

**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 December 20, 2017  
5:30 p.m.**

**Meeting called to order by Chairperson Chantel Bethea at 5:31 p.m.**

**Roll Call/Sign In:**

1. Chantel Bethea – Community Rep.
2. Jennifer Shehata – Mill Swan B
3. Nicole MacRae – Mill Swan A
4. Linda Jackson – Family Engagement/Transportation Specialist
5. Sharon Quiles – Greendale
6. Karen Waters – Assistant Director
7. Laurie Kuczka - Director
8. Youssef Bourogaa – Greendale
9. Wendy Connor – YWCA
10. Tiana Ansley – Mill Swan A
11. Reneet Reyes- Jimenez – Greendale
12. Vince Asbridge – Mill Swan B
13. John Monfredo – WPS Committee
14. Jeanette Vasquez – Mill Swan A
15. Doreen Samuels – Friend of Head Start

**Secretary's Report:**

Chairperson, Chantel Bethea asked if all members of the Policy Council had received their minutes from the last Policy Council meeting held on November 29, 2017. Chantel asked if there were any changes, additions, or deletions. Chantel asked for a motion to accept the minutes as read. Jen Shehata made a motion, it was seconded by John Monfredo. All in favor.

**Treasurer's Report:**

Co-Chair Jen Shehata read the Treasurer's Report for November to the full Council. Chantel Bethea 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 Tiana Ansley and seconded by Nicole MacRae. All in favor.

**Old Business:**

- **Robert's Rules of Order – Laurie Kuczka** – Due to the new board moving forward Laurie reviewed the Robert's Rules of Order. Each member received a copy of the document. Laurie asked if anyone had any question about the document, no one had any questions.
- **Enrollment/ Recruitment update – Karen Waters-** Karen went over the enrollment reports for each building. Karen stated that enrollment is at 594 and Head Start is funded for 621 students. Karen went over the attendance report, some centers are at 70

and 60 percent. Karen explained that she would like to see this number go up. Karen explained the protocol for calling families with children that are absent.

- **Monthly Menu/USDA Report – Karen Waters** - Karen reviewed the January menu and the total reimbursement collected by the City of Worcester for children's meals for the month of November (breakfast, lunch, including afternoon snacks) was \$50,212.39. Karen also discussed the annual WPS audit and explained that the Millbury site has been chosen.
- **DCF Finding – Laurie Kuczka** – Laurie reviewed the incident that happened on November 8, 2017. Laurie stated that the filing was supported by DCF and that the department determined that no further provision of services were necessary at this time. Laurie explained that our program policy states that if there is a DCF finding found on an employee that is means for termination. Vince Asbridge asked about procedures moving forward. Laurie stated that there are some changes to procedures the program has put in place and that they will be discuss under new business.
- **Safe Environments Checklist – Laurie Kuczka** – Laurie went over the revised checklist and discussed how in now will be implemented in all areas of the program. Laurie explained how the form is used, who fills it out and who does the follow up to the checklist to make sure the work is completed in a timely manner. Laurie also stated that all checklists that indicate work needs to be done will now be sent to her so she can keep track of all that is happening. Laurie asked for suggestions to make a change by adding a spot to make sure the Center Coordinators send a copy of the report to her each time. Jen Shehata recommended adding a line stating Taylor Building so that it automatically gets sent to the Taylor building each time. Tiana Ansley suggested adding a cc Taylor line. Chantel Bethea asked if it was available electronically so that you can see who is filling it out. Reneet Reyes- Jimenez suggested adding a space so the custodian can make a comment when he has completed a task. This way when the task is completed, you know who took care of it. John Monfredo asked if the checklist is done only if there was an issue. Laurie explained that these are filled out on a weekly basis and given to the Center Coordinator of that building. Laurie explained that when a school dude is assigned and a job is completed, she gets an email stating it was completed. Laurie then forwards the email to the Center Coordinator to ensure the job was actually completed. Laurie is hoping that, by Taylor receiving the checklist when there is a problem, it helps to ensure that several weeks don't go by before the issue is taken care of.

Chairperson Chantel Bethea asked for a motion to accept all old business. Motion was made by John Monfredo; seconded by Tiana Ansley. All in favor.

