



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start
Board of Education Subcommittee Meeting

Date: Tuesday, December 10, 2019

Time: 5:00 p.m.

Location: Gateway Building
54 Meadow Street-Conference room 3B
New Haven, CT 06519

Attendees: Dr. Iline Tracey, Interim Superintendent of Schools
Keisha Redd- Hannans, Assistant Superintendent of Schools
Mary Derwin, Administrator Early Learning Department
Pamela Augustine-Jefferson, Director of Early Learning Programs
Darnell Goldson, Board of Education President, Head Start Subcommittee Member
Matthew Wilcox, Board of Education member, Head Start Subcommittee Chairperson
Elizabeth Gaffney, Head Start Director

Absence: Yesenia Rivera, Board of Education member and Head Start Subcommittee Member, sends her regrets as a result of scheduling conflict with doctor's appointment

Start Time: 5:10 p.m.

Head Start Notification

I. Grant Application

- Notification received December 9, 2019, Grant 01CH010905, grant application due on April 1, 2019 in HSES
- Continuation of 5 year grant, Year 2
 - Same funding and enrollment as Year 1
 - Program Operations-\$ 5,676,564
 - Training &TA \$ 66,934
 - Total \$ 5,743,498
- Funded enrollment- 531 students
- PowerPoint detailing grant application will be prepared for public and Board of Education approval at a February 2020 meeting

II. Approval of Minutes

- Minutes from subcommittee meeting held on Monday, October 28, 2019, unanimously approved
- Minutes from subcommittee meeting held on Monday, November 4, 2019, unanimously approved
- Both sets of minutes will be posted to the website for public view

III. Establishment of Standing Meetings

- Next meeting will be held on the third Thursday of January- January 16, 2020 at 5:00 p.m.
- Will seek BOE approval for Head Start Subcommittee to hold standing meeting, the third Thursday of each month until June 30, 2020
 - A schedule of meeting dates will be prepared for BOE approval at the January 27, 2020 meeting
 - Subcommittee will remain focused solely on Head Start until confident with sustainability of corrective actions and grant security

IV. Gap Analysis of Governing Body Responsibilities

- Section 642(c)(1)(E) of Head Start performance standards outlines the activities for which the local Head Start Governing is responsible <https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-642-powers-functions-head-start-agencies>
- Need to establish procedures and timelines to ensure these responsibilities are met and reported to the Board of Education and the public
- Review powers and functions of Head Start agencies
- Conduct Policy and Procedure Review
 - Monthly Head Start Leadership Team will review, affirm and update/ modify policies and procedures
 - Cindy Torrance, H.S. T & TA will provide guidance to leadership team on December 17, 2019
 - All policies and procedures will be condensed and published in one document
 - Subcommittee will focus consideration to how all policies and procedures relate to Board of Education policy and their updates
 - Calendar will be established to prioritize and schedule items for review
 - Communication plan for 24 months will be created to designate persons responsible and deliverables
 - Meetings will be held sequentially to allow for BOE approval; Leadership-Subcommittee-full BOE

V. Discussion of Draft of Committee Charge

- Discussion regarding adding the Magnet, School Readiness and Integrated NHPS Special Needs programs to this subcommittee work to ensure high quality instruction for all preschool students
- Proposed name changes for committee- Head Start and Early Learning or Early Learning
- Decision to remain focused on Head Start for next six months until grant is secure and corrective actions are sustained
- Seek approval from BOE for the establishment of Early Learning Committee encompassing all preschool funding sources – July 1, 2020
 - Teaching and Learning will focus on curricular pieces
 - Registration process and location will be addressed
 - Elevating all program to highest standards for young learners- Head Start, NAEYC- uniformity
 - Expansion of slots and offerings- full day vs. school day

VII. Federal Review Debrief and Upcoming Focus One Monitoring Event

- Positive feedback regarding systems put in place- child guidance/monitoring, culture of safety
- Staff were empowered and positive about program's culture and climate, relationships built
- Clear and consistent communication was evident
- Need for mental health provider/contract noted as concern
- Head Start Regional Office guarded as to sustainability of corrective actions due to past history of the program
- Focus One Monitoring Event-opportunity for grantee to discuss the program design, management, and governance structure. Goal is to garner a clear understanding of the program's services to children and families. This is a phone/paper review-no on-site visit.

Document review:

- Grant Application
- Program Information/Report data
- Community Assessment
- Past monitoring data
- Self-assessment data
- Annual Report
- Audits

VIII. Carryover Budget Discussion

- Head Start Director presented the budget proposal and budget justification narrative for \$448,448.00 in carry over funds
- Addition of a family engagement line item
- Proposed budget will go to Policy Council for approval next week and then to BOE for approval on January 27, 2020.

IX. Mental Health Contract

- Will have guidance from T& TA
- Possibility of hiring an individual instead of an agency
- Contract with Integrated Wellness no longer permitted by BOE

X. Concerns for Future Discussion

- Movement of the registration facility-centralized location for all funding sources
- Transportation-across the district
- Fiscal concerns

Meeting adjourned at 6:41 p.m.

Next meeting to be held in January 16, 2020