

Low Cost Extension Narrative City of New Haven in New Haven County, Connecticut

Grant #: 01HE000822

The New Haven Public Schools Board of Education Head Start Program, grant #: 01HE000822, is applying to the Administration for Children and Families, Office of Head Start requesting a low-cost extension of COVID-19 funds in the total amount of \$20,096.29, American Rescue Plan and CERRSA \$ 47,962.49 from the grant period dated July 1, 2021 – March 31, 2023 extending the project period to March 31, 2024.

American Rescue Plan \$20,096.29

The extension of the American Rescue Plan funds would allow the program to focus on enrollment and recruitment of new families. Funds will be used to purchase advertising, recruitment materials, and provide for compensation for additional outreach in the community. The program in currently on a plan of improvement for under enrollment and these funds will continue to support this effort.

CERRSA \$ 89,474.20

The extension of the CERRSA funds would provide for the purchase of instructional materials for individual use in the classroom and summer school session. Summer school is a vital component in closing the opportunity gap for students who did not attend school and/or receive services due to the uncertainties of the pandemic. Additionally, funds would be used to purchase hand sanitizer, medical supplies, and additional cleaning and disinfecting supplies, that are not regularly issued by the Board of Education, in day-to-day operations.

CITY OF NEW HAVEN - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2024 06					J		
ACCOUNTS FOR: 2532 EDUCATION HEAD START	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
25325278 EDUC. HEAD START - PA20							
25325278 53330 BUSINESS TRAVEL 25325278 55576 OTHER	5, 5 64 61,370	0 0	5,564 61,370	3,373.32 8,205.00	.00 1,900.00	2,190.68 51,265.00	60.6% 16.5%
TOTAL EDUC. HEAD START - PA20	66,934	0	66,934	11,578.32	1,900.00	53,455.68	20.1%
25325279 EDUCATION HEAD START							
25325279 50110 SALARIES 25325279 50115 TEACHERS 25325279 50118 MANAGEMENT 25325279 50128 PARAPROFESSIONAL 25325279 50135 OTHER PERSONNEL 25325279 50136 PART TIME PAYROL 25325279 50140 LONGEVITY 25325279 50141 SEASONAL HELP 25325279 50175 EDUCATION INCENT 25325279 51810 RETIREMENT CONTR 25325279 51810 RETIREMENT CONTR 25325279 51810 RETIREMENT CONTR 25325279 51810 RETIREMENT CONTR 25325279 55100 MATERIALS & SUPP 25325279 55101 MATERIALS & SUPP 25325279 56601 TRANSPORTATION/B 25325279 56694 OTHER CONTRACTUA 25325279 56694 OTHER CONTRACTUA 25325279 56697 HEAD START OTHER 25325279 58852 FICA/MEDICARE EM 25325279 59933 WORKERS COMPENSA	167,223 955,916 487,168 87,320 1,336,655 240,629 446,845 27,062 116,796 12,000 1,264,525 26,733 24,634 25,000 42,000 0 336,420 30,000 300,000 0 217,123 24,173	-340 340 47,987 1,557 24,733 0 7,309 0 -188,714 0 0 0 355 0 29,608 77,165	166,883 956,256 535,155 88,877 1,336,652 446,845 27,062 124,105 1,075,811 26,733 24,634 25,000 42,000 42,000 355 336,420 30,000 329,608 77,165 217,123 24,173	63,841.44 255,878.76 156,648.26 32,359.08 302,196.31 113,596.59 6,139.75 -1,555.00 124,104.46 -672.00 222,427.94 -1,551.00 -1,326.00 35,177.59 355.00 4,654.19 2,540.00 56,927.78 27,165.00 59,863.62 5,087.53	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	103,041.56 700,377.24 378,506.74 56,517.92 1,034,458.69 151,765.41 440,705.25 28,617.00 853,383.06 28,284.00 25,960.00 25,000.00 331,765.81 6,190.00 157,259.38 19,085.47	38.3% 26.8% 29.3% 36.4% 22.6% 42.8% 1.4% -5.7% 100.0% -5.6% 20.7% -5.8% -5.4% 100.0% 100.0% 1.4% 79.4% 100.0% 27.6% 21.0%
TOTAL EDUCATION HEAD START	6,168,222	0	6,168,222	1,463,859.30	348,347.03	4,356,015.67	29.4%
25326373 HEAD START SUPPLEMENT COLA							
25326373 50110 HEAD START SALAR 25326373 50115 TEACHERS	9,364 53,655	0	9,364 53,655	9,364.00 53,655.00	.00 .00	.00	100.0% 100.0%

