



NEW HAVEN PUBLIC SCHOOLS

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

Date: Thursday, August 17, 2023

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

Location: Virtual meeting via Zoom Meeting ID: 961 466 2454 Passcode: uKRC3F

Attendees: Dr. Madeline Negron, Superintendent of Schools

Keisha Hannans- Assistant Superintendent of Curriculum and Instruction

Vanessa Diaz-Valencia, Director of Early Learning

Mary Derwin, Supervisor NHPS 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

- There were no introductions or announcements needed.

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

- The minutes were approved without any amendments.

Student Data

- Enrollment Report

| Head Start Sites | Funded Enrollment | Current Enrollment (Returning students) | Vacancy |
|------------------------|-------------------|---|---------|
| <i>Dr. Mayo School</i> | 374 | 100+53+50= 203 | 171 |
| <i>Fair Haven</i> | 30 | 21 | 9 |
| <i>Jepson</i> | 8 | 2 | 0 |
| <i>Lincoln Bassett</i> | 17 | 10 | 7 |
| <i>Martinez</i> | 51 | 35 | 16 |
| <i>Truman</i> | 51 | 25 | 26 |
| Total | 531 | 296 | 235 |

- Health pending- Mrs. Derwin shared a sample of health pending files to demonstrate the numbers of completed physicals requiring on-going communication with doctors and clinics needed to meet Head Start health requirements
- Expanded bus transportation to Dr. R. Mayo School
 - LaShell Roundtree, Director of Transportation, met with Mrs. Derwin and is willing to expand bus routes on and around Portsea Street/ Howard Avenue
 - Developed protocol for individual bussing requests



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OHS updates

- Shine Early Learning—contract for grant writing and oversight signed and received by Shine- communication received with expectation of outreach within two weeks
- District-level administration would like to meet with them prior to commencement of grant writing for insight into scoring and suggestions for innovation
- New Fiscal Grants Manager OHS assigned to program- Guadalupe Castillo
- New T&TA Program Specialist assigned to the program-Gladys Rivera
- Community Assessment- underway, Jeremy Taylor, Shine Lead for project and program support

Competitive Grant Discussion

- Grant NOFO forecast- September 5, 2023 forecasted publicized date with 11/06/23 due date
- Dr Negron stressed training to address deficiencies during pre-service and throughout year
 - Active Supervision
 - Appropriate Release
 - Transportation training
 - On-boarding of new staff
 - Planning for coverage for leave of absences, long-term absences, day -to-day coverage
- Innovative ideas for new grant:
 - Extended school day- before and/or after
 - 50/50 Sped transition classes at Mayo
 - Kindergarten transition classrooms for children with birthdays September-December
 - Professional learning opportunities
 - Teachers
 - Families- digital literacy, English as second language, child development
 - PT teachers-ParaPro
 - BA for FT Assistant Teachers
- Use of community assessment results to identify needs and classroom locations
- Mr. Wilcox suggested administration set up meeting with Devin Jones, OHS Program Specialist
- Mr. Wilcox suggested outreach to Rep. Rosa DeLauro

Updates:

- Summer School- very successful summer, teachers and students benefited from coaching, enrichments and water theme
- Health screenings took place throughout the summer
- Staffing- Structural Changes- registration to move to Choice and Enrollment with hiring of an Early Childhood Enrollment Coordinator
- Inventory for grant submission underway-waiting for access to all buildings
- Transition and roll over from ChildPlus to COPA management system week of 8/24/23
- Clifford Beers still actively seeking another clinician to fulfill contract-MA in counseling, social work required, bilingual preferred
- Will move to make Subcommittee meeting an inclusive Early Childhood meeting for the Department



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Finance

- Review Statements
 - Mr. Wilcox voiced concerns about not seeing all encumbrances
 - State HS grant not reflected in reports pending Superintendent approval in eGMS

Adjournment

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