



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start
Board of Education Subcommittee Meeting

Date: Thursday January 20, 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
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 will be made for subcommittees at next full BOE meeting on January 24, 2020
- Mr. Wilcox has one year remaining in his term, will suggest the appointment of a new Subcommittee Chair
- Mr. Wilcox will remain on the committee, attending meetings and transitioning new member

II. Approval of Minutes

- Minutes from subcommittee meeting held on Thursday, December 16, 2021, were approved

III. Policy Council Report

- Policy Council meeting was not held on January 18, 2022, remotely, due to internet outages in seven schools throughout the district
- Policy Council meeting has been rescheduled to January 25, 2022, remotely at 1:00 p.m.

IV. Enrollment Report

- Enrollment and registration continue with slow progress
- Current enrollment is 354 with 115 slots remaining open in staffed classrooms, the majority are located at the Dr. Mayo site
- Currently we have 31 child files that are pending enrollment but do not contain all necessary documentation to date
- ERSEA-enrollment eligibility point system reviewed
 - Questions were posed regarding points for single vs. teen parent

- Questions were posed regarding the income section of the document, wording of categories, and values
- ERSEA Coordinator will provide explanation and additional documentation and Mrs. Derwin will share information gathered

V. Financial Reporting/Grant Review

- The monthly financial statement was submitted and reviewed – Mr. Wilcox requested monthly incumbrances for the Head Start Basic Grant from the Fiscal Officer
- Mrs. Derwin expressed concerns for expending carry-over funds, over \$300,000 remaining that has been allocated for playground improvements
- Ms. Augustine-Jefferson will request another meeting with facilities and Mr. Lamb regarding playground improvements and move to Celentano- need timelines, expenditures, and playground vendor meetings
- Furnitures and supplies will be ordered from W.B. Mason within the next month
- Mr. Wilcox requested business office timelines for expenditures and timelines for capital improvement projects
- Mr. Wilcox cautioned about returning funds to Head Start, offered to help influence progress on timelines as applicable with facilities and business office

VI. Health Reporting

- COVID cases and exposures continue to impact average daily attendance of students and staff
- Cornell Scott school-based health clinic plan contract was approved by BOE, site meeting at Mayo was held on December 17, 2021, with Sara Keiling, new contact person
- Internal meeting to be 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 will be on site as of February 1, 2022, per contract
- Mr. Wilcox requested the anticipated date of first patient being attended to by school-based health clinic staff
- Ms. Velazquez would like to hold ribbon-cutting ceremony and promote opening

VII. Focus Area Two Review

- Shared documents and review are being reviewed- Family Engagement and related services is upcoming
- Active Supervision and Positive Child Guidance was reviewed on January 19, 2022, during professional learning time
- Family Service Workers are working with Assistant Director and T&TA to implement new goal setting protocols and to develop new family partnership agreements
- Focus Area Two Reviews are underway in California and Arizona- advised to be prepared with data