CITY OF NEW HAVEN - LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06			<u> </u>			
ACCOUNTS FOR 2532 EDUCATION HEAD START	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE PCT BUDGET USED
25326373 50118 MANAGEMENT 25326373 50124 CLERICAL SALARIE 25326373 50125 PARA PROFESSIONA 25326373 50136 PART TIME PAYROL 25326373 50140 HEAD START LONGE 25326373 50141 HEAD START SEASO 25326373 50145 H/S EDUCATION IN 25326373 51809 HEALTH INSURANCE 25326373 51810 H/S RETIREMENT C 25326373 51813 H/S 3144 SPECIAL 25326373 56601 H/S TRANSPORTATI 25326373 56694 OTHER CONTRACTUA 25326373 58852 FICA/MEDICARE EM 25326373 59933 WORKERS COMPENSA	50,492 7,375 77,552 10,990 90,719 1,555 6,541 86,249 1,551 1,326 6,955 75,000 14,167 1,541	000000000000000000000000000000000000000	50,492 7,375 77,552 10,990 90,719 1,555 6,541 86,249 1,551 1,326 6,955 75,000 14,167 1,541	50,492.00 7,375.00 77,552.00 10,990.00 90,719.00 1,555.00 6,541.00 672.00 86,249.00 1,551.00 1,326.00 6,955.00 40,000.00 14,167.00 1,541.00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	.00 100.0% .00 100.0%
TOTAL HEAD START SUPPLEMENT COLA	495,704	0	495,704	460,704.00	35,000.00	.00 100.0%
TOTAL EDUCATION HEAD START	6,730,860	0	6,730,860	1,936,141.62	385,247.03	4,409,471.3534.5%
TOTAL EXPENSES	6,730,860	0	6,730,860	1,936,141.62	385,247.03	4,409,471.35

Policy Council December 19, 2023



Agenda

- > Current Enrollment
- > Enrollment Plan of Improvement
 - requirements
- Survey Results
- Competitive Grant Summary
- Application for low cost extension for remaining COVID funds
- Application for carry-over

