



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Public Schools Board of Education
From: Mary Derwin, Supervisor New Haven Public Schools Head Start
Subject: Board of Education Approvals for Funding Application
Date: January 8, 2024

On behalf of the New Haven Public Schools Head Start Program, Grant 01CH010905, I am requesting Board of Education approval for:

- Submission of application to the Office of Head Start requesting permission to carry-over Head Start Basic funds in the amount of \$1,107,861.00 from the 2022-2023 fiscal year to fiscal year 2023-2024. Funds have been allocated appropriately and are split between operational \$1,059,370 and professional development (T& TA, \$48,491). The budget has been designed to support NHPS's key programmatic initiatives.

The associated spending plans are attached. Please have Ms. Yesenia Rivera sign the enclosed attestation of approval and return to me. This document is a required part of the application packet. Feel free to reach out with any questions or concerns. Thank you.

The New Haven Public Schools (NHPS) Head Start Program is applying to carryover \$1,097,861.00 in federal funding from the grant number 01CH010905-02-00 from fiscal year 2022-2023 to fiscal year 2023-2024. As outlined in the narrative, this funding will be used to support Head Start-specific programming provided directly by the school district. Funds have been allocated appropriately and are split between operational \$1,049,370 and professional development (T& TA, \$48,491). The budget has been designed to support NHPS's key programmatic initiatives.

Health and Wellness- The NHPS Head Start embraces the development of the whole child, therefore \$28,000 was allocated for the purchase of consumable health supplies and materials to support the nursing staff to meet students' needs in the health suite, satellite sites, and the school-based clinic, Funds will also be used to purchase cleaning and disinfecting supplies for proper hygiene and sanitation within the thirty-one Head Start classrooms and stock the first aid kits for the summer sessions.

The funding will also provide \$9,600 for the replacement of expiring five-point car seat restraints to be used on the school buses to ensure safe transportation of students to and from the Dr. Mayo School. A portion of the car seats for the four buses are replaced on a rotating basis. 1302.42: Child health status and care. 1302.47 Safety Practices

Site Support: The budget includes \$40,000.00 for site leaders to use in support of instructional and supplies and consumables such as paint, paper, markers, teachers' supplies etc. Funds for replacement of furniture and classroom structures (dramatic play and center shelving units) as needed (\$23,300) is also included as well as the replacement of cots, \$4000. Additional funds, \$26,000, are allocated for supportive outdoor play materials in accordance with the Head Start Performance Standards. Additionally, \$53,300 in funds are allocated for books to enrich the classroom libraries in alignment with the district's literacy initiative. furniture and classroom structures (dramatic play and center shelving units) as needed. \$8000 has been allocated for supply materials/consumables to support summer enrichment for ten classrooms and \$30,000 for materials for the transition to kindergarten and continued summer learning. Standard: 1302.31 Teaching and the Learning Environment.

Outdoor Learning Environment:

New Haven Public Schools Head Start will continue working with the building leadership at all program sites to enrich and create a safe outdoor learning and natural play space at each location. The program will purchase and install shade sails to enhance the use of the outdoors as a learning environment by providing shade and relief from the sun for students and staff in seven locations. The funds allocated for this work directly supports Standards 1302.31 Teaching and the Learning Environment as well as 1302.32 Curricula.

District Early Learning:

As a member of the New Haven Public Schools, our teachers and students will be participating in the district wide early learning alignment initiative. Universal assessments, screeners, and professional learning opportunities will be coherent throughout the district preschool classrooms. Teachers will receive professional development on language and literacy development consistent with the Magnet and School Readiness programs. \$150,000 has been allocated for literacy professional development, \$20,000 for summer school pre-service training, and \$10,000 for the purchase of universal screeners and implementation training (developmental and social emotional).

One of the core components of the New Haven Public Schools strategic operating plan is a focus on Language and Literacy. The district is training administrators, instructional coaches and teachers in the K-3 LETRS (Language Essentials for Teachers of Reading and Spelling) professional learning series. We know that our Head Start children must experience comprehensive and coherent educational opportunities to ensure their success in kindergarten and beyond. Therefore, training all Head Start education staff in the Early Childhood LETRS professional learning will ensure all children receive access to high-quality literacy and language pre-k environments. The comprehensively designed training model includes face-to-face sessions, independent online learning, practical application and classroom practice and coaching. Early Childhood LETRS training will be provided to all teaching and leadership staff throughout our Head Start programming. Early Childhood LETRS will provide teachers with:

- Knowledge of early literacy instruction that allows application of best practice strategies to develop oral language, phonological awareness, print knowledge, alphabet learning and writing skills of early learners;
- Developmentally appropriate routine techniques and strategies for developing oral language, including vocabulary instruction and interactive storybook reading, phonological processing and print knowledge;
- Access to research that supports best practices for developmentally appropriate, evidence-based routines and instruction impacting the delivery of playful, purposeful instruction, which is essential for the development of early literacy skills; and
- An understanding of age-appropriate assessments and how to use data to plan and implement instruction for the youngest learners.

