



NEW HAVEN PUBLIC SCHOOLS

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

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

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

Introductions /Announcements

Review and approval of March 16, 2023, Subcommittee Meeting Minutes- The minutes were approved without any amendments.

Student Data

- Enrollment Report- The program is currently at 93% of funded enrollment.
- Mayo-338 students-19 open slots-1 class remains unstaffed
- Lincoln Bassett-17 students- no vacancies
- Truman-49 students- 2 vacancies
- Martinez-51 students- no vacancies
- Jepson-8 students-no vacancies
- Fair Haven-30 students-no vacancies

Policy Council Meeting -Mystic Aquarium Bus Trip, Saturday, April 29th

40 Families participating- two buses- all expenses paid including lunch

Officer elections will be held on April 24th

OHS updates

Re-competition Grant Status- conditions

The Head Start Program Performance Standards (HSPPS) specify seven DRS conditions that trigger competition of grant funding if identified within a five-year project period. As of Oct. 27, 2020, the conditions are:

- Two or more deficiencies, defined as a systemic or substantial material failure of an agency in an area of performance
- Score below a competitive threshold in one or more Classroom Assessment Scoring System (CLASS®) domains. Additionally, grantees that fall below a



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quality threshold on any CLASS® domain receive support from the Office of Head Start (OHS) for the program to improve classroom learning environments.

- Two or more audit findings of material weakness or questioned costs associated with Head Start funds, or a going concern finding
- Failure to establish and take steps to achieve school readiness goals
- License revocation
- Suspension by OHS
- Debarment by another federal or state agency or disqualification from the Child and Adult Care Food Program (CACFP)

Re-competition Grant Status- review and scoring process is based upon:

1. Demonstration of need-Population
Location
Service delivery options
2. Achieving Early Learning Outcomes to promote school readiness
3. Past Performance
4. Staffing and Supporting Strong Workforce
5. Planning and Implementation
6. Organizational capacity and governance
7. Budget and budget justification

Discussion concerns-

Transition in Leadership-Superintendent and Director of Early Learning
Opportunity to build positive relationship between Head Start and Dr. Negron
Greater involvement /participation during Subcommittee meetings from BOE and NHPS administration
Foster relationship with Rosa DeLauro
Foster relationship with NHECC
Sense of urgency and knowledge of real competition in the greater New Haven area
Need to be creative and innovative, cannot submit same scope of services
Locations- classrooms must match community assessment
Bus routing- consider changes/expansion
Need for more community locations
Consideration for extended school day
Increased monitoring/supervision at sites- tighten span of control- additional Project Site Director -close look at findings- deficiencies and areas of concern, non-compliances in health, finance and ERSEA
Community involvement and recruitment outside regular work hours
Job descriptions
Head Start COLA and incentives- pay rates for PT staff
Work rules

The Leadership Team met with Shine Early Learning to get proposal for competition support-

- proposed contract requirement includes some oversight for 3-year period
- comprehensive grant writing and filing services



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- community assessment included
- has relationship with NHPS- helped with two previous competitions
- \$70,000 per year

The Leadership Team met with Foundations for Families to get an additional proposal for the competition grant writing support and is waiting for their proposal.

Updates:

- Facilities- playground work completed at Lincoln Basset
waiting for dates for Truman and Fair Haven playground work
work needs to be completed this fiscal year
- Staffing- two full time assistant teacher vacancies-Truman and Martinez
certified teacher-hired for Mayo- will start in September

Finance

- Review of Financial Statements
- COLA and Quality Enhancement-submitted
- Low-Cost Extension- submitted
- Head Start Basic Continuation Grant- submitted
- HS State of CT Continuation grant- submitted

Adjournment- The meeting was adjourned at 6:30 p.m.