

Winning Team Managers: Effective Partnerships

August 12, 2025



Special Guests and Co-Presenters

Worcester Public Schools, Quinsigamond Community College, and Worcester State University

- ❖ **Dan St. Louis**, Director of Early College Programs, WPS
- ❖ **Kassy Garcia**, Guidance Counselor, WPS
- ❖ **Andy Kupec**, High School to Colleges Linkages Specialist, QCC
- ❖ **Veronica Guay**, Exec. Director of Dual Enrollment Programs and Partnerships, QCC
- ❖ **Jeremiah Riordon**, Early College Director, WSU
- ❖ **Sara Grady**, Associate Dean, WSU



What We'll Cover

- ❖ Timeline Review
- ❖ Effective Partnerships
 - ❖ Defined
 - ❖ Designation Requirements
 - ❖ Info from Current Practitioners
- ❖ Resources
- ❖ Upcoming Sessions and Office Hours



Official Designation Documents

Massachusetts Department of Elementary and Secondary Education
Massachusetts Department of Higher Education



MASSACHUSETTS
Department of Elementary
and Secondary Education

MASSACHUSETTS
Department of
Higher Education

Early College Program Designation Application Companion

Updated Spring 2023

Massachusetts Department of Higher Education
Massachusetts Department of Elementary and Secondary Education



Early College Program Designation Process and Criteria
6.15.2017

Designation Timeline

Timeline Review



Have you:

- ❖ ... drafted answers to most questions with some of the easier ones already in final form?
- ❖ ... developed draft versions of the 7-8 required documents?
- ❖ ... held meetings with those involved in scheduling, working to make necessary adjustments to your daily schedule?

Effective Partnerships

Effective Partnerships Defined

Designated programs should be a partnership between at least one institution of higher education and one public secondary school and/or district, and may include one or more employers. Partnerships should present evidence that the program is consistent with collective bargaining agreements and memoranda of understanding detailing the nature of governance, budget, sustainability, scheduling, respective responsibilities, and performance measures. Programs should be sufficient in size to capture economies of scale goals and to ensure long-term sustainability.



Question 1:

Partnership Plan

- 1 Please describe how the K-12 school and postsecondary institution plan to be fully integrated partners in the program work. Please identify roles and responsibilities of each partner during the planning process.

Please refer to the Designation Criteria Companion Document for additional guidance regarding institutional partnership plans. (page 21)

- 2 Please detail when and how partners will communicate during the program planning process.

Two textboxes provided



The Early College Worcester Partnership



WORCESTER
STATE
UNIVERSITY



WORCESTER
PUBLIC SCHOOLS



QUINSIGAMOND
Community College

Who We Are



Dan St. Louis

Director of Early College
for WPS

Veronica Guay

Executive Director, Dual
Enrollment Programs and
Partnerships, QCC

Jeremiah Riordon

Director of Dual Enrollment/
Early College, WSU

Carol King

Dean of College and Career
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High School to College
Linkages Specialist at QCC

Kerry Berry

Early College Pathways Operations
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Sara Grady

Assoc. Dean, Graduate Studies and
Professional Development, WSU

Brian Boecherer

Olive Shade Consulting

Kasandra Garcia

Early College
Coordinator/Counselor, Burncoat
High School

Q At a Glance



- Over 1,000 students enrolled from 7 high schools
- 700+ students taking courses in a given semester through two partner colleges
- Students take courses at QCC (M/W), WSU (T/R)--bus provided– or at their high schools via concurrent enrollment