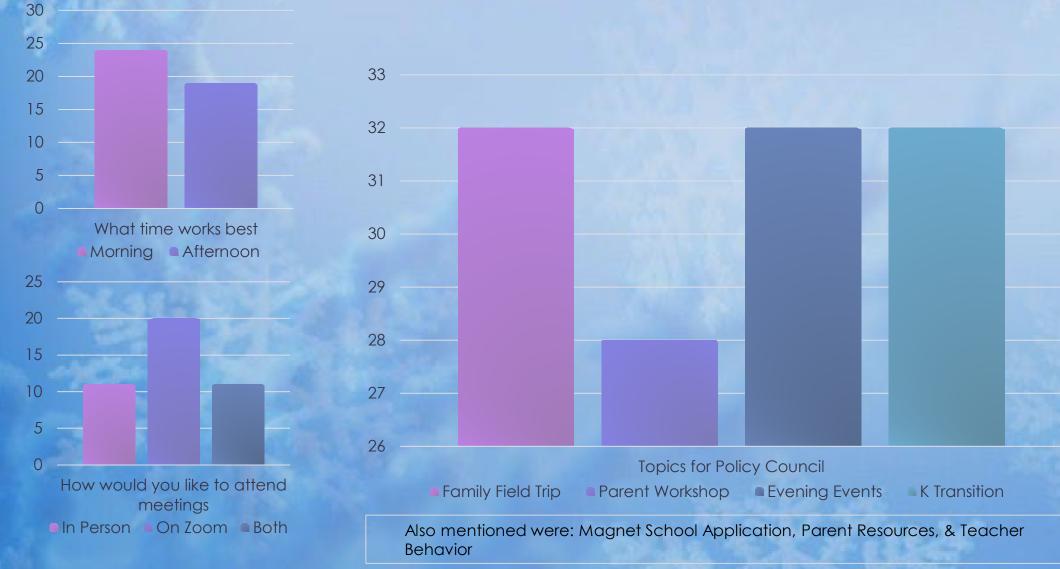
Current Enrollment

	Current Enrollment	Enrollment Percentage	Funded/Capacity	Vacancy
Program	393	74.01%	531	138
Dr. Mayo	252	67.02%	376	124
Fair Haven	30	100%	30	0
L. Bassett	17	100%	17	0
Martinez	53	98.15%	54	1
Truman	41	75.93%	54	13

Enrollment Plan of Improvement

- > The under-enrollment plan and timetable for reducing or eliminating under-enrollment in Head Start Program has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.
- > Notified on Nov 6, 2023
- Mandatory professional development
- > Written plan to OHS
- Monthly team meetings
- Monthly monitoring meetings with OHS
- > Fully funded enrollment by November 6, 2024 (438).
- > Failure to reach 97% of enrollment results in recapture of federal funds.
- Continued monitoring by Head Start for additional 6 months.

Parent Policy Council Survey Results



Parent Workshop Requests

Idea	# of Req.
ESL	16
Job Resume	10
Computer Literacy	16
Health & Nutrition	23
Academic Support	24
Child Development	26
Behavioral Support	24

- > First bullet point here
- > Second bullet point here
- > Third bullet point here

Competitive Grant Summary

This grant covers the budget period from July 1, 2024–June 30, 2029. This is an application for the competitive Federal Head Start Grant opportunity, HHS-2024-ACF-OHS-CH-R1-0099, totaling \$6,730,860. \$6,663,926 is allocated for Program Operations and \$66,934 for Training and Technical Assistance. This grant allows for the continuity of high-quality early education and comprehensive services and support for Head Start children and families in the city of New Haven.

Competitive Grant Summary

SECTION II: FISCAL INFORMATION

PERSONNEL

# FT	#P T		COST
1		Administrators	\$170,743
15		Teachers	\$1,099,503
5		Management	\$444,567
49		Paraprofessional	\$1,791,731
		S	
2		Clerks	\$99,140
1		Others	\$43,864
	34	Seasonal	\$110,957
		Longevity	\$23,744
		Ed. Incentive	\$12,000
	31	Teacher Aides	\$407,719
2	1	Nursing Staff	\$146,437
K		SUBTOTAL	\$4,350,405

NON-PERSONNEL

	COST
Supplies & Materials	\$57,000
Student Transportation	\$0
Staff Travel	\$10,000
Internal Evaluation	\$
Field Trips	\$30,000
Contractual	\$681,022
Equipment	\$10,000
Other	\$75,000
Indirect Costs, if allowed	\$
TOTAL	ф 962 922
TOTAL NON-PERSONEL	\$ 863,022

Competitive Grant Summary (cont.....)

