

**Head Start Board of Education Subcommittee Meeting**  
**Minutes**  
**Thursday, June 16, 2022, 5:00-6:00 p.m.**

**Date:** Thursday, June 16, 2022  
**Time:** 5:00 p.m.  
**Location:** Virtual meeting  
Zoom-# 860 3008 4179

**Attendees:** Mary Derwin, Administrator Early Learning Department  
Matthew Wilcox, Board of Education member, Head Start Subcommittee  
Chairperson

1. Call to Order -The meeting was called to order at 5:03p.m.
2. Introductions /Announcements
  - State Head Start Grant Received FY23-\$130,759
  - Federal Head Start Grant Received FY23-verbal approval from Regional Office
  - Promotional ceremonies will take place in all locations during the week of June 13, 2022. All students will receive promotional packets and Ready Rosie calendar of family activities and learning opportunities.
3. Review and approval of Subcommittee Meeting Minutes- The meeting minutes from April 21, 2022, were approved without any corrections. The May meeting was cancelled due to lack of quorum.
4. Student Data
  - Enrollment Report- as of May 16, 2022
    - 433 students enrolled
    - 2 students pending placement
    - 280 will be leaving for Kindergarten
  - Summer School- Martinez- 2 classrooms  
Truman-3 classrooms  
Fair Haven- 2 classrooms  
King Robinson- 2 classrooms
    - Fully staffed and fully enrolled-15 students
    - Materials will be delivered June 23, 24<sup>t</sup>
    - Enrollment letters issued
    - Curriculum training will take place remotely on June 23<sup>rd</sup>



NEW HAVEN PUBLIC SCHOOLS

- Classroom set up will take place on June 24, 2022.
5. Policy Council Meeting Report
    - Meeting Minutes
  6. Focus Area Debriefing
    - Health- thorough and well done
    - Fiscal- no problems, business office participated and provided support
    - ERSEA-100% accurate in all aspects
    - Parent/Policy Council-strong positive relationships built
    - Classrooms-
      - Excellent parent communication-Fair Haven
      - High quality outdoor learning-Martinez
      - Some inconsistencies in language rich environments
      - Safety concerns- Mayo arrival
      - Classroom doors open to hallways
  7. Updates:
    - Central Office Move- June 17, 2022
    - Furniture- delivery and assembly June 15, 16
  8. Finance
    - Review Statements of all accounts
    - Projected Carry Over -\$ 48, 619 T& TA
      - \$244,114 Personnel
      - \$178,165 Non-personnel
      - \$ 470,898 Total
  9. Adjournment -meeting was adjourned at 5:45