Q Our students at a Glance



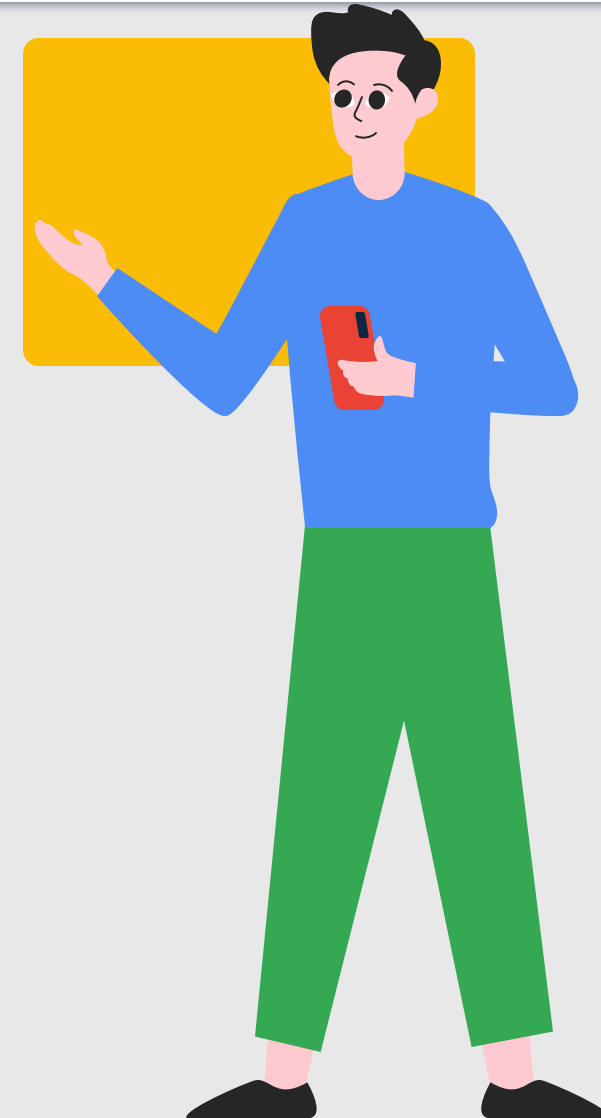
- 71% low-income
- 77% students of color
- 15% EL/SWD



Q Leadership Process



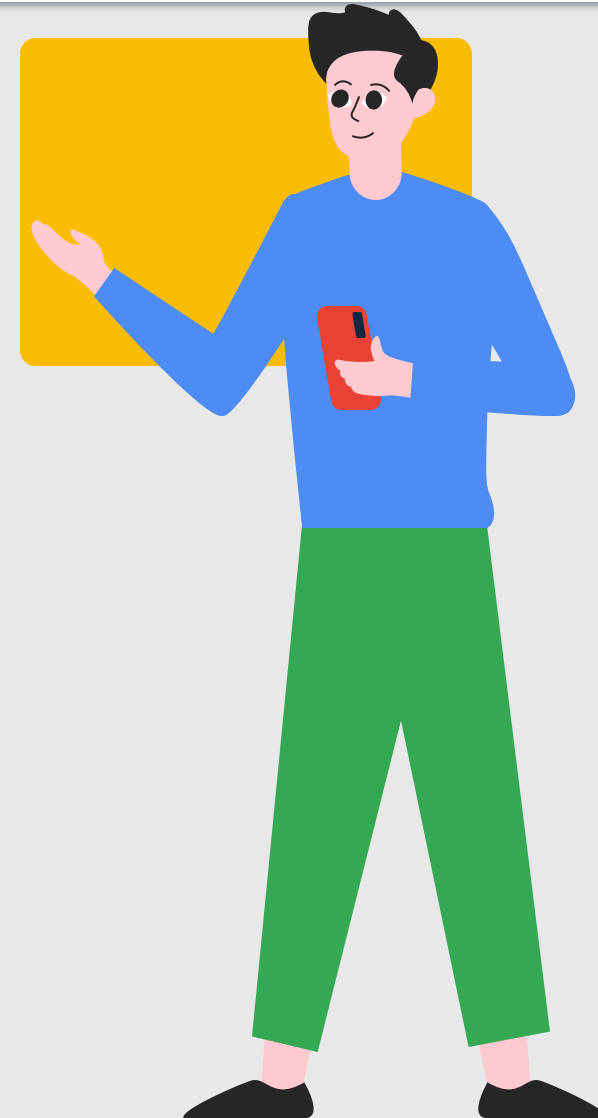
- ❖ Weekly meetings on Thursdays 12-1:30 pm with leadership from all three partners (WPS, QCC, WSU)
- ❖ Agenda addresses high-level aspects of the program and how policies, course offerings, events, etc. will benefit students
- ❖ Others invited as needed (data, counselors, etc.)
- ❖ Smaller items, event planning, etc. handled via email, phone



