

**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, October 25, 2017  
5:30 p.m.**

**Meeting called to order by Chairperson Chantel Bethea at 5:39 p.m.**

**Roll Call/Sign In:**

1. Chantel Bethea – Mill Swan B
2. Jennifer Shehata – Mill Swan B
3. Nicole MacRae – Mill Swan A
4. Kim Davenport – Edward Street Child Services
5. Linda Jackson – Family Engagement/Transportation Specialist
6. Kwame Appiah – WIC
7. Sharon Quiles – Durham Community Rep
8. Charlene Mara – Quinsigamond Community College
9. Vincent Asbridge – Mill Swan B
10. Emily Coolick – MSA
11. Karen Water – Assistant Director
12. Anne Pickett – WFD by phone

Regrets: Laurie Kuczka

**Secretary's Report:**

Chairperson, Chantel Bethea asked if all members of the Policy Council had received their minutes from the last Policy Council meeting September 27, 2017. Chantel asked if there were any changes, additions, or deletions. There was three changes that needed to be made. Nicole MacRae to be changed from community Rep. to Mill Swan A, change the year to 2018 in secretary's report section and in treasurer's report change Jen Shehata from treasurer to Co-Chair. Chantel asked for a motion to accept the minutes as read with the changes. Jen Shehata made a motion, it was seconded by Kwame Appiah. All in favor.

**Treasurer's Report:**

Co-Chair Jen Shehata read the Treasurer's Report for September 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 Nicole MacRae and seconded by Charlene Mara. All in favor.

**Old Business:**

- **Enrollment/ Recruitment update – Karen Waters-** Enrollment reports were done by child plus software for the first time. Due to numbers being off reports were tabled and Karen stated that she would look into what caused the data to be off. Karen will bring this to next month's meeting. Emily Coolick asked if foster parents income is counted.

Karen explained that foster children are categorically eligible for Head Start regardless of the family income. The child is considered a family of one and the state stipend is what is documented as the household income. The foster parent(s) still must meet the service requirements as established by DEEC. Emily asked if we reach out to foster care providers. Karen stated we have ongoing communication with DCF and foster children are prioritized for enrollment.

- **Monthly Menu/USDA Report – Karen Waters** - Karen reviewed the November menu and the total reimbursement collected by the City of Worcester for children's meals for the month of September (breakfast, lunch, including afternoon snacks) was \$27,293.58

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

#### **New Business:**

- **ERSEA Advisory Committee – Karen Waters** – Karen proposed to establish a committee to strategize about ways to reach more eligible families in Worcester. This would be a working committee and everyone would be actively involved. Karen stated she will bring all documentation of current ERSEA practices and systems for review and discussion. Karen explained that the children on the waitlist have incomplete files and are waiting on paper work. Kim asked, "What if we have the kids on the waitlist? What will help pull them through?" Karen explained that we do contact families by phone, email and letters to remind them of documentation still needed to complete the enrollment process. All efforts are documented in the file. Vincent made a comment that he was very impressed with the program, but felt the enrollment process was not easy. Vincent suggested sending all required forms that are needed to the family so they are using the correct ones. Karen stated that we explain over the phone what is needed. Karen also reminded all that as we look at the enrollment process there are state and federal requirements we have to comply with. Kim suggested working with partnerships across the community to assist with outreach. Kim also suggested looking at the CA to analyze where the gaps may be. Karen talked about the Child Plus training and the idea of looking into the need for Early Head Start in the community. We currently have over 100 two-year-old siblings in our database. An ERSEA Advisory Committee signup sheet was passed around. The following Policy Council members will be on the committee: Kwame Appiah, Jennifer Shehata, Chantel Bethea, Sharon Quiles, Nicole MacRae, Emily Coollick and Kim Davenport. Emily Coollick suggested looking into a grant to get another bus for the children in the pm classroom, more resources at KYSN and have the income guidelines higher. Karen explained that the pm classroom now has 18 children so there would be no need for a pm bus. Karen also explained that due to the increase in minimum wage, grantees are allowed to enroll up to 35% of their funded enrollment with families in the 100%-130% of the OMB guidelines. Emily stated that WIC could call Dr's offices to get shot records could Head Start do the same. Karen explained that we do get a parent release to contact pediatricians directly about student immunization records. The issue sometimes is that the child is not up to date with their immunizations. Emily suggested having packets of paperwork ready to hand out at the resource/recruitment events. Karen explained that we first have to be sure that the families are income eligible. Kim suggested having someone make a personal connection with a family with incomplete paper work. Kim wondered if Family Service Advocates could make Home Visits to families whose paperwork is incomplete. Karen explained that this would be extremely difficult as FSA's are currently making Home

