

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

**Policy Council/Board Meeting
Mill Swan School
Wednesday May 23, 2018
5:30 p.m.**

Meeting called to order by Co-Chair Jen Shehata at 5:53 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. Vince Asbridge – Mill Swan B
7. Faith Tendo – Ascentria Care Alliance
8. Kim Davenport – Edward Street Child Services
9. Peggy Zenkus – Worcester Family Partnership

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 March 28, 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 Peggy Zenkus. All in favor.

Treasurer’s Report:

Vince Asbridge read the Treasurer’s Reports for March and April 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 614 and 4 are part of the income eligible contract. Karen explained that the program is at the end of enrollment and will not be replacing any children that leave the program.
- **Monthly Menu/USDA Report – Karen Waters -** Karen reviewed the June menu and the total reimbursement collected by the City of Worcester for children’s meals. For the month of April (breakfast, lunch, including afternoon snacks) the reimbursement total was \$39,000.66.
- **UPK Grant submitted – Laurie Kuczka -** Laurie stated that that the UPK Grant had been submitted and is confident that it will be level funded.

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 was May 15, 2018. The program will no longer accept any new students.
- **ERSEA Plan/Committee Meeting on June 21, 2018 at 10:00 a.m., location Mill Swan B – Karen Waters** - Karen reminded the Policy Council about the upcoming ERSEA Meeting. Karen reviewed the ERSEA plan that was provided to the Regional Office to show how we hope to achieve full enrollment status for the next school year. The strategies for Program Planning, Marketing/Outreach/Recruitment, Selection/Enrollment, Facilities and Fiscal/Budgeting were reviewed. Karen spoke about possibly converting some of the slots to Early Head Start slots. Vince Asbridge asked if that means more 4 year old slots for the program. Karen explained that is actually the opposite that the children will be younger. Laurie explained that in the plan they are just discussing the possibility of converting slots. Vince asked how the numbers compare to this time last year. Karen stated that the program is slightly lower than last year which is usually around 50%. Peggy Zenkus stated that she was excited to hear that they are talking about Early Head Start and does it mean full year versus part year. Karen explained that it does not have to be full year. Laurie explained that it does require more staffing to be within ratios.
- **Selection Committee meeting on July 12, 2018 at 10:00 a.m., location Mill Swan B – Karen Waters** – Karen explained that the selection committee will be helping to approve the children for the following year. Karen passed around a sign-up sheet for anyone that was interested in being a part of the committee.
- **School Committee approval of the Non-Represented Salary Increase – Laurie Kuczka** – Laurie shared how she had been able to meet with Sara Consalvo at DAB to look at ways to make Head Start salaries more lucrative. It was discussed how all non-represented employees at WPS received an increase and Head Start was not initially included in this. Sara has worked with the payroll department to include Head Start. All staff should have received this increase at this time (increase is outlined below).
- **Retro pay to July 2017 and January 2018 – Laurie Kuczka** – Laurie went over the retroactive pay that will be disbursed to all employees who were employed with Head Start when the increases went into effect. Retroactive pay will be distributed as follows: employees who were active, and who are currently still employed, effective July 1, 2017 will receive 2% of the difference from what their salary was prior to this date until January 1, 2018. Employees will receive 4% of the difference from what their salary should have been on January 1, 2018 until the retroactive payment is made, which should be in the next 2 weeks. All additional increases, as outlined above, will be implemented as soon as possible after the date of increase. Should there be a lapse in time a retroactive payment will then ensue.

The increase to salaries will be implemented as follows to total an 8% increase over 2 years.

2% increase effective July 1, 2017

2% increase effective January 1, 2018

1% increase effective July 1, 2018

1% increase effective January 1, 2019

2% increase effective July 1, 2019

City Manager approved health insurance “Premium Holiday” – Laurie Kuczka – Laurie explained that due to a surplus in the City’s Health Insurance fund, all staff are currently receiving a “Premium Holiday” for their health insurance through the month of May.

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

Other: Sharing and Announcements:

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 talked about the different activities planned. Kim handed out flyers and lawn signs.

Peggy talked about the DW Countdown to Kindergarten event at the library June 6, 2018.

Faith shared that she is now a case manager with Ascentria Care Alliance.

Personnel Report:

No personnel report

Financial Report:

Laurie Kuczka read the Financial Report to all members. Laurie talked about purchase orders and the need to spend them down. Laurie discussed the 2 Saturday clean up days and that the personnel lines were spending as needed.

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

Meeting Adjourned: Co-Chair Jen Shehata asked for a motion to adjourn the meeting. Motion made by Kim Davenport. Seconded by Nicole MacRae. All in favor. Meeting adjourned at 6:50 pm.

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