

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

**Policy Council/Board Meeting
Mill Swan School
Wednesday, August 23, 2017
5:30 p.m.**

Meeting called to order by Chairperson Chantel Bethea at 5:54 p.m.

Roll Call/Sign In:

1. Chantel Bethea – Mill Swan B
2. Jennifer Shehata – Mill Swan B
3. Nicole MacRae – Community Rep
4. Doreen Samuels – Friend of Head Start
5. Kim Davenport – Edward Street Child Services
6. Laurie Kuczka – Director
7. Karen Waters – Assistant Director
8. Linda Jackson – Family Engagement/Transportation Specialist
9. Faith Tendo – Friend of Head Start
10. John Monfredo – School Committee
11. Emily Coolick – Mill Swan A
12. Greg Barres -

Secretary's Report:

Chairperson, Chantel Bethea gave everyone a few minutes to review the Policy Council/Board minutes. Chantel asked if there were any changes, additions, or deletions. There was a change made to the June minutes. Chantel asked for a motion to accept the minutes as read and the change made to the June minutes. . A motion was made by John Montfredo, seconded by Jen Shehata – All in favor.

Treasurer's Report:

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

Old Business:

- **Enrollment/ Recruitment update – Karen Waters** went over the current enrolment. As of this date, there are 126 (+4) vacancies with 23 screenings pending. Karen explained that the Millbury PM classroom has only 6 children as of today and they are trying to recruit more for this classroom. John asked "What are you doing for recruitment?" Karen explained that recruitment was set up at 3 resource fairs this past month and we have been sending flyers out to the community. John asked about GBV and Plumley. Karen said she was waiting to hear back from GBV for a date to have a recruitment day. Karen said she would contact Anne Vinick at Plumley regarding outreach there as well. John

told Karen to ask for Alex the Director of Housing at GBV and mention his name. Doreen asked about Asentria. Karen explained that they have our marketing materials and we have received many referrals. Doreen also asked about the DTA. Karen mentioned that Laura has been down to DTA to do recruitment. Emily Collick asked about the Boys & Girls Club. Karen stated that they used to have a big fair but no longer do so. There was conversation about having a bus for the PM classroom. Laurie stated that there is no funding for that and the time does not work out for Durham due to all the busses having WPS routes during that time..

- **Menu for September – Karen Waters-** Karen went over September's menu. Karen explained that the first 3 days of the menu are the same due to staggered enrollment.

Chairperson Chantel Bethea asked for a motion to accept all old business. Motion was made by Kim Davenport; seconded by Jen Shehata. All in favor.

New Business:

- **Program Goals, 2017-2018 – Laurie Kuczka –**
Laurie Kuczka presented the changes to the 2017-2018 program goals. A copy of the updated program goals are attached. Chantel asked for a motion to approve the changes to the program goals. A motion was made by Jen Shehata and seconded by Nicole McRae. All in favor.
- **Job Descriptions – Laurie Kuczka and Karen Waters-** Updates to all job descriptions were presented to the PC/Board. There was a lengthy discussion regarding the verbiage "Acceptable Attendance Record". PC members inquired about the definition of what constitutes an acceptable attendance record. After further discussion including other changes to the job descriptions, it was determined that Laurie and Karen will have a discussion with the WPS Human Resource office and develop a formula to apply in all attendance matters. Please see attached proposal. This proposal will be presented at an emergency Policy Council/Board meeting on September 6, 2017 for review. Chantel asked for a motion to approve all other changes to the job descriptions. A motion was made by Kim Davenport and seconded by Jen Shehata. All in favor.
- **Personnel Policies – Laurie Kuczka** presented changes to the 2017-2018 Employee Handbook Personnel Policies and Procedures. There were eleven items added, deleted, or modified and all proposed modifications are attached. After lengthy discussion regarding the Head Start Program providing "Reasonable Accommodations" in accordance with the ADA when an employee has been out of work due to illness or injury and it is being determined if that employee can return to work once a doctor states "there are no restrictions." This statement was added to the existing personnel policy. This policy will be brought back to the Policy Council/Board meeting on September 6, 2017 for review.
- **Family Handbooks – Karen Waters** presented the updated Family Handbook and reviewed changes. Chantel asked for a motion to approve the changes made to the Family Handbook. A copy is attached. A motion was made by Nicole McRae and seconded by Kim Davenport. All in favor.

Chairperson Chantel Bethea asked for a motion to approve all new business. Motion was made by Kim Davenport; seconded by Nicole MacRae. All in favor

Other: Sharing and Announcements:

Chantel mentioned that the Straight Ahead Ministries would be giving out backpacks and school supplies tomorrow from 1-5 pm.

Kim mentioned an event at the Historical Center on Oct. 5, 2017 for Harvey Ball. This event will take place outside from 4:30-6:30. There will be a literacy rich children's area. Kim also mentioned World Smile Day is Oct. 6, 2017 and the Historical Museum will have free admission from 9-12. There will be a flyer coming soon.

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

Recommend to Hire:

Nicole Colella – FSA – Greendale
Dawn Horan – FSA – Greendale
Isomara Ramis de Ayreflor – FSA – Millbury Street
Sarah Soares – FSA – Mill Swan A
Carol Rioux – Nurse – Mill Swan B
Jennifer Shoman – Teacher – Greendale
Deborah Silver – Teacher – Mill Swan A
Donna Servideo – Teacher – Mill Swan B
Brianna Violante – Teacher – Millbury Street
Rosina Asaah – Teacher Assistant Float – Millbury Street

Recommend to Re-Hire:

Gina Curini – Teacher Assistant Float – Greendale

Recommend to Re-Assign:

Caitlin Titta – From Teacher Assistant to Teacher – Greendale
Cassandra Carney – From Teacher Assistant Float to Teacher Assistant – Greendale
Stephanie Estremera - From Classroom Aide/ Bus Monitor to Teacher Assistant – Millbury Street
Brittni Wise – From Teacher Assistant to Classroom Aide/ Bus Monitor – Millbury Street (personal request)

Chantel asked for a motion to approve the personnel report as read. A motion was made by Kim Davenport and seconded by Nicole McRae. All in favor.

Financial Report:

Director, Laurie Kuczka stated there was not a financial report available, however it will be sent out to all members with the previously mentioned documents and the minutes.

There was a discussion about providing all members of the Policy Council/Board with all meeting documents via a google docs method. This would allow the members to have an opportunity to review all agenda items prior to the following meeting as well as retain copies of everything for their files. Google docs can be set at a "Read Only" setting so that changes cannot be made once they are emailed to the members. This suggestion will be researched further.

Chairperson 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: Chairperson asked for a motion to adjourn the meeting. Motion was made by Jen Shehata. Seconded by Kim Davenport. All in favor. Meeting adjourned at 7:53pm.

**The next Policy Council/Board meeting will be held
on
Wednesday, September 27, 2017
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**