Visits to all of their enrolled families (average 55 families per FSA) and Cindy (Intake Specialist) is booked every day. The date for the first ERSEA Advisory Committee meeting is November 7, 2017 at Mill Swan A from 5:30pm – 7:30pm.

- **Audit update – Karen Waters** – Karen explained that the audit is still in process and that as of now there is nothing to report. Karen did state that they usually ask for children's records but this is no longer apart of the audit process. The firm that is completing the audit is Clifton, Lawson & Allen. If there are any findings, they will be brought to Policy Council to discuss a Corrective Action Plan.
- **PIR Summary Report – Karen Waters** – Karen explained how this report shows the OHS an overview of all Head Start programs. It also helps us to identify areas of need so that we can what all grantees need through a federal scope so they can see where money need to go towards. Karen had PC look at the BMI report and explained how the summary works. Kwame looked at the menu and said that he can see that Head Start is aligning with other programs with the choices it offers. He stated he thought Head Start is doing all it can to help with the high BMI rates. Karen told Policy Council to look over the summary and if anything jumped out at them to bring it to next month's meeting. Kwame suggested to get more people to like Head Starts Facebook page have more pictures of the children in the classroom so the families share the pictures. Karen said Laurie is in the process of getting more classroom pictures and also may include a blurb from the teachers about the activity and skills that it is reaching.
- **Overview of Attendance/Parent Committees etc. – Karen Waters (Brought to Policy Council/Board from Policy Council member Emily Coolick)** – Emily suggested combining the Mill Swan A & Mill Swan B Parent Committees due to low attendance and also maybe have it on a night with something else like Policy Council. She also suggested having some community resources at the meetings to get more people to come, as well as have translators available. Chantel suggested maybe having two sessions, an am and pm. Karen stated that we send out Parent Surveys to see what resources families would like to know more about and program wide we only received 11 back. Emily suggested making the survey smaller. Karen explained that we revamped the entire survey to make it more user friendly and are also having it translated into several languages. Karen also explained that we do use incentives to get surveys back. Kim suggested looking at contemporary research on family engagement. Karen stated we try to get families involved right away. Kim suggested brainstorming how teachers offer these programs. Emily asked if FSA's can bring this survey on a home visit. Karen explained that the FSA's have a lengthy tool they use on the visit. Vincent suggested using Survey Monkey. Karen stated that we would most definitely look into that.

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:**

- Kwame shared the hours at the WIC office and informed the members that the office was doing well. He also stated that if the office on Chandler St does not answer the phone to set up and appointment that you can call any office to set up the appointment. He also said that there is a WIC office in Millbury open on Wednesdays.

Chantel asked for a motion to approve all other business. A motion was made by Nicole MacRae and seconded by Jen Shehata. All in favor.

**Personnel Report:**

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

- Recommend for Permanency  
Deena Partcianone  
Nea Sann  
Tiffani Grudoff  
Amanda O'Rourke  
Valerie Clark  
Cassandra Carney  
Michelle LaMarche  
Samantha Cortes  
Holly Fevens  
Kamila Harasim  
Theresa Loch  
Lily Lindberg

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

**Financial Report:**

Assistant Director, Karen Waters read the Financial Report to all members. Karen asked if there were any questions, comments or concerns. There were none.

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

**Meeting Adjourned:** Chairperson asked for a motion to adjourn the meeting. Motion was made by Jen Shehata. Seconded by Nicole MacRae. All in favor. Meeting adjourned at 7:27pm.

**The next Policy Council/Board meeting will be held  
on  
Wednesday, November 29, 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**