



NEW HAVEN PUBLIC SCHOOLS

**Head Start Board of Education Subcommittee Meeting Minutes**  
**Thursday, May 15, 2025, 5:00-6:00 p.m.**

**Date:** Thursday, May 15, 2025

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

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

**Attendees:** Mary Derwin, Director Head Start

Sequella Coleman, Director NHPS Transportation

Dr. Yarborough, NHPS BOE President

Daniel Juarez, NHPS BOE member

Matthew Wilcox, BOE Head Start Chairperson

Hyclis Williams, Family Advocate

**Call to Order**

The meeting was called to order at 5:02 p.m.

**Introductions /Announcements**

- There was no mention of eliminating Head Start in the President's skinny budget
- Regularly received updates from New England Head Start Association
- National Head Start Conference- three attendees, May 19-22, 2025
- The program was notified that we now fall under the oversight of the Region 5 office

**Review and approval of April 17, 2025, Subcommittee Meeting Minutes**

The meeting minutes were approved without any amendments.

**Discussion of Corrective Action- Head Start RAN Review Results-Health and Safety, Deficiency, Noncompliance**

- Personnel update- Standards of Conduct- plan moving forward with staff member
  - The Human Resources Department declined attendance at the meeting.
  - The Human Resources Department continues to pursue this case.
  - The Head Start Director has made recommendations. The employee has completed training modules and has submitted certificates of completion.
  - A draft of a corrective action training plan was shared at the Subcommittee meeting as well as with OHS T & TA. The feedback received was to include in the plan a calendar of dates, times, and person responsible for the trainings.
  - The corrective action plan will be shared with the Human Resource Department.
  - The plan will be submitted to the OHS within the 120-day timeline.
- Safety- Inappropriate Release-Bussing- monitoring and recourse
  - Mrs. Derwin shared the new bus policy outlining responsibilities of the school, bus driver and monitors, and program
  - Specific steps and procedures are outlined in case of a question regarding a bus stop or unknown adult at pick up

- Ms. Derwin shared First Student’s policies that had shared by the company in a meeting with the Transportation Department
- Ms. Coleman explained the inappropriate release was caused by a misunderstanding or confusion about the start date of the child in question and when they were to begin attending the Kiddie Corner aftercare program
- Mr. Wilcox asked for this to be reflected in the meeting minutes
- Ms. Coleman stated there was a new Supervisor at First Student and this has heightened his awareness of the Head Start Program Performance Standards
- Ms. Coleman is satisfied with First Student’s response to this incident
- First Student progressive discipline and supervision/evaluation cycle were shared
- Mr. Wilcox stressed the importance of programmatic bus ride-a longs in the upcoming year to demonstrate involvement and oversight

### Student Data

- Enrollment Report- enrollment for 25-26SY opened today, May 15, 2025

	Current Enrollment	Enrollment Percentage	Funded / Capacity	Vacancy
<b><i>_ALL / Grantee</i></b>	420	96%	438	8
<b><i>_New Haven Schools</i></b>	420	96%	438	8
<i>_Dr. Mayo</i>	250	98%	255	5
<i>_Fair Haven</i>	26	87%	30	4
<i>_Lincoln Bassett</i>	26	76%	34	8
<i>_Martinez</i>	50	100%	51	1
<i>_Truman</i>	34	100%	34	0
<i>F.A.M.E.</i>	17	100%	17	0
<i>Hill Central</i>	17	100%	17	0

### OHS updates

- Corrective action for 30-day response to deficiency inappropriate release submitted
- Extension request never answered
- Federal Baseline Grant due-April 30, 2025- submission sent 04/29/25
- No contact with OHS-all communication sent through HSES
- T &TA available through 07/01/25-provided feedback to corrective action for bussing incident and standards of conduct

### Updates:

- Early Start CT-CDC and State Head Start Association meeting-Tuesday, 05/27/25 in Hartford 8:30-2:30 p.m.

- Early Start CT trainings will commence in June and run twice weekly in modules; eligibility and enrollment, family fees and sliding scale, attendance and enrollment, data and reporting

### **Financial**

- See attached financial report for all accounts
- Personnel projections have been shared
- Open purchase order report from MUNIS was shared demonstrating intentional spend down
- Dr. Yarborough questioned the billing for bus services. It was explained that this is an internal invoice for reimbursement to the district. The entire year has not yet been invoiced.

### **Adjournment**

There was an opportunity for additional questions and answers. Seeing there were none, participants were thanked for their time, and the meeting was adjourned at 5:50 p.m.