



NEW HAVEN PUBLIC SCHOOLS

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

Date: Thursday, July 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

Call to Order

The meeting was called to order at 5:04 p.m.

Introductions /Announcements

- There were no introductions necessary.

Review and approval of June 15, 2023, Subcommittee Meeting Minutes

- The meeting 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	103+53= 156	218
<i>Fair Haven</i>	30	19	11
<i>Jepson</i>	8	2	0
<i>Lincoln Bassett</i>	17	7	10
<i>Martinez</i>	51	24	27
<i>Truman</i>	51	20	31
Total	531	228	303

Early Childhood Enrollment

- The district is exploring consolidating enrollment through the Office of Choice and Enrollment.



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- This may include creation of two positions in order to maintain fidelity to the grant and Head Start Performance Standards.
- Mr. Wilcox emphasized the importance of ensuring the integrity of the grant
- Influx of over income families requesting Dr. Mayo Early Learning School

OHS updates

- Shine Early Learning—contract for grant writing signed and submitted to F& O
- Program Information report submitted June 30

Updates:

- Summer School
- Staffing- many applicants for Project Site Director
Staffing configuration may change due to structural changes within the Early Learning Department
Must notify staff of any changes in assignment with two weeks' notice.
Elimination of 50/50 classroom at Jepson due to staffing and safety concerns.

Finance

- Review Statements- statements were mailed to Mr. Wilcox
- COLA and Quality Improvement – received
Includes six additional PT staff for classroom or FSW Support
- Continuation Grant- received
- HS State of CT Continuation grant- received- will be entered into State EGMS
- Carry Over- in process—no access to these funds
- COVID Performance Report submitted

2. Adjournment

The meeting adjourned at 6:00 p.m.