Head Start Performance Standards: 1302.31 Teaching and the Learning Environment 1302.32 Curricula

Recruitment/Outreach/Attendance:

Actively recruiting and enrolling students is paramount to the success of the New Haven Head Start Program. The district's relocation of the Head Start ERSEA department to the Celentano Observatory as well as the plans for district-wide registration at Central Office has changed the face of the ERSEA enrollment/registration process. These changes in location, as well as the on-line enrollment process, have necessitated a change in our recruitment and outreach. The program is currently under enrolled and must maximize resources (\$112,200) to reach families in the community and notify them of our new locations and processes. Attendance for both children and staff has historically been an area of difficulty. The use of these funds will support our continued aggressive recruitment campaign that includes advertising, marketing events, and canvassing. \$20,000 will be allocated for family events that serve as educational as well as a recruitment tool. A program to promote regular attendance will be further developed. Head Start Performance Standards: 1302.13 Recruitment of Children 1302.16 Attendance

- Billboard Advertisement
- Community Bus Recruitment Promotion
- Multi-media advertisements-radio, print, on line
- Development of Video/webinar for promotion and recruitment in conjunction with Yale University
- Development of Video for Parent on boarding to the Head Start Program: reviews expectations for parent participation and student attendance
- Pop-up recruitment site rental
- Student Attendance Incentives

- Policy Council Recruitment
- Outreach and Canvassing

Professional Development/Continuing Education:

Our children's educational experience is only as good as the teaching staff that guides them through their learning experience. It is the goal of New Haven Head Start to cultivate the talented teaching staff by offering enrollment in the Para-Pro Program for part-time employees that would like to develop their knowledge. We will also offer the opportunity for our satellite teachers that have yet to take a class towards the completion of certification requirements.

- Para-Pro Training and reimbursement for part-time staff and parents
- Continuing Education for all Staff in their identified work areas-Head Start Academy
- TESOL endorsements
- Professional Development Opportunities based on goal setting-self-selected

Funds will also allow for teachers, family service workers, and the leadership team to attend local, regional, and national conferences/ workshops, or take courses in support of their personal professional development and self-selected goals. Funding be in the amount of \$70,000.00

Parent and Family Development:

In accordance with the Head Start philosophy of being a program that is supportive of both children and families, the carryover budget includes \$50,000 for parent and family development. (Performance Standard 1302.34 Parent and family engagement in education and child development services.

- Job training, English as Second Language, Digital Literacy, Manufacturing
- Training in Parent Advocacy Child Development and Parenting Training
- Parent Curriculum
- Family Learning/Engagement opportunities-content area-based events and field trips

Transitions:

As research has shown a positive transition from preschool to kindergarten plays a crucial role in a student's future learning and achievement. The funds in this line will be used to help educate our Head Start parents about the transition that will take place. Head Start Performance Standard 1302.71: Transitions from Head Start to Kindergarten targets this area. Our Head Start will also institute a "Welcome to Head Start" program that will introduce families and children to the program and will familiarize them with the information and materials necessary for a successful school year.

- Transition to Kindergarten: Field Trips to NHPS Kindergartens
- Materials to support summer transitions (\$30,000 previously mentioned)

Administrative:

The program will allocate \$8,000 for office consumables such as copy paper, Xerox supplies (toner cartridges), ink, pens, envelopes, markers, files, folders etc., shredding services, and the replacement of small office supplies at the Celentano Observatory and Central Office registration site.

Facilities:

\$20,000 will be used for purchasing the access and security equipment for an additional keyless entry site to the Celentano Observatory as well as several desk top door control stations with intercoms and cameras allowing for key office and registration personnel to have entry controls for safe public entry.

Technology

New Haven Public School's Head Start program has allocated \$46,970 for technology. This will allow for replacement of nine desktop computers, including keyboard and wireless mouse. These computers have been deemed obsolete and in need of replacement by the NHPS IT Department. It will also allow us to purchase printers for the satellite sites at Hill Central, Lincoln Bassett, and the Family Academy of Multilingual Exploration and replace 20 IPADS and 10 laptop computers used by teaching teams for documentation during observational assessments, as well as, management staff.

T& TA

Funds have been allocated appropriately and are split between professional development (\$28,491) and travel (\$20,000). This will allow staff to travel to attend local and national Head Start professional learning opportunities and the Shine Leadership Institute. (T& TA, \$48,491).

