

**Worcester Child Development – Head Start Program  
Worcester Public Schools  
770 Main Street  
Worcester, MA 01610**

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**Policy Council/Board Meeting  
Mill Swan School  
Wednesday March 28, 2018  
5:30 p.m.**

**Meeting called to order by Co-Chair Jen Shehata at 5:43 p.m.**

**Roll Call/Sign In:**

1. Jennifer Shehata – Mill Swan B
2. Nicole MacRae – Mill Swan A
3. Linda Jackson – Family Engagement/Transportation Specialist
4. Karen Waters – Assistant Director
5. Laurie Kuczka - Director
6. Tiana Ansley – Mill Swan A
7. Vince Asbridge – Mill Swan B
8. Charlene Mara- Quinsigamond Community College
9. Lt. Annie Pickett – Worcester Fire Department
10. Elizabeth Cloutier – WIC
11. Faith Tendo – Friend of Head Start
12. Kwame Appiah – WIC
13. Kim Davenport – Edward Street Child Services
14. Beth Vietze – Worcester Family Partnership
15. Wendy Connor – YWCA
16. Emily Coolick – MSA

Regrets: John Montfredo, Chantel Bethea, Doreen Samuels, Greg Barres.

**Secretary's Report:**

Co-Chair Jen Shehata asked if all members of the Policy Council had received their minutes from the last Policy Council meeting held on January 24, 2018. Jen asked if there were any changes, additions, or deletions. There were no changes. Jen asked for a motion to accept the minutes as read. Nicole MacRae made a motion, it was seconded by Tiana Ansley. All in favor.

**Treasurer's Report:**

Vince Asbridge read the Treasurer's Reports for January and February to the full Council. Jen Shehata asked if there were any questions, comments or concerns. There were none. Jen asked for a motion to accept the Treasurer's Reports as read. A motion was made by Kim Davenport and seconded by Nicole MacRae. All in favor.

**Old Business:**

- **Enrollment/ Recruitment update – Karen Waters-** Karen went over the enrollment reports for each building. Karen stated that enrollment is at 615 and 4 are part of the income eligible contract. Karen explained that enrolling the 6 income eligible spots has been difficult this year. Vince asked what income eligible meant. Karen explained that

these families are taken from an EEC waitlist and have to meet different requirements. Karen explained that the program needs to have these spots in order to keep the UPK grant. Karen went over the attendance and stated that it has been impacted by school cancellations due to March snow storms.

- **Monthly Menu/USDA Report – Karen Waters** - Karen reviewed the April menu and the total reimbursement collected by the City of Worcester for children's meals. For the month of February (breakfast, lunch, including afternoon snacks) the reimbursement total was \$30,259.51.
- **City Cost Allocation Plan Development – Laurie Kuczka** - Laurie reminded Policy Council about the grant being submitted without the City's Cost Allocation Plan due to the plan needing to be updated. Laurie was happy to inform Policy Council that after many discussions and meetings, the City Cost Allocation Plan was completed and submitted for the grant.

Co-Chair Jen Shehata asked for a motion to accept all old business. Motion was made by Kim Daventport; seconded by Nicole MacRae. All in favor.

#### **New Business:**

- **Last Day of Enrollment for Children – Karen Waters** – Karen stated that the last day to enroll children in the program is May 15, 2018 which is 30 days prior to the last day of school. Vince Asbridge asked if the family is currently enrolled, and will be returning next year, what the process is. Karen explained that the FSA's will be notifying families and going on home visits to get the necessary paperwork needed for next year completed. Families will then receive a letter in the summer with the start date for the new school year.
- **Under Enrollment discussion with Matthew Kardonsky, Program specialist Office of Head Start, Boston, MA – Laurie Kuczka** – Laurie spoke to policy council about the challenge of getting the program fully enrolled this school year. Laurie updated Policy Council on a phone conversation that was had with Matt Kardonsky and Marina Winkler, Laurie stated that they acknowledged the fact that several programs were having the same issue this year. Laurie informed Policy Council that the program needs to come up with a corrective action plan to be submitted within 30 days. Karen was happy to inform Policy Council that during the conversation it was mentioned that they like the fact that the program has an ERSEA committee. Karen explained that some reasons for under enrollment were due to transportation issues and one major impact is that minimum wage in Massachusetts is higher. Vince Asbridge asked if the income guidelines are federal. Karen stated that they were. Vince commented that the federal income standards are way off compared to Massachusetts income standards. Karen stated that the program has been using the 100 -130 % income guidelines to help with families that are over income. Vince asked if the program could over enroll. Karen stated that the program generally won't go over the funded enrollment but can over enroll a building to accommodate another building. Laurie said moving forward the program will come up with a well-defined solid plan that will outline what the program will need to do. Vince asked about having recruitment tables at all the parks during the summer months. Laurie said that if the program can get permission to set up tables at the parks they would be willing to do this. Karen informed Policy Council about all the resource fairs coming up. She stated that they will have a Head Start recruitment table at each that will be staffed