FIXED COSTS: Assistance

PA 22- \$66,934 for Training and Technical

Health Benefits	\$1,137,455
Pension (Paras & Mgmt.)	\$55,466
FICA/Medicare	\$232,143
Workmen's Compensation	\$25,435
SUBTOTAL	\$1,450,499
TOTAL PERSONNEL & FIXED COSTS	\$5,800,904

Proposal for 2024-2025 School Year

- > The under-enrollment plan and timetable for reducing or eliminating under-enrollment in Head Start Program has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.
- > Fully funded Enrollment will be 438 students
- > Additional Classrooms in the community
 - Lincoln Basset
 - F.A.M.E
 - Hill Central
- > Reduced Classrooms
 - Dr. Mayo
 - Truman

Application for low cost extension for remaining COVID funds

- > American Rescue Plan \$20,096.29
- > The extension of the American Rescue Plan funds would allow the program to focus on enrollment and recruitment of new families. Funds will be used to purchase advertising, recruitment materials, and provide for compensation for additional outreach in the community. The program in currently on a plan of improvement for under enrollment and these funds will continue to support this effort.

Application for low cost extension for remaining COVID funds

- > CERRSA \$ 89,474.20
- The extension of the CERRSA funds would provide for the purchase of instructional materials for individual use in the classroom and summer school session. Summer school is a vital component in closing the opportunity gap for students who did not attend school and/or receive services due to the uncertainties of the pandemic. Additionally, funds would be used to purchase hand sanitizer, medical supplies, and additional cleaning and disinfecting supplies, that are not regularly issued by the Board of Education, in day-to-day operations.

Application for Carry-Over

The program will be drafting a plan for carry-over funds:

- Computers
- IPADS
- Supplies
- Advertising
- Furniture replacement
- Recruitment events
- Observatory entrance intercom system upgrades
- Playground shade sails
- Professional development

Family Input

- > Feedback
- > Questions
- > Concerns

Happy New Year!

Under Enrollment Plan NHPS Head Start

Full Enrollment Initiative 2023

12- Month Underenrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

This underenrollment plan and timetable for reducing or eliminating underenrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.

Plan Development and Submission

Grant recipients who receive 'underenrollment letters' will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce underenrollment **must be submitted to the Regional Office within 30 days following the meeting.** Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
Mary Derwin	Director	☐ EHS ⊠ HS
Kauaneekee Hernandez	Assistant Director	☐ EHS ⊠ HS
Lissette Andrade	Administrative Assistant	☐ EHS ⊠ HS
Jennifer Rivera	Asst. Social Service	☐ EHS ⊠ HS
	Coordinator	
Marilyn Carson	Social Worker	☐ EHS ⊠ HS
Adrienne Rivera	Policy Council Chair, Parent	HS
Arlice Brogdon	Social Worker	HS
Dagmar Santaella	FSW	HS

Monique Brunson	Principal	HS
Brianna Rivera	FSW	HS

Underenrollment Plan Template for Head Start Recipients

Grant Number:						
Program Name Program Plan Start Date* Plan End Date						
City of New Haven	□ EHS ⊠ HS	11/7/2023	11/7/2024			
	☐ EHS ☐ HS	Click or tap to enter a date.	Click or tap to enter a date.			
	☐ EHS ☐ HS	Click or tap to enter a date.	Click or tap to enter a date.			

^{*}Plan start date / 12-month period begins 10 days from the date the 'Underenrollment Letter' is sent to recipients.

Underenrollment Overview

Complete the tables on the next page by identifying and describing factors contributing to underenrollment. This 'Underenrollment Overview' table does not need to be updated throughout the 12-month plan period but should be used to inform strategies to increase total funded program enrollment.

Once a factor is selected from the drop-down box, specify/explain with additional text as needed. Factors listed in the drop-down box include:

- 1. <u>Service Area:</u> Families have relocated to other parts of service area, not enough families in service area
- 2. Saturation of Service Area for Options of Care: (Proliferation of Pre-K slots)
- 3. Facilities
- 4. Language Barriers: Challenges communicating with families
- 5. <u>Workforce:</u> Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
- 6. Budgeting
- 7. Family Need: Do the available program options meet the needs of families?
- 8. Community Involvement: Do program partnerships support recruitment and program services
- Transportation: Lack of family transportation, program transportation services
- 10. <u>Temporary Factors:</u> Construction / renovations in progress
- 11. Non-implemented Expansion / Child Care Partnership Issues
- 12. Other: Please describe