EXPENSES OPERATIONAL

TOTAL

COMMENT(S)

Materials

Classroom Cots	\$4,000.00	\$400 for set of five
Classroom Furniture & Structures	\$23,300.00	kitchen, dramatic play, classroom tables and chairs
Transitional Materials	\$30,000.00	kindergarten transition, home/school connection
Sub-total	\$57,300.00	

Supplies

Administrative Supplies	\$8,000.00	Observatory staff/registration office
Instructional-consumables	\$40,000.00	
Instructional Summer School	\$8,000.00	\$800/10 classrooms
Medical and sanitizing consumables	\$28,000.00	program-wide including summer
Classroom Libraries	\$53,300.00	PA materials and books to enrich classroom libraries
Car seats	\$9,600.00	48 replacement car seats due to expiration dates
Sub-total	\$146,900.00	

Other

Outdoor Learning-		
Outdoor Learning-instructional play/supplies and materials	\$26,000.00	outdoor play materials to enhance instruction
Outdoor Learning Equipment-Shade sails-seven sites	\$300,000.00	10 sails and installation
Sub-total	\$326,000.00	

Recruitment Campaign SY:24-25

Design & display, billboards, buses, flyers, door signs website, lawn signs	\$37,200.00	
Recruitment Events	\$20,000.00	family recruitment events
Radio and print/advertising	\$75,000.00	6 months Feb- June

Professional Learning

Summer School Pre-service		
Universal Screeners and implementation PD		
Professional Development		
Sub-total-	\$180,000.00	LETRS training- Literacy and Language

Other

Security/Keyless Office Entry \$20,000.00 door entry and desk top remote control

Parent Curriculum and Family Development/Courses \$50,000.00

Acquiring English Technology

Job Training-Manufacturing

Continuing Education \$70,000.00 Opportunities for employees to complete the pare pro certification as well as continuing education, CDA credentialing, and coursework

Early Childhood Family Events \$30,000.00

Literacy Night

Math Night

Enrichment Trips

Sub-total **\$170,000.00** literacy learning for families math/STEM learning for families museum field trips for families

Technology

Desktop Replacements \$9,900.00 9 Dell @ \$1100.00

IPADs \$20,560.00 20 Apple @ \$1028.00

Lap top Computers \$13,210.00 10 Dell @ \$1321.00

Printers \$3,300.00 3 HP @ \$1,100.00

Sub-total **\$46,970.00**

Grand Total **\$1,059,370.00**

Skip Navigation

 Office of Head Start / Head Start Enterprise System

01CH010905 | 06: 07/01/2023-06/30/2024 | Carryover Request - Reprogram

SF424A

Total

[Download](#)

Section A - Budget Summary

Grant Program, Function or Activity	Catalog of Federal Domestic Assistance Number	Estimated Unobligated Funds		New or Revised Budget		Total
		Federal	Non- Federal	Federal	Non- Federal	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1. Head Start: Program Operations	93.600	\$1,059,370		\$1,059,370	\$0	\$1,059,370
2. Head Start: TTA	93.600	\$48,491		\$48,491	\$0	\$48,491
5. Totals		\$1,107,861	\$0	\$1,107,861	\$0	\$1,107,861

Section B - Budget Categories - Federal Funds

6. Object Class Categories	Grant Program, Function, or Activity		Total
	(1) Head Start: Program Operations	(2) Head Start: TTA	
a. Personnel	\$0	\$0	\$0
b. Fringe Benefits	\$0	\$0	\$0
c. Travel	\$0	\$20,000	\$20,000
d. Equipment		\$0	\$0
e. Supplies	\$277,170	\$0	\$277,170
f. Contractual	\$0	\$0	\$0
g. Construction	\$0	\$0	\$0
h. Other	\$782,200	\$28,491	\$810,691
i. Total Direct Charges (sum of 6a-6h)	\$1,059,370	\$48,491	\$1,107,861
j. Indirect Charges	\$0	\$0	\$0
k. TOTALS (sum of 6i and 6j)	\$1,059,370	\$48,491	\$1,107,861

Section C - Non-Federal Resources

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Total
8. Head Start: Program Operations	\$0			\$0
9. Head Start: TTA				\$0
12. Total (sum of lines 8-11)	\$0	\$0	\$0	\$0

Section D - Forecasted Cash Needs

Budget Category	Current Year Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$1,107,861	\$607,861	\$500,000	\$0	
14. Non-Federal	\$0				
15. Total (Sum of lines 13-14)	\$1,107,861	\$607,861	\$500,000	\$0	\$0

Section F - Other Budget Information

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

OMB Number: 4040-0006
 Expiration Date: 02/28/2022

For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays)



NEW HAVEN PUBLIC SCHOOLS

Approval of Submission of Head Start Grantee
City of New Haven in New Haven County, Connecticut

We, the members of the New Haven Public Schools Board of Education, grant #: 01CH01090503C3, approve the submission of application to the Administration for Children and Families, Office of Head Start, requesting to carry over Head Start Basic Funds in the amount of \$1,107,861.00 from the grant period dated July 1, 2022 – June 30, 2023 to the July 1, 2023 - June 30, 2024 grant period.

New Haven Public Schools, Board of Education, President

Date