by the FSA's. She also added that each FSA has 15 marketing bags to bring to community agencies. Emily Coolick made a suggestion to hire Kwame during the summer to help with recruitment since he is around the community events often. Kwame stated that part of the WIC system asks about early education, so WIC will be giving Head Start's name as a resource to the families that are looking for preschool. Kwame explained the need to keep the enrollment at the Mill Swan WIC office up so that the office can remain open. Karen thanked Kwame and Beth for helping get together a list of contacts for the resource fairs around the community. Emily asked if everyone shares all of the available resources with one another. Annie Pickett explained that most are under the same circuit so they receive all the updates on resources. Karen informed Policy Council that the WPS will be sending flyers home with children about enrollment for the 2018-2019 school year. Vince Asbridge asked what the enrollment looked like for next year. Karen stated that there will be just over 200 children returning. Emily asked if we can do pop up enrolments at places like DTA and WIC. Karen explained that the program does do this when it is allowed. Kim Davenport added the possibility of recruiting at the water parks in the city since this attracts so many families. Kim said to get ahold of Raquel Castro-Corazzini to help the program target where the youngest children are. Kwame made another suggestion to team up with Beth Vietze and have an event before school starts, possibly a Healthy back to school fair. Emily asked if we can tell families that do not have consistent attendance that they will lose their spot. Karen explained about the attendance policy and the importance of being present. She stated that the only way the program can drop a child is if the family stops coming in and stops communicating with the program.

- **UPK Grant Application – Laurie Kuczka** – Laurie explained that this is the state grant that requires the Income Eligible contract. Laurie explained that the grant is being developed and needs to be completed by April 23, 2018. Laurie stated that it will go in as level funded.
- **Week of the Young Child – Laurie Kuczka** – Laurie gave an overview of the Week of the Young Child events that would be happening in all centers. All Policy Council members were given a copy of the lesson plan guide that classrooms would be using. Annie Pickett stated that she was asked to read and would like to give each child in that class a book. Laurie asked if she would like to donate to the classrooms. Laurie and Annie discussed talking more in-depth after policy council to work on the details of possibly getting each family a book. Charlene Sherbourne came in to tell policy council that Worcester Head Start Program presented at AweSTEM conference held at WPI. Charlene was happy to inform Policy Council that Head Start was well represented and visitors enjoyed the display of what Head Start is doing for curriculum with STEM.

Co-Chair Jen Shehata asked for a motion to approve all new business. Motion was made by Nicole MacRae; seconded by Charlene Mara. All in favor

#### **Other: Sharing and Announcements:**

Beth Vietze gave fliers out to all Policy Council members for the upcoming health fair sponsored by Worcester Family Partnership at the YWCA on April 25, 2018.

Kim Davenport shared the date for Day of Play that is being held at Elm Park on June 9, 2018. The theme for this year will be Where the Wild Things Are. Kim will bring fliers to the next meeting.

Kwame stated the WIC office is doing well and that when school is not in session other families can use the Mill Swan WIC office. Kwame also discussed the Parent Cafes held at all the Head Start building and thought they went well. They had kale chips, salsa and chips at Greendale but changed it to a yogurt parfait for Mill Swan and Millbury St. from a suggestion given by parents.

**Personnel Report:**

Karen Waters read the Personnel Report to the Policy Council/Board.

**Recommend for Permanency:**

Amber Oleski – Teacher Assistant Float – Greendale

Co-Chair Jen Shehata asked for a motion to accept the Personnel Report as read. Motion was made by Nicole MacRae. Seconded by Kim Davenport. All in favor.

**Financial Report:**

Laurie Kuczka read the Financial Report to all members. Laurie explained that this grant cycle is coming to an end. Vince Asbridge asked if the program has compared the report from last year to this year's report to see if it was higher or lower. Laurie stated it was about the same the only difference was in the maintenance line due to boilers and heaters that needed repairs. Vince Asbridge asked if there was money left over can you pre-spend on maintenance for next year. Laurie explained that they are working on seeing what money may be left, and she has had conversations with Tommy Barrett to look at what needs to be done at all the Head Start sights. Emily Coolick asked who gets to decide what goes where. Laurie explained that she will be looking at building requests for each of the centers. Emily asked if centers have committees for this. Laurie said no, due to the fact that the program doesn't know what monies they have yet. Vince Asbridge made a comment about the stairs outside of Greendale being dangerous and uneven. Laurie did state that they were repaired 2 years ago, and that she would have Tommy Barrett look at them. Emily commented that if the stairs were not up to code, the original company that fixed them 2 years ago might be liable to fix them again. Laurie asked if there were any questions, comments or concerns. There were none.

Co-Chair Jen Shehata asked for a motion to accept the Financial Report as read. Motion was made by Kim Davenport. Seconded by Nicole MacRae. All in favor.

**Meeting Adjourned:** Co-Chair Jen Shehata asked for a motion to adjourn the meeting. Motion made by Wendy Connor. Seconded by Kim Davenport. All in favor. Meeting adjourned at 7:08 pm.

**The next Policy Council/Board meeting will be held on  
Wednesday, April 25, 2018 at  
Mill Swan School  
337 Mill St.  
5:00p.m.**

**If transportation is needed, please call  
Beverly Brown at (508) 799-3254 or Linda Jackson at (508) 799-3252**