



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start
Board of Education Subcommittee Meeting

Date: Thursday, October 21, 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

- The Annual Report has been completed, reviewed by Mr. Wilcox
- Head Start holding Family Engagement Conference in December-polling Family Service Workers for interest in attending-participation encouraged by Devin Jones, HS Program Specialist
- Julia Redman, Clifford Beers Guidance Clinician, has joined Head Start and is on site at Dr. R. Mayo School to support program
 - Consultation and referral forms have been developed
 - She will be introduced to satellite staff remotely and will visit sites in person

II. Approval of Minutes

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

III. Policy Council Report

- Outreach for Policy Council engagement has taken place at all sites at outdoor events and parent meetings
- Flyers have been sent home with all students
- Mr. Blue will be contacted by Mr. Wilcox to encourage continued participation
- Approximately 20 individuals have demonstrated interest, reflecting representation from all sites
- First meeting will be held in November at Fair Haven Library- remotely and in-person- date TBD based on confirmation of room availability at library (was originally planned for Oct. 28th)
- Families were surveyed and determined first meeting 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

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 282
- Head Start still expecting full enrollment of 531 by January 1st
- Student enrollment as of October 21^h demonstrates 219 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 133 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
- Mr. Wilcox requested projections and or use of payroll encumbrances to demonstrate more accurate picture of finances

VI. Health Reporting

- Health screenings for returning students continue as we approach 45-day benchmark
- Cornell Scott school-based health clinic plan contract was reviewed by Mr. Lamb and Mr. Wilcox, is moving forward to F&O
- Mr. Wilcox advised including 2year projections of costs with scope and sequence to anticipate questions and concerns of Board members

VII. Focus Area Two Review

- Enrollment, health, education, and fiscal are critical components of the Focus Area 2 review
- Extensive data examination takes place
- Shared documents and review are being developed for team to collaboratively prepare for review
- Data clerks have been auditing files, backfilling data, and working to ensure accurate monthly MBI report
- Developing clearly delineated responsibilities to ensure effective use of ChildPlus and monthly program monitoring
- Mrs. Derwin expressed planning and data analysis will be focus of leadership team meetings to collaboratively plan and prepare
- Trainings have occurred with T&TA to support new Fiscal Officer on Fiscal Checklist, Non-Federal Share/Match and role in programmatic responsibilities
- Packets have been prepared for Ms. Velazquez, Mrs. Hannans, and Dr. Tracey outlining Focus Area 2 Review process, interviews, and items to be analyzed

Meeting adjourned at 6:12 p.m.

Next meeting to be held on November 18, 2021