EXAMPLE: Factor: Not enough children in service area

Choose an item. (Select "Service Area")

Service Area – Not enough children in service area (Specify with additional text if needed)

Underenrollment Plan NHPS Head Start

Factors Contributing to Underenrollment

Factor # 1 Slot Availability

Causes / Reasons:

- The Fair Haven Area has the highest number of lowincome families and currently we have 84 slots available.
- The slots in "The Hill" area are not readily accessible to families without transportation.
- Too many slots (376) are concentrated at one large facility.
- Too many slots dedicated to instruction in Spanish.
 Currently families prefer English instruction with Spanish support.

Effect on Underenrollment:

- Families in areas that lack slots enroll in other city programs or keep children home.
- Some sites reach full enrollment quickly while other sites lag behind.
- We continuously struggle with under enrollment at the Dr. Mayo School (largest site).
- We have vacancies in Spanish dedicated classrooms and not enough slots in mainstream classrooms.

Factor # 2

Competition

Causes / Reasons:

- School districts has 2 other pre -k options
 - School Readiness
 - o Magnet
- Community agencies offer extended days and full calendar year.
- NHPS HS operates on a school day & school year model.
- School Readiness can now waive fees and families are no longer required to be working or be full time students.
- Independent day cares and community agencies are expanding in the area and also offer early head start services.

Effect on Underenrollment:

- Since the district has 2 other programs, we lose some of our families/children to other programs which leaves us with vacancies.
- Families do not register until the magnet transition time has expired (October).
- Families transfer to alternate pre-school sites based upon sites/school sibling attending school, approximate location to home and based on their families' needs.
- Families apply to community daycares/programs to ensure they have extended day and full calendar year services which supports working and schooling families.
- The extension of community agencies gives families more options for site locations that are not in school buildings

Factor #3

Other – Systems

Causes / Reasons:

- Registration & Enrollment process is not efficient.
- Registration office is not easily accessible to the community (location).
- The vetting of health requirements takes too long and is very prohibited.
- There is no health support staff available at the registration office to review and clear children files and to follow up with medical providers.
- Lack of program succession planning.
- Not all family service workers support the registration/enrollment process.

Effect on Underenrollment:

- Families have to register and apply for kindergarten in the school district, Head Start enrollment does not secure placement in K-8 Schools.
- Child files are not cleared by health in a timely manner which delays the children starting school.
- There are gaps in services due to staff and leadership vacancies which disrupts the process for enrollment.
- Since not all family service workers support registration/enrollment process, there are missed opportunities for families to be reached and

Underenrollment Plan Template for Head Start Recipients

Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
The district and early childhood leadership	Slot Availability	Superintendent EC Supervisor	Registration Office Health Support	9/2/2024
will open 3 new classrooms at		HS Leadership	Family Advocate Classrooms	Status
community sites where need has been demonstrated in the city; increasing the slots by 34. These slots are more accessible to families. The district and early childhood leadership will reduce 7 at the largest site, reducing enrollment by 119 slots.			Teachers/support staff Materials/Supplies Furniture Community Assessment 2023 NHPS Parent Liaison/McKenney Vento	In Progress
The district and early childhood leadership will close 1 Spanish instruction classroom at Truman School				
reducing enrollment by 17 slots.				

^{*}Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Right-size enrollment

Open classrooms at the community sites where there is the greatest need Approval from superintendent

Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
The Head Start leadership will highlight its areas of	Competition	HS Director NHPS Director of	Community Assessment	11/8/2024
strengths through a multi- media targeted marketing		Communications Registration	2023 Advertising	Status
strategy that will attract more families in the community. Those strengths include highly qualified bilingual staff, comprehensive developmental and mental health services for children with disabilities, access to school-based health clinics, and wrap-around services for families.		Office EC Supervisor Family Service Coordinator ERSEA Coordinator	Contracts New Haven Early Childhood Council HS T/TA	In Progress
The district and early childhood leadership will continue to offer families program options at community schools where siblings attend and will provide continuity of care through grade 8.				
The district and early childhood leadership will continue to offer summer school programming which focuses on strengthening children's				

