



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start
Board of Education Subcommittee Meeting

Date: Thursday, September 16, 2021

Time: 5:05 p.m.

Location: Virtual meeting
Zoom-# 961 466 2454

Attendees: Mary Derwin, Supervisor NHPS Head Start
Pamela Augustine-Jefferson, Director of Early Learning Programs
Matthew Wilcox, Board of Education member, Head Start Subcommittee Chairperson

I. Announcements

II. Approval of Minutes

- Minutes from subcommittee meeting held on Thursday, August 19, 2021, were approved without any corrections

III. Policy Council Report

- A Policy Council meeting was not held in the month of August due to summer recess; the meetings will commence following the first Parent Team Meeting
- Leadership plans on organizing program-wide outdoor family engagement event either at the Dr. Reginald Mayo Building or at Common Ground to recruit membership
- Membership currently is comprised of two community members, need for all officers
- There will be heavy reliance on classroom teachers and Family Service Workers to build relationships with families due to families' inability to enter the school buildings

IV. Enrollment

- Despite outreach and advertising registration and enrollment progressing slowly
- As of September 10, 2021, enrollment is below 50%
- Program has pending 138 partially completed applications-many families in need of student physicals
- The Office of Head Start is still requiring full enrollment by January 1, 2022
- Most Region One programs (greater New England) are below 50% and are struggling to find teachers
- Efforts are being made to advertise in schools during September's virtual Open Houses

V. Financial Reporting

- The monthly financial statement was submitted
- Budget revisions were also submitted for PA20 training budget and American Rescue Plan to correct line items and funding sources

VI. Health Report

- Health screening for returning students occurred at all summer school sites
- Health screening for new students occurred at the Dr. Reginald Mayo School on three dates in August by appointment
- Progress on partnership with Cornell Scott Hill Health-School-Based Health Center

- Grant writer has been given all the required data
- Equipment to be purchased will total \$93,571.91
- Approximate staffing cost to program will be \$100,00- to include APRN 2-3 days/week, Dentist 24 days, Hygienist 24 days
- Mr. Wilcox suggested requesting cost projection for an additional year's before presenting to the Board of Education

VIII. Focus Area Two Preparation

- T and TA reviewed fiscal checklist with Supervisor and Fiscal Officer in preparation
- A training on Non-Federal Share will be conducted on September 23
- T and TA will meet to outline their agreement with the program, aligning with the program's goals
- Will establish topics for support and timelines
- On-going preparation will take place at Leadership Team meetings
- Currently compiling fiscal policies and procedures

Meeting adjourned at 5:38 p.m.

Next meeting to be held on October 21, 2021