



NEW HAVEN PUBLIC SCHOOLS

Minutes  
New Haven Public Schools Head Start  
Board of Education Subcommittee Meeting

**Date:** Thursday, June 18, 2020  
**Time:** 5:00 p.m.  
**Location:** Virtual meeting  
Zoom-# 860 3008 4179

**Attendees:** Mary Derwin, Administrator Early Learning Department  
Pamela Augustine-Jefferson, Director of Early Learning Programs  
Matthew Wilcox, Board of Education member, Head Start Subcommittee Chairperson  
Elizabeth Gaffney, Head Start Director  
Eddie Blue- Policy Council Chairperson  
Monique Brunson, Principal, Dr. Reginald Mayo Early Learning School

The meeting was called to order at 5:05 p.m.

- I. Introductions/Announcements/Approval of Minutes
  - May 21, 2020 Sub-committee Meeting minutes were unanimously accepted
- II. Effects of District Shut Down on Head Start Program
  - Reverse parades have been held to celebrate students' learning and bring closure to the school year
  - Narrative progress reports have been distributed to families documenting student growth
  - Backpacks with educational supports, calendars and Ready Rosie family engagement opportunities have been distributed
  - Continued learning opportunities for families will be offered during the summer
  - District Tiger Teams preparing for re-opening of school
  - Head Start will default to state and local mandates regarding re-opening guidelines
  - Use of INFO-SNAP/PowerSchool for online registration- contract has been initiated to design online platform
- III. Enrollment Report
  - Funded enrollment 531 students
  - Current enrollment in June 521 students
  - Vacancies 10 students
  - Eligible 6 students
  - Waitlist 79 students
  - Anticipated openings based on promotions to Kindergarten 215
  - Use of INFO-SNAP/PowerSchool for online registration and community outreach events
- IV. Policy Council Report



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- Mr. Blue will solicit families' input into spending of COVID response funds
- Acknowledged need to expand membership/participation on Policy Council based on H.S. Performance Standards
- Policy Council will explore alternating time/dates/sites to encourage increased participation
- Mr. Blue voiced parents' desire to have in person learning for young students
- Mr. Wilcox asked to be included in all notifications as he would like to continue to attend Policy Council meetings

### V. Non-Compliance: Mental Health Contract update

- Letter documenting program is now compliant with standard requiring a mental health contract was received from H.S. Region One
- Current contract expires June 30, 2020
- Mr. Wilcox wanted to ensure vendor has fulfilled all obligations outlined in the contract
- Ms. Gaffney has already reached out to three vendors to secure competitive bids for the 20-21 SY

### VI. Deficiency: Active Supervision

- Leadership team conducted root cause analysis of incident facilitated by Head Start Training and Technical Assistance team
- Additional root cause analysis will be done with all stakeholder groups
- Mrs. Brunson has facilitated additional professional learning opportunities for her staff, reviewed past trainings, conducted transition planning during shutdown with her staff
- Mrs. Brunson working to create a culture of shared responsibility that finds solutions within, does not want to take punitive stance however wants to ensure child supervision and safety as non-negotiable priority

### VII. COVID-19 One Time Funds

- \$466,647 COVID relief and response funds allotted to program
- Program will reserve portion of funds for to allow for adjustments and needs that may arise during the year
- All expenditures require written rationale and funds are subject to audit
- Possible expenditures health/safety- cleaning supplies, PPE, electronic devices for families, go bags to strengthen home/school instructional connection, additional PT support staff/substitutes, transportation, parent training on electronic platforms

### VIII. Finance

- The statement was not available from the Business Office at the time of the meeting
- Financial statement will be distributed to committee members upon receipt

### IX. Focus Area One Review: Debrief



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- Participants found review to be a positive learning experience, assessor focused on program's potential
- Written report expected in several weeks
- Feedback identified strengths: Human Resources, family outreach and engagement, educational component
- Feedback identified areas for improvement: ERSEA, fiscal, and health screenings and monitoring

X. ChildPlus Database

- Merges the capabilities of COPA and Teaching Strategies Gold at cost savings of approximately \$10,000
- Employees use and learn one platform aligned to H.S. standards
- Capability of generating reports to support monitoring and program improvement
- Widely used by Head Start programs nationwide
- This year cost savings will be spent on training personnel
- Expectation for roll over and initial implementation- 6 weeks
- Need remains to use PowerSchool with fidelity for documentation of students with lifesaving allergies and medical conditions

Next meeting: July 16, 2020

Include agenda item-future of this subcommittee meeting, will it become Early Learning meeting or remain focused on Head Start

The meeting was adjourned at 6:00 p.m.