	T	1	1	
skills in the Math and				
Science domains.				
Our ERSEA office and				
Family Services				
Coordinator will partner				
with community				
daycares/agencies to				
support with transitions to				
NHPS Head Start.				
The program will add				
points to the eligibility				
criteria for sibling				
preference at community				
schools.				
Our Head Start program				
will strengthen its				
relationships with NHPS				
family resource centers to				
provide families with				
additional community				
resources.				
Our program leadership,				
ERSEA office and Family				
Services Coordinator will				
create family fun summer				
registration events where				
families will be able to				
register children for				
preschool while				
connecting them to				
community agencies and				
resources.				
0 5 1 5 1 1 1 1 1				
Our Early Childhood				
Supervisor and Head Start				
Director will work with				
district administration to				
be able to hire seasonal				
help to support with				
registration and				

enrollment efforts outside		
of scheduled work hours.		

^{*}Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Strong multi-media marketing highlighting program strength's and uniqueness Continuity or care in community schools

Increase partnerships with agencies that offer B-3, EH services and infant & toddler care Continue summer school expansion

Underenrollment Plan Template for Head Start Recipients

Action #3:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
The district and Early Childhood Supervisor	Other	EC Supervisor HS Leadership	Workforce Solutions in the Medical Field HS T/TA	11/8/2024
will centralize registration intake at		HS Director Family Services		Status
an accessible location so that families can register all children of various ages at one location. The program will hire an ERSEA Coordinator that will establish the initial relationship with families, complete income verification, and track and monitor the		Coordinator NHPS Human Resources Department	PowerSchool Reports COPA Reports MBI/MBO Child Files Tracker SHINE Early Learning	In Progress
application process until the child enters school.				

	1		
The program will		·	
contract with an			
outside service for a			
RN to clear files,			
complete follow-up			
with families and			
coordinate services			
for children with			
chronic conditions			
and dietary needs.			
The program will			
provide cross training			
and professional			
development for			
management team as			
an initial step towards			
succession planning			
and in the case of			
long-term absences to			
ensure continuity of			
services.			
The program will			
create a family			
advocate position			
with a job description			
that creates clear			
expectations for their			
involvement in the			
registration and			
enrollment process.			
The program will hire			
a family service			
coordinator to			
supervise and			
monitor the family			
advocates.			
Head Start leadership			
will share enrollment			
data at monthly			

	T		
parent meetings,			
policy council			
meetings and Board			
of Education sub-			
committee meetings.			
_, _ , .			
The Family Services			
Coordinator will track			
and monitor progress			
of the family			
advocates'			
recruitment and			
efforts towards full			
enrollment at their			
individual sites.			
The program will			
The program will			
create an electronic			
file system to			
expedite the			
registration process			
and so that all			
family/child information is			
accessible to all			
needed parties.			

^{*}Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Centralize registration for families

Hire an ERSEA Coordinator and a Family Service Coordinator
Create a Family Advocate position to support registration/enrollment
Increasing monitoring and supervision of the family engagement component
Comprehensive communication to involve all stakeholders in the registration/enrollment
process

Plan Progress and Updates

shared enrollment plan with Policy Council and Board of Education subcommittee at

December meetings.
 The leadership team established a calendar for

monthly enrollment plan committee meetings.

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Quarter 1	Quarter 2	Quarter 3	Qualiter 4
1/8/2024	4/8/2024	7/8/2024	10/8/2024
 The Superintendent has agreed to the changes in the organizational chart for the next grant cycle. The Superintendent has agreed to the reduction in classrooms at the Dr. Mayo School. The Superintendent has agreed to the opening of 3 new HS classrooms in community schools for the 24-25 school year. The program has reduced enrollment from 531 to 438 for the 24-25 school year. 	• [text]	• [text]	• [text]
HS leadership			