

**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, September 27, 2017  
5:30 p.m.**

**Meeting called to order by Chairperson Chantel Bethea at 5:36 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. Linda Jackson – Family Engagement/Transportation Specialist
8. Faith Tendo – Friend of Head Start
9. John Monfredo – School Committee
10. Kwame Appiah – WIC
11. Sharon Quiles – Durham Community Rep
12. Charlene Mara – Quinsigamond Community College

Regrets: Karen Waters

**Secretary's Report:**

Chairperson, Chantel Bethea asked if all members of the Policy Council had received their minutes from the last Policy Council meeting (August 23, 2018) and the Emergency Policy Council meeting (September 6, 2017). Chantel passed around an email signup sheet so that members can receive the minutes electronically. Chantel asked if there were any changes, additions, or deletions. There was none. Chantel asked for a motion to accept the minutes as read. John Monfredo made a motion, it was seconded by Jen Shehata. All in favor.

**Treasurer's Report:**

Treasurer Jen Shehata read the Treasurer's Report for August to the full Council. Chantel asked if there were any questions, comments or concerns. There was none. Chantel 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 - Laurie Kuczka** Laurie went over the current enrollment. As of this date, there are 111 vacancies. She further explained the challenges faced this year, medical documentation requirements not being met and the high need for transportation placing families on the waitlist. She also explained that due to the increase of minimum wage many families exceed the income guidelines. Linda

spoke about the recruitment day at Great Brook Valley. Head Start intake staff will be available to do intakes, nursing staff will be available to collect and explain health documentation requirements and Disabilities staff will be available to conduct developmental screenings. John Monfredo asked, about Plumley Village. Laurie stated that based on his suggestion last month, Karen and Linda had connected with the Housing Authority (Alex and Carlton) and as a result of this connection they not only welcomed us to host a recruitment day, but have agreed to circulate our recruitment information at all public housing complexes and post it on the WHA Facebook page. John also suggested that another good area would be the Main South Housing Center. Laurie informed members that Karen has been reaching out to all our community providers and they have received our marketing materials as well. John asked if we have done anything with the churches. Laurie stated that we have sent out materials to all our community resources along with marketing on WRTA busses, Facebook, Head Start's web page and twitter. Kim Davenport suggested doing a WPS "Connect Ed" call and wondered if the City of Worcester could also do a "robocall" to reach more of the community. John suggested speaking to Maureen Binienda about asking the City Manager to allow the robocall for Head Start. Kwame suggested asking other community agencies to post our recruitment flyers on their pages. Worcester Community Connections Coalition has forwarded Head Start recruitment information to their email distribution list whenever we request it. Laurie said she would look into having it sent to community agencies electronically so they can upload to their websites or Facebook pages. Charlene Mara suggested also sending it to all the committee members so they can share and post it.

- **October Monthly Menu - Laurie Kuczka** Laurie reviewed October's menu. Laurie highlighted the non school days: October 6<sup>th</sup> (Staff Professional Development Day) and October 9<sup>th</sup> (Columbus Day.)

Chairperson Chantel Bethea asked for a motion to accept all old business. Motion was made by Nicole MacRae; seconded by Charlene Mara. All in favor.

#### **New Business:**

- **Annual Coats for Kids Drive - Laurie Kuczka** Laurie explained what the Coats for Kids drive is and how it benefits WPS and Head Start children. She explained how last year the drive had given out 2400+ coats, along with hats and mittens. This year's fundraiser will be held on November 1, 2017. Admission tickets will be \$10.00. More information will follow. There will also be a raffle called, *Taste of the Town* in which area restaurants have donated \$1000.00 in gift certificates. Laurie mentioned that the program's lead contact person had changed and now there are several people connecting to make this event a success. Kim asked if anyone had a connection with TJX. Laurie said that they have had in the past and that she would bring TJX to the attention of the Coats For Kids committee members. Doreen stated that National Grid does a coat drive as well and that they may want to connect with them as a resource. She also suggested Webster 5. Chantel suggested contacting BJ's, Sam's Club and the DCU center. Laurie informed the members that she is on the committee and will bring all suggestions back to the next meeting.
- **Know Your School Night - Linda Jackson** Linda explained that KYSN was being held in all centers on October 5, 2017 from 5pm – 7pm. That all staff are required to attend KYSN and that there will be tables set up at each center for the different Head Start

Committees as well as some community resource tables. She also gave an overview of how families and children will have the opportunity to explore their child's classroom and participate in a scavenger hunt.

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

**Other: Sharing and Announcements:**

- Kwame shared the hours at the WIC office (M-W open till 7:30) and informed the members that the office was doing well. He stated that an ID is not needed on the first visit and that a doctor's note was not needed if a woman is pregnant. He also stated that anyone coming from the Virgin Islands or Puerto Rico is welcome, even if they do not have the necessary paper work, WIC can work with them. He explained that WIC can also assist families with applying for Health Insurance. Kwame mentioned that if someone does not answer the phone at the WIC office, you may call any office for an appointment. The only exception is the Head Start Mill Swan site; you must have a child in Head Start in order to use this site.
- Kim talked about the Word Smile Day Celebration being held at the Worcester Historical Museum on October 6, 2017 from 10 am – 2pm. Admission to the event and museum is free. There will be activities, games, a book reading and music. She also shared a flyer.
- Chantel brought up several concerns she received via a text from a parent at MSA. These concerns were MSA building based issues. Laurie thanked her for bringing it to her attention and informed her that she would look into it right away. Linda explained that the building based concerns were important, but they need to be addressed at the building level or to the building Parent Committees.
- Faith shared her church fair would be held Friday - Sunday (9/29-10/1) and asked if anyone had resources they would like to be handed out to get them to her.

Chantel asked for a motion to approve all other business. A motion was made by Kim Davenport and seconded by Nicole McRae. All in favor.

**Personnel Report:**

Laurie read the Personnel Report to the Policy Council/Board.

- Recommend to Hire:  
Glorivee Medina- Teacher Assistant - Millbury St.  
Michelle Fisher - Teacher - Greendale

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

**Financial Report:**

Director, Laurie Kuczka reviewed the financial report and the changes that were made in some of the lines. Kwame and Jen made some suggestions to save on copying costs. Kwame suggested using the App "Class Dojo" which some schools use for notices. Jen suggested using "Remind." Laurie also suggested using a PowerPoint or the Elmo machine

instead of making copies to save paper. She stated that we would still have some hard copies available for anyone needing or wanting one.

Chairperson asked for a motion to accept the Financial Report as read. Motion was made by Charlene Mara. Seconded by Nicole MacRae. All in favor.

**Meeting Adjourned:** Chairperson asked for a motion to adjourn the meeting. Motion was made by Charlene Mara. Seconded by Nicole MacRae. All in favor. Meeting adjourned at 6:37pm.

**The next Policy Council/Board meeting will be held  
on  
Wednesday, October 25, 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**