#### **New Business:**

- **Annual Report – Laurie Kuczka** – Laurie gave each Policy Council member a copy of the annual report. Laurie went over the table of contents and led a brief discussion on the breakdown of the grant. Laurie told Policy Council that Carlene Sherbourne Head Start's Education Manager will be attending the January meeting to go over the Work Sampling data for the fall collection. Vince Asbridge stated he noticed that the 3 year old data has gone down across the board and the 4 year olds have gone up. Laurie stated that she had a conversation with Carlene Sherbourne the Education Manager and the possible reason could have been that last year was the first year we enrolled children at 2 years 9 months.

- **Self-Assessment – Karen Waters** – Karen explained that the program does a self-assessment each year on each component. Karen was asking Policy Council members and Representatives to sign up to be on one of the self-assessment teams. Karen stated that teams will meet during the week of January 9, 2018 and meetings should begin around 9:30am. Karen passed around a sign-up sheet to all members.
- **Biography of Community Representative – Karen Waters** – Karen read the biography of Chantel Bethea as a Community Representative for the 2017-2018 year.

Chairperson Chantel Bethea asked for a motion to approve Chantel Bethea as a community representative. Motion was made by Tiana Ansley; seconded by Jen Shehata. All in favor

- **Bus Monitor Procedure – Laurie Kuczka** – Laurie stated that there have been several meetings with the program’s bus monitors, center coordinators and center secretaries to go over the Bus Monitor Policies and Procedures. Laurie explained that the meetings were done in whole and small group settings. Laurie discussed the feedback received and the suggested revisions to be made to the Bus Monitor Procedure Document. (Please see the attached document with changes made.) Reneet Reyes- Jimenez asked if it was possible to put a “Child on Bus” sign where the child was sitting and not just in the front of the bus. Laurie stated that the program thought about doing that but it may be a stigma for the child that is being brought back to the center to have a neon sign hanging above his head so they opted to just have one sign and hang in near the front of the bus as a visual reminder.

Chairperson Chantel Bethea asked for a motion to approve the Bus Monitor Procedure with the changes. Motion was made by Nicole MacRae; seconded by Youssef Bourogaa. All in favor

- **Elections – Linda Jackson** – Elections for the 2017-2018 Policy Council Executive Board took place during the meeting please see below for the results:

**Chairperson - Reneet Reyes- Jimenez**

**Co-Chairperson – Jen Shehata**

**Treasurer – Vincent Asbridge**

**Secretary – Tiana Ansley**

**Mass Head Start Association Representatives- Jeanette Vasquez & Nicole MacRae**

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

**Other: Sharing and Announcements:**

- Chantel Bethea shared about the Strategic Public Input Plan meeting that will be taking place at Doherty High this evening at 6:30 p.m.
- Linda Jackson reported that families had a great time at the Winter Wonderland event.

Chantel Bethea asked for a motion to approve all other business. A motion was made by Jen Shehata, and seconded by Tiana Ansley. All in favor.

**Personnel Report:**

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

**Recommend to Hire:**

**Classroom Aide/ Bus Monitors:**

Beronica Cantres – Greendale

Julie Chau – Mill Swan A

Cassandra Reyes – Mill Swan B

Asma Abbasi – Millbury Street

**Nutrition Aide/ Bus Monitor:**

Jessica Ramos – Greendale

**Teachers:**

Lindsay Catino – Mill Swan A (1/2 Day classroom)

Jessica Konstanty – Millbury Street (1/2 Day classroom)

**Recommend for Permanency:**

Michelle Herrmann – Teacher Assistant – Greendale

Roseline Mediavilla – Teacher Assistant – Greendale

**Terminations:**

Lauralee Donahue – Classroom Aide/ Bus Monitor – Greendale

Felicita Vega – Nutrition Aide/ Bus Monitor - Greendale

Chantel Bethea asked for a motion to approve the personnel report as read. A motion was made by Youssef Bourogaa and seconded by Reneet Reyes- Jimenez. All in favor.

**Financial Report:**

Director, Laurie Kuczka read the Financial Report to all members. Laurie explained that the program is in the process of writing the grant for the next year. Vincent Asbridge asked what indirect was. Laurie explained that this was the two percent portion that the City of Worcester takes. Laurie asked if there were any questions, comments or concerns. There were none.

The Chairperson asked for a motion to accept the Financial Report as read. Motion was made by Reneet Reyes- Jimenez. Seconded by Tiana Ansley. All in favor.

**Meeting Adjourned:** Chairperson Chantel Bethea asked for a motion to adjourn the meeting. Motion made by Jen Shehata. Seconded by Kim Davenport. All in favor. Meeting adjourned at 6:58pm.

**The next Policy Council/Board meeting will be held**

**on**

**Wednesday, January 24, 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**