



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 Approval for Extension Application
Date: March 13, 2023

On behalf of the New Haven Public Schools Head Start Program, Grant 01HE000822, I am requesting Board of Education approval for:

- Submission of application to the Office of Head Start requesting permission to extend use of COVID funds in the amount of \$206, 905.52 from March 30, 2023 until June 30, 2023.

The associated spending plans are attached and justification are attached. The Head Start Policy Council approved this application at the February 27, 2023, meeting and the signed attestation is attached. Please have Ms. Yesenia Rivera sign the enclosed Board of Education attestation of approval and return to me. This document is a required part of the application packet. The Office of Head Start has reviewed and approved all of the supporting documents. Feel free to reach out with any questions or concerns. Thank you.



NEW HAVEN PUBLIC SCHOOLS

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 \$206,905.52, (American Rescue Plan \$117,431.32 and CERRSA \$ 89,474.20) from the grant period dated July 1, 2021 – March 31, 2023 extending the project period to June 30, 2023.

American Rescue Plan \$117,431.32

The extension of the American Rescue funds would allow for the purchase orders currently in the procurement process at the New Haven Public Schools Business Office to complete their required cycle. There are pending orders for ERSEA activities and marketing totaling \$12,750.00, and \$75,000 in purchase orders to complete the outdoor learning projects/ playground fencing at Lincoln Bassett, Fair Haven and Truman Schools. The work should be completed by the close of the school year.

CERRSA \$ 89,474.20

The extension of the CERRSA funds would allow for the purchase orders currently in the procurement process at the New Haven Public Schools Business Office to complete their required cycle. There are invoices totaling approximately \$15,000.00 in the process for summer school materials. The extension would also provide for the on-going payroll expenses to be incurred for the additional part time employees that were hired to provide classroom coverage and support as a result of COVID-19. The pandemic and its related mitigation strategies have caused many prolonged absences and coverage challenges. These employees would continue to work until the end of the school year in June 2023. They are essential for the maintenance of ratios, safety, and active supervision.



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 #: 01HE000822, approve the submission of an application 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 \$206,905.52, (American Rescue Plan \$117,431.32 and CERRSA \$ 89,474.20) from the grant period dated July 1, 2021 – March 31, 2023 extending the project period to June 30, 2023.

New Haven Public Schools, Board of Education President

Date

NHPS Head Start Covid -19 Funds 2022

ARP	ORG	OBI	PROJECT	ACCOUNT DESCRIPTION	ORIGINAL / TRANSFRS / REVISED	BL YTD EXPEN	ENCUMBR	AVAILABLE	% USED	COMMENTS
2532	25326371	50141	0029	SEASONAL HELP	113362	12548	123067.7	0	2842.34	97.7 Summer School staffing 2021SY
2532	25326371	51809	0443	HEALTH INSURANCE	14568	0	14568.21	0	-0.21	100 Summer School staffing health insurance
2532	25326371	54411		HEAD START EQUIPMENT	200000	0	67566.02	0	132434	33.8 Medical Equipment for School-Based Health Center
2532	25326371	55100		HEAD START MAT & SUPPL INSTRU	22500	-12885	9615.06	0	499.94	94.8 ERSEA Promotional and Recruitment Materials to allow for outdoor setup- tents, PPE, water bottles, etc.
2532	25326371	55576		HEAD START OTHER	255260	-80446	174814	0	174814	0 Outdoor Learning/ Playground improvement
2532	25326371	56694		HEAD START OTHER CONTR SERV	19554	80446	66641.79	0	33353.21	66.6 Cornell School Based Health Center contract-staffing
2532	25326371	58852	0029	FICA/MEDICARE	9274	337	9343.96	0	267.04	97.2 Summer School Staffing fringe benefits
2532	25326371	59933	0029	WORKERS COMPENSATION	824	0	824	0	47.4	94.2 Summer School Staffing fringe benefits
				Total 25326371 ARP HEAD START	635342	0	635342	0	344262.7	45.8
CRRSA	25326372	50136		HEAD START P/T PAYROLL-INSTRUC	50544	0	50544	0	33389.25	33.9 Additional PT Classroom staff to support instruction and maintain ratios due to Covid absences
2532	25326372	54411		HEAD START EQUIPMENT	35000	0	35000	0	1436.51	95.9 Computers, printers ,portable scanners
2532	25326372	55100		HEAD START MAT & SUPP INSTRUCTN	40000	0	40000	0	32844.66	17.9 Instructional supplies
2532	25326372	55576		HEAD START OTHER	30060	0	30060	0	27823.64	7.4 Other Covid supplies to prevent spread in office
2532	25326372	58852		HEAD START/ M EMPLOYER CONTRIB	3867	0	3867	0	2554.61	33.9 Additional PT Classroom staff to support instruction and maintain ratios due to Covid absences
2532	25326372	59933		H/S WORKERS COMPENSATION	344	0	344	0	344	0 Additional PT Classroom staff fringe benefits
				Total 25326372 HEAD START CERRSA FU	159815	0	159815	0	98392.67	38.4
				Total 2532 EDUCATION HEAD START	795157	0	795157	0	442655.4	44.3
2532				Revenue Total	0	0	0	0	0	0
				Expense Total	795157	0	795157	0	442655.4	44.3
				Grand Total	795157	0	795157	0	442655.4	44.3

