attached.

**Head Start** – Susan Gray Head Start new center manager begins Monday, January 26.

**Policy Council** – Report attached.

**Administrative Services and Operations** – Report attached.

**Human Resources** – Report attached.

## **OTHER BUSINESS**

Dr. Atchison term on the Board of Commissioners ended December 4, 2014. At the request of the agency, Dr. Atchison attended today's board meeting so that he could be presented with a memento of the agency's appreciation of his service to the Board of Commissioners, the Policy Council, and the community as a whole. Dr. Atchison provided remarks about his 16 year tenure as a member of the Board of Commissioners. Mrs. Croom gave accolades to Dr. Atchison for his support of the agency. Dr. Steele expressed her appreciation of Dr. Atchison's service to the Board of Commissioners.

Meeting adjourned. Minutes submitted by:

Brenda Dowdle, Secretary  
Board of Commissioners