



NEW HAVEN PUBLIC SCHOOLS

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

**Thursday, May 18, 2023, 5:00-6:00 p.m.  
Rescheduled for Friday, May 26, 2023, 10:00-11:00 a.m.**

Date: Thursday, April 20, 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

Pam Augustine Jefferson, Director of Early Learning

Keisha Redd Hannans- Asst. Superintendent of Curriculum and Assessment

Linda Hannans- Chief Financial Officer

Call to Order-the meeting was called to order at 10:03 a.m.

Introductions /Announcements- no introductions were needed

Review and approval of April 20, 2023, Subcommittee Meeting Minutes

Student Data

- Enrollment Report- Total- 502 students
  - Mayo- 348 students- 9 vacancies-1 classroom unstaffed
  - Fair Haven-30 students
  - Jepson- 8 students
  - Lincoln Bassett- 16 students- 1 vacancy
  - Martinez- 51 students
  - Truman- 49 students- 2 vacancies
  - 370 students moving on to kindergarten
- Summer School – eight classrooms- 2 each at Truman, Fair Haven, King Robinson, and Martinez-17 students enrolled in each classroom
  - Program has a waiting list
  - Staffed with three adults and two Youth at Work student-workers

Policy Council Meeting -Mystic Aquarium Bus Trip, Saturday, April 29<sup>th</sup> was held, 44 families participated- trip included transportation, admission, and lunch

OHS updates

Shine Early Learning—Community Assessment to be paid by Head Start Funds

Grant Writing Support-\$40,000 need to identify General Funds Act

Oversight- can be paid with Federal Funds

Mr. Wilcox stressed importance of professional grant writing support to the competitive process  
Competition in the area will be very strong with the opening of new centers locally that service extended day hours

Re-competition Grant Status- review process

Evaluation criteria vary for each notice of funding opportunity (NOFO).

Applicants should refer to the specific NOFO to which they are applying, but some common categories include:

- Demonstration of Need: Location, Population, and Service Delivery Options
- Achieving Early Learning and Development Outcomes to Promote School Readiness for Children
- Past Performance
- Staffing and Supporting a Strong Early Learning Workforce
- Planning and Implementation
- Organizational Capacity and Governance
- Budget and Budget Justification

Results of the competitive objective review are taken into consideration by the Administration for Children and Families (ACF) in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with problematic management or financial records that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to sub-award if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

Updates:

- Facilities- Fair Haven bathrooms are still problematic and need repairs  
Playground at Truman installation completed
- Staffing- Project Site Director position posted on Applitrack

Finance

- Review Statements-statements were reviewed

- Mr. Wilcox requested encumbrances be reflected regularly so we can make more accurate financial decisions

Adjournment- meeting was adjourned at 11:08