



**NEW HAVEN PUBLIC SCHOOLS**

**Head Start Board of Education Subcommittee Meeting  
Minutes**

Date: Thursday, March 16, 2023

Time: 5:00-6:00 p.m.

Location: Virtual meeting via Zoom

Meeting ID: 961 466 2454 Passcode: uKRC3F

Attendees: Mary Derwin, Director Head Start

Matthew Wilcox, Board of Education Head Start Chair

**Call to Order**

- The meeting was called to order at 5:03 p.m.

**Introductions /Announcements**

- Mrs. Derwin announced the program received communication from the OHS that the program will be required to re-compete for Head Start Grant for the next five-year period project period. This is a result of deficiencies that occurred in 2019 and 2020. (Notification posted)
- The Superintendent, Mrs. Rivera, and Mr. Wilcox were previously notified.
- Mr. Wilcox asked that this information be shared with the full Board of Education via memo.

**Review and approval of February 19, 2023, Subcommittee Meeting Minutes**

- The minutes were accepted without any amendments.

**Student Enrollment Report-**

- Mayo-331 students
- Fair Haven-28 students
- Jepson- 8 students
- Lincoln Bassett-16 students
- Martinez-50 students
- Truman-51 students
- Total- 531 students 87% of funded enrollment
- Enrollment required written response to OHS explaining efforts
- Advertising campaign has begun

**Policy Council Meeting – February**

- Averaging 15-20 families attending
- Approved grant submission and no cost extension
- Two people interested in becoming officers next year- will hold election
- Student outcomes from second benchmark will be shared at next week's meeting



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### Office of Head Start updates

- COLA and Quality Improvement Grant has opened
- Re-competition Grant Status- guidance will be published later in the year
- Mr. Wilcox suggested contacting grant Consultants
- Mrs. Derwin stated will be reaching out to Shine Early Learning in NYC- company previously used to do executive summary, community assessment, and formatting
- Received verbal approval for no cost extension of COVID funds extending funding use to June 30, 2023

### District Updates:

- Facilities
  - Received quotes for fencing for playground projects at Truman, Fair Haven, and Lincoln Bassett
  - Waiting for quotes on shade sails for Dr. Mayo
  - Waiting for outdoor green space Mayo design plans and accompanying quotes
  - Waiting for outdoor interior courtyard space at Martinez design plans and accompanying quotes
  - Waiting for quotes on heating units and installation at Celentano Observatory
  - Waiting on lock installation or modification for lock downs
  - Mr. Wilcox asked for projects to be put in a table with timelines for funding opportunities
- Staffing
  - Program needs 1 certified teacher and 3 teaching assistants
  - Will be attending Career Fair on March 28, 2023
  - Additional nurse to clear files
  - Eve Johnson's promotion has created a vacancy- administrative assistant

### Finance

- Review Statements-Mr. Wilcox asked them to be posted with other materials
- COLA
- Low-Cost Extension- approval for submission and attestation submitted to F&O for Monday, 3//20/23
- Continuation Grant- approval for submission and attestation submitted to F&O for Monday, 3//20/23 in memo format at Mr. Wilcox's request

### Adjournment

- Meeting was adjourned at 5:55 p.m.



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