NHPS Head Start COVID Funds 2023

PROJECT	OBJ	ARR	ACCOUNT DESCRIPTION	ORIGINAL / TRANSFRS / REVISED BI YTD EXPEN ENCUMBR. AVAILABLE % USED	COMMENTS-EXPENDITURES TO DATE
0008	50141	136080	SEASONAL HELP	-11800 124280 121408.4 0 2871.63	97.7 Summer School Staffing -Summer 2022
0048	51809	0	HEALTH INSURANCE	1997 1997 1996.18 0 0.82	100 Summer School health benefits 2022
0048	54411	11170	H/S ARP EQUIPMENT	0 11170 5994 0 5176	53.7 Computers and printers, electronics
0043	55100	3500	H/S ARP C/ONMAT & SUPPINSTRUCTN	0 3500 0 0 3500	0
0008	55576	159272	OTHER	0 159272 15014.7 39523.76 104733.5	Summer School materials 2022SY- 527,125.49 Teacher Appreciation, -59698.90 Staff Wellness/Pre-service, Family
0008	56694	33358	HEAD START J/M OTR CONTR SERV	97 33455 16630 16825 0	34.2 Engagement-55535.17 Classroom Supplies-Mayo-\$12,398.95
0008	58852	10410	FICA/MEDICARE	-694 9716 8747.84 0 968.16	100 Outdoor Learning, STEM, and environmental science presentations
0008	59933	925	WORKERS COMPENSATION	-53 872 690.83 0 181.17	90 Summer School Fringes 2022
25326410	59933	354715	Total 25326410 HEAD START AMERICAN	-10453 344262 170481.9 56348.76 117431.3	79.2 Summer School fringes 2022 65.9
0008	50136	34957	P/T PAYR- INSTRU	-1568 33389 5761 0 27628	17.3 Additional PT Classroom staffing-instructional 2022-2023SY
0443	54411	1436	H/S CERRSA C/O EQUIPMENT	0 1436 0 0 1436	0
0016	55100	32845	MAT & SUPPL INSTRU	0 32845 2717.06 0 30127.94	8.3 Supplies office
0443	55576	27824	H/S CERRSA C/O OTHER	0 27824 0 0 27824	0
0008	58852	2675	FICA/MEDICARE EMPLOYER CONTRIB	-120 2555 440.74 0 2114.26	17.3 Additional PT Classroom staffing fringes 2022-2023SY
0443	59933	344	H/S CERRSA C/O WORKERS COMP	0 344 0 0 344	0 Additional PT Classroom staffing fringes 2022-2023SY
25326422	59933	100081	Total 25326422 HEAD START CERRSA C/	-1688 98393 8918.8 0 89474.2	9.1
25326422		454796	Total 25326422 EDUCATION HEAD START	-12141 442655 179400.7 56348.76 206905.5	53.3
			Revenue Total	0 0 0 0 0	0
			Expense Total	454796 -12141 442655 179400.7 56348.76 206905.5	53.3
			Grand Total	454796 -12141 442655 179400.7 56348.76 206905.5	53.3

PENDING EXPENDITURES- need to extension to 6/30/23

Two desk top computers

Advertising contracts pending \$12,750- FRSEA-billboards, newspapers, signage Outdoor Learning- playground improvement \$75,000 in purchase orders submitted to complete project st Fair Haven, Truman, and Lincoln Bassett

Ongoing PT payroll expenses through June 30th
Summer school instructional materials pending \$15,089.20

Ongoing PT payroll expenses through June 30th
Ongoing PT payroll expenses through June 30th



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Adrienne Finna

New Haven Public Schools, Policy Council Chair

3/9/23

Date