Q Schools' Process



- ❖ Each school has an Early College coordinator and counselor (supplemental positions on top of their regular duties) to operate the programs in the schools
- ❖ Dan sends info via running memo to coordinators/counselors and concurrent enrollment faculty (28 CE in the district)
- ❖ Counselors recruit and support students, and coordinate with Andy or Jeremiah as needed via email
- ❖ Kerry maintains registration/grade data for the program via spreadsheets for each school
- ❖ Jane runs district and school-level data for recruitment/planning purposes
- ❖ Andy/Courtney coordinate books, etc.



More at: earlycollegeworcester.org



Contacts



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- ❖ Kasandra Garcia, Burncoat High School Counselor/EC Coordinator
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- ❖ Veronica Guay, QCC Executive Director of Dual Enrollment Programs and Partnerships
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- ❖ Jeremiah Riordon, WSU Director of Dual Enrollment/Early College
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Question 2:

Identification of Early College Leadership

Please provide information on the leadership at each partner institution who are empowered to make decisions around the Early College program in this process. This includes leadership at the individual K-12 institution, the K-12 district, the higher education institution, and any other major stakeholder.

Textbox only.



Question 3:

Key Costs

Please upload a document identifying key budgetary categories and a **preliminary** estimate of costs of program operations for both institutions, including, but not limited to, per credit student support and student transportation.

Please refer to the Designation Criteria Companion Document for additional guidance regarding key costs. (pages 21 & 22)

Please upload a document identifying key budgetary information. (required upload)

Key Costs Template

	Budgetary Category	Fund Use	Preliminary Estimate	Preliminary Funding Source
<i>EXAMPLE</i>	Staffing	Early College Coordinator (to be hired)	\$75,000	high school/district staffing budget
1	Tuition	Per credit cost		Tuition reimbursement & IHE budget
2	Transportation	Bus/driver to and from 3 days/week		District budget
3				
4				
5				

[Template](#) located on resource site. (May automatically download)

Questions 4 & 5

Logistics and Collective Bargaining

- ❖ Question 4 asks you to provide an outline of logistics of the Early College pathways regarding graduation requirements, course taking requirements, and pathways to credentials, if offered.
- ❖ Question 5 asks you to outline proposed plans concerning collective bargaining at both K-12 and IHE levels.

Both questions have textboxes only.


- ✓ You are asked to confirm you have held initial conversations regarding collective bargaining agreements.



Questions?

Session Resources and Upcoming Events

Resources

- ❖ [Companion Document](#)
- ❖ [Early College Resource Site: Applicants' Landing Page](#)
 - [Templates and Sample Artifacts](#)
- ❖  [Early College](#)
- ❖ [CDEP IHE Campus Contacts](#) (scroll to bottom of page)
- ❖ Email DHE's [Christine Williams](#), Asst. Commissioner for Regulatory Affairs & Strategic Initiatives if questions remain re: funding.



Upcoming Dates and Events

- ❖ **September 2 – 9:00 a.m. – “Knocking It Out of the Park: Are You Ready to Submit Part A?”** – The fifth, and final, session series will cover practical Alchemer and application tips, what reviewers hope to see in your application, sample responses and scoring, and the timeline for the review process. To learn more and register, click [HERE](#).
- ❖ **P2C Office Hours** are held on Wednesdays from 2:00–3:00 p.m. and Thursdays from 9:00–10:00 a.m. Click [HERE](#) to reserve a 15-minute time slot.
- ❖ **DESE's Office of Early College** is available to assist applicants throughout the designation process. To schedule a dedicated time slot with Danielle Wheeler, Director of Early College programs, click [HERE](#).



Kelly Kennedy

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Pathway2Careers

THANK YOU!



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