



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start  
Board of Education Subcommittee Meeting

**Date:** Thursday February 17, 2022  
**Time:** 5: 05 p.m.  
**Location:** Virtual meeting  
Zoom-# 961 466 2454

**Attendees:** Mary Derwin, Head Start Supervisor  
Pam Augustine-Jefferson, Director, NHPS Early Learning Department  
Monique Brunson, Principal, Dr. Reginald Mayo School  
Matthew Wilcox, Board of Education member, Head Start Subcommittee Chairperson

**I. Announcements**

- Notice to apply for Continuation Grant-due March 1, 2022
  - Program Operations-\$6,003,70
  - T&TA-\$66,934
  - Total-\$6,070,637Slots- 531
- BOE appointments was made for Subcommittee Co-chair, Dr. Abie Benitez
- Mr. Wilcox will contact new BOE member Dr. Yarbrough and new Subcommittee Chair Benitez regarding mandatory governance training by T &TA via Zoom
- Mrs. Derwin will contact the new Policy Council Officers regarding governance training
- Mrs. Derwin suggests the remainder of the required trainings be completed independently online, prior to the FA2 review

**II. Approval of Minutes**

- Minutes from subcommittee meeting held on Thursday, January 20, 2021, were approved

**III. Policy Council Report**

- Policy Council has three candidates for officers, Adrienne Avellanet (Martinez), Keisha Boynes (Mayo), Ayana McDowell (Lincoln Bassett)
- Policy Council leadership meeting was held on February 17, 2022 to establish election ticket, duties and responsibilities - Keisha Boynes and Ayana McDowell (Co-Chairs), Ayana McDowell (Secretary), Eddie Blue (Community Partner)
- Full Policy Council meeting will be March 1st, 2022, remotely at 1:00 p.m.- election will be held

**IV. Enrollment Report**

- Enrollment and registration continue with slow but steady progress

- Current enrollment is 392 with 72 slots remaining open in staffed classrooms, the majority are located at the Dr. Mayo site
- Four classrooms remain closed due to staffing
- Currently we have 14 child files that are pending health verification
- ERSEA- revised enrollment eligibility point system shared- new standards for Federal Poverty Level released in January
- 205 students are Kindergarten bound- will begin advertising and outreach in Spring

## **V. Financial Reporting/Grant Review**

- The monthly financial statement was submitted and reviewed
- The draft of grant /abstract was reviewed -80% payroll, includes required contract for mental health, parent curriculum, assessment, and data base--\$85,000 TBD
- Mrs. Brunson requested the addition of several program positions- secretary/clerk (Mayo), world language teacher, behavioralist
- Mrs. Derwin suggested the use of the HS State Enhancement Grant for the World Language initiative
- Mrs. Derwin suggested PT positions for the other two requests and or contractual- with no promise of continued employment by the district
- Mrs. Augustine- Jefferson shared the posting for two additional nursing staff PT to help expedite file clearance- one housed at Celentano- supported by COVID monies
- Mrs. Derwin described correction that was being made to transportation billing- anticipate annual cost to be \$320,000
- Mrs. Derwin expressed concerns for expending carry-over funds, over \$300,000 remaining that has been allocated for playground improvements- this will instead be repurposed for expenses incurred due to the move from Central Office (renovation, equipment, furniture, movers)
- Ms. Augustine-Jefferson and Mrs. Derwin meet weekly with members of Facilities Dept. and Mr. Lamb regarding move to Celentano- timelines, expenditures- still aiming for April move
- Furnitures and supplies will be ordered from W.B. Mason- state contract/quick ship, waiting on quotations for furniture, shelving, and equipment
- Capital improvement projects-playground improvements-will be paid for with carry-over from this school year- Truman, Martinez, Fair Haven, Mayo
- Mr. Wilcox shared district is increasing perimeter security, fencing, prioritizing School Dude work orders labeled as security (Fair Haven fencing has been repaired)

## **VI. Health Reporting**

- COVID cases and exposures are declining -hoping for improvement in average daily attendance of students and staff
- Cornell Scott school-based health clinic plan will be on site in March 1 and anticipate NHHH inspection on March 14<sup>th</sup>

- Internal meeting was held on January 21, 2022, at the site with NHPS staff, to determine logistics of the site (offices, isolation, exam, files, medical, dental) and address concerns of principal and Head Start Health Coordinator
- Cornell Scott has been on site for several meetings including visit by dentist- have set dates for informational sessions on services and enrollment process for families
- Mrs. Brunson has coordinated internal moves to accommodate clinic- three spaces have been cleared
- Materials and equipment ordered for clinic are being delivered to the Dr. Mayo School- many deliveries have already been received
- All stakeholders are very excited and anticipate a great partnership with positive outcomes for children and families

## VII. Focus Area Two Review

- Shared documents and review are being reviewed- Family Engagement has been completed
- Mrs. Derwin attended webinar regarding updated mask and vaccination mandate
  - ✦ Will share information/ slides with PSD and Principals
  - ✦ Will be monitored during Focus Area Two Review
  - ✦ Will coordinate information sharing with HR and Dr. Whyte
- CLASS reviews are being scheduled to prepare for FA2- were postponed from fall of 2021 due to COVID
- OHS forty-five-day notification has **not** been received to date

Meeting adjourned at 6:04 p.m.

Next meeting to be held on March 17, 2022