



NEW HAVEN PUBLIC SCHOOLS

Head Start Board of Education Subcommittee Meeting Minutes

Date: Thursday, September 21, 2023

Time: 5:00-6:00 p.m.

Location: Via Zoom- Meeting ID: 961 466 2454 Passcode: ABC123!

Attendees: Vanessa Diaz-Valencia, Director of Early Learning

Mary Derwin, Supervisor NHPS Head Start

Matthew Wilcox, Board of Education Head Start Chair

Call to Order

- The meeting was called to order at 5:14 p.m. due to technical difficulties.

Introductions /Announcements

- The Head Start Funding Opportunity for the competitive Head Start Grant in CT has not yet been posted.

Review and approval of July 20, 2023, Subcommittee Meeting Minutes

- The meeting minutes were reviewed and approved without amendments.

Student Data

- Enrollment Report

Agency No: 234S - Enrollment by Program Model | Option | Age
07-01-2023 thru 06-30-2024

Site	Funded Slots	Archive	HS	Total	Total Unique Children
Dr. Mayo	374	0	185	185	185
Fair Haven	30		22	22	22
Lincoln Bassett	17		15	15	15
Martinez	51	0	45	45	45
Truman	51	0	29	29	29
Total:	531	0	296	296	
Total Unique Children:		0	296		296

* Column headers are derived from Other Label of Program Models / Options as defined in SuperAdmin.
* Column and Row Totals could contain duplicate counts of children who have been transferred between Agency / Sites or changed Program Option / Model during the reported date range.

- Approximately 50 files health pending
- Fifteen students waiting to sit in chairs due to home visit not occurring to date

OHS updates

- Shine Early Learning:



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- Management planning meeting took place September 19, 2023
 - Will begin with jobs, descriptions, evaluations
- Grant Writing Organization- kick-off meeting September 21, 2023
 - NHPS and Shine Roles and Responsibilities set
 - Strategy Lead
 - Budget Lead
 - Community Support
 - Narrative Lead
 - Operations and Facilities
 - Administrative Support

Project planning outlined- system of accountability and preliminary timelines set using Google Docs

- Community Assessment-draft completed, edited and reviewed and in final stages of formatting
- CT Head Start Association meeting – September 26- CCSU- Mr. Wilcox stressed the importance of having Head Start presence at the local level
- New Leaders’ Training- Boston- Dr. Negron, Mrs. Derwin, Mrs. Diaz- Valencia, Mrs. Goldson will attend November 2nd, 3rd
- Mr. Wilcox stressed the importance of adhering to the Head Start model and maintaining fidelity to the grant
- Meeting set with Devin Jones, Program Specialist OHS with Dr. Negron, Mrs. Derwin, and Mrs. Diaz- Valencia to communicate innovative ideas of district to ensure they are in alignment with Head Start Performance Standards

Updates:

- Staffing- Structural Changes
 - Interviews were held for the Early Childhood Enrollment Coordinator at Choice and Enrollment
 - ERSEA, Family and Community Engagement, and Project Site Director- Positions still needed, Mrs. Derwin, and Vanessa will work on organization

Finance

- Review Statements – Basic and Cola accounts have been merged into one
- Some Encumbrances are being shown on monthly statements
- Projected Carry-Over-\$3,451,133
 - Mayo -green space renovations
 - Martinez- courtyard renovation

Adjournment

- The meeting was adjourned at 6:00 p.m.



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