



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start  
Board of Education Subcommittee Meeting

**Date:** Thursday November 18, 2021  
**Time:** 5:02 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**

- Vaccination policy will go into effect, January 1, 2022 (official policy has not been published)
  - HR and Dr. Tracey have been notified
  - Mr. Wilcox will share with BOE
  - Ms. Velazquez will find out staffing impact (numbers and roles) from Dr. Whyte
- Head Start meeting with Devin Jones, HS Program Specialist – child files will be viewed in ChildPlus with paper as a back up
- Four classrooms closed, staffing and absences problematic

**II. Approval of Minutes**

- Minutes from subcommittee meeting held on Thursday, October 21, 2021, were approved

**III. Policy Council Report**

- Policy Council meeting was held November 9, 2021, in Fair Haven Public Library in-person and remotely
- Elections taking place at site-based Parent Meetings
- Mr. Blue is in receipt of attestation for signature, authorizing application for Non-Federal Share Waiver
- 23 individuals attended, reflecting representation from all sites
- Second meeting will be held in December at Fair Haven Library- remotely and in-person- date TBD based on confirmation of room availability at library (December 7th or 14th)
- Families were surveyed and determined meetings will be held at 1:00 p.m. with translation services
- T & TA will support with on boarding and required trainings on governance and budgeting
- Possible revision of by-laws regarding site representation numbers

**IV. Enrollment Report**

- Enrollment and registration events continue with slow progress reflecting current trend in Region 1
- Open slots are available for students at all sites
- Current enrollment is 332 with 131 slots open in staffed classrooms
- Head Start still expecting full enrollment of 531 by January 1<sup>st</sup>, no plns of improvement will be issued until spring
- Student enrollment as of November 18th demonstrates total 199 vacancies

- Social Service Coordinator will develop on-site outreach campaign with Family Service Workers at individual sites to support families in fulfilling documentation and uploading onto online system
- Currently we have 44 child files that are pending enrollment but do not contain all necessary documentation presently
- Mr. Wilcox will make Board members aware of vacancies

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

- The monthly financial statement was submitted and reviewed
- The requested budget projection was shared demonstrating more accurate picture of finances- projects \$169,000 surplus at year end
- Followed up with facilities and Mr. Lamb regarding playground improvements and timelines for expenditures
- Carry over of COVID funds-\$150,000-will go to salaries and consumables for school-based health clinic 22-23 SY
- Basic carryover-\$1,219,773 need budget development and timeline for spending, ideas generated
  - Professional Development
  - Assessment
  - Universal Screeners
  - Enrollment and Outreach, advertisement and physical spaces, van, rental
  - Facilities improvement/renovation at Celentano
  - Furniture and fixtures at Celentano
  - Outreach- focus on employing staff
  - Technology upgrades
  - Classroom and school libraries-culturally relevant and authentic-Kim Rodgers may help with collection selection
  - Continuation with outdoor classroom and learning
  - Parent and Family Development- collaborate with Gemma Joseph Lumpkin

## **VI. Health Reporting**

- Health screenings for returning students continue and data input to Child Plus continue
- Cornell Scott school-based health clinic plan contract was approved by F&O, is moving forward to the full BOE

## **VII. Focus Area Two Review**

- Enrollment, health, education, and fiscal are critical components of the Focus Area 2 review
- Extensive data examination takes place- efforts to monitor data input
- Shared documents and review are being developed for team to collaboratively prepare for review- ERSEA and Management have presented
- Data clerks have been auditing files, backfilling data, and working to ensure accurate monthly MBI report- attended PIR training
- Developing clearly delineated responsibilities to ensure effective use of ChildPlus and monthly program monitoring
- Requested meeting with Mrs. Hannans, and Ronja Goldson outlining Focus Area 2 Review process, interviews, and items to be analyzed
- Upcoming meeting with T&TA to review management wheel

Meeting adjourned at 6:02 p.m.

Next meeting to be held on December 16, 2021

