

Head Start Board of Education Subcommittee Meeting Minutes Thursday, April 17, 2025, 5:00-6:00 p.m.

Date: Thursday, April 17, 2025

Time: 5:00-6:00 p.m.

Location: Virtual meeting via Zoom Meeting ID: 961 466 2454

Attendees: Mary Derwin, Director Head Start
Matthew Wilcox, BOE Head Start Chairperson

Call to Order

The meeting was called to order at 5:08. The meeting was delayed as the meeting was closed following a Zoom bombing by three outside parties displaying inappropriate images.

Introductions /Announcements-N/A

Review and approval of March 25, 2025, Subcommittee Meeting Minutes

The minutes from the March 25, 2025 meeting were approved without any changes needed.

Student Data

- Enrollment Report-Projected- 11 are being placed this week from waitlist

	Current Enrollment	Enrollment Percentage	Funded / Capacity	Vacancy
<u>ALL / Grantee</u>	438	99%	438	8
<u>New Haven Schools</u>	438	99%	438	8
<u>Dr. Mayo</u>	253	99%	255	2
<u>Fair Haven</u>	30	100%	30	0
<u>Lincoln Bassett</u>	28	82%	34	6
<u>Martinez</u>	51	100%	51	0
<u>Truman</u>	34	100%	34	0
<u>F.A.M.E.</u>	17	100%	17	0
<u>Hill Central</u>	17	100%	17	0

OHS updates

- Head Start RAN Review Results-Health and Safety, Deficiency, Noncompliance
- Draft of corrective action for 30-day response to deficiency shared
- Federal Baseline Grant due-April 30, 2025- submission approval requested
- No contact with contracted Program Specialist-all meetings cancelled
- T &TA available through 07/01/25
- FA 1 Results-

Program Management and Design-*Compliant*

- Design
- Strategic Planning
- Governance
- Staffing and Staff Support

Education and Child Development Services-*Compliant*

- Curricula
- Teaching and Learning Environments
- Qualifications, Professional Development, Coaching

Fiscal Infrastructure- *Compliant*

- Budget Development, Implementation, Oversight
- Comprehensive Management Structure and System

ERSEA-Compliant

- Recruitment
- Selection
- Eligibility
- Enrollment

Family and Community Engagement-*Compliant*

- Community Partnerships
- Family Partnerships
- Supporting Family Wellbeing
- Promoting Strong Parental Relationships and Engagement in Children's Learning

Health Services-Child Health and Oral Health Status Care-*Area of Concern*

- Child Health and Oral Health- *Area of Concern*
- Mental Health and Social Emotional Wellbeing- *Compliant*
- Safe and Sanitary Environment-*Compliant*

Discussion

Head Start RAN Review Results-

Deficiency finding-Safety Practices- program response to OHS required in 30 days following issuance of finding

The grant recipient did not ensure staff followed appropriate safety practices to keep children safe including only releasing children to authorized adults

- Inappropriate Release- student was released by contracted bus driver to an aftercare program staff member that was not authorized by the parent/guardian
- Bus driver and bus monitor did not follow policies for student's release and did not take appropriate action steps when the location of drop off was in question
- The draft version of updated bus policy was shared and quality improvement plan was shared with Mr. Wilcox and has been shared for feedback as well as with T & TA

Feedback received-

Develop a collaborative monitoring plan for the 25-26SY with random bus riding

Develop a look for document to support bus riding

Include the daily safety procedures that drivers and monitors are required to follow by First Student Bus Company with response to OHS

Mr. Wilcox was very concerned as this puts the grant funding in jeopardy. He noted this is the second time this bussing/inappropriate release issue has occurred in the NHPS Head Start program. All safety procedures that were instituted following the first incident remain in place and were followed correctly by the NHPS staff members.

Mr. Wilcox posed questions that he would like a response to and asked that representatives from NHPS Transportation Department attend the May Head Start Subcommittee meeting

to provide answers and discuss further. He will need to address this issue publicly at a Board of Education Meeting.

1. What is our recourse with First Student? Can we impose penalties or fines? What are the terms of the contract?

2. Why would we allow the driver and monitor to continue to service Head Start students?

3. Are we able to say we will not accept this driver and monitor?

4. What happens next time?

5. What was the disciplinary action was taken by First Student? Did retraining occur and do we have evidence of it to include in the program's response to OHS? What is their disciplinary procedure? Who is held responsible (driver/monitor)?

6. How will the NHPS Transportation Department support spot checking and sample bus riding for monitoring purposes in the upcoming school year?

7. Does the Transportation Department engage in any part of the training process of drivers and monitors?

Area of Noncompliance-Personnel Policies-Standards of Conduct- program response to OHS required in 120 days following the issuance of the finding

The grant recipient had an incident in which a staff member used physically abusive behavior with a 4-year-old student at the Lincoln Bassett School. The teacher grabbed the child by the back of the neck and pushed them to their cot.

The grant recipient did not ensure all staff refrained from behaviors that had the potential to maltreat and endanger the health and safety of the child.

Although the case was accepted and investigated by DCF, it did not rise to their level of abuse or neglect.

Mr. Wilcox was informed that the District is still conducting an internal investigation-outcome pending. Once finalized he requested that the appropriate representatives from Human Resources attend a Head Start Subcommittee meeting to further discuss. He will have to address this issue, as well at a BOE meeting. A special meeting will be called if needed to allow for preparation of the response prior to the due date.

FAI Results- Health Services-Child Health and Oral Health Status Care-Area of Concern

The grant recipient must improve its efforts to obtain a oral health determination from a health care professional for all children in the prescribed timeframe.

- Program must ensure all children have a dental home within thirty days.
- Within 90 days children's health status must be determined- physical and dental exam
- Program should promote all children receiving oral care within 90 days-access
- Program must help with a follow-up plan and treatment for dental services.

Mr. Wilcox suggested a greater emphasis be placed on oral care next school year to ensure this does not become a noncompliance.

Updates:

- Annual report 23-24SY is posted to the district website under public meetings, Head Start Subcommittee meeting section
- CT Head Start Association meeting-Tuesday, 04/22/25 at CREC in Hartford

Financial

- The financial report for all accounts for the month of March have been posted
- Personnel projections have been shared as requested
- Large amount of funds in personnel remain due late hires, two open management positions and the fact that the program budgeted funds in the paraprofessional line anticipating ratification of a new contract and wage increases

Adjournment

The meeting was adjourned at 6:01 p.m.