



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start
Board of Education Subcommittee Meeting

Date: Thursday, April 21, 2022
Time: 5:02 p.m.
Location: Virtual meeting
Zoom-# 961 466 2454

Attendees: Mary Derwin, Head Start Supervisor
Pam Augustine-Jefferson, Director, NHPS Early Learning Department
Matthew Wilcox, Board of Education member, Head Start Subcommittee Chairperson

I. Announcements

- The federal Review is scheduled for the week of May 23, 2022.
- Three staff members will be attending Head Start National Conference in Maryland during the first week in May.

II. Approval of Minutes

- Minutes from subcommittee meeting held on Thursday, March 17, 2022, were approved.

III. Policy Council Report

- Meeting agenda and PowerPoint were shared in documents as well as student learning outcomes
- Flyers have been sent home with all students for family engagement event at Common Ground to be held on April 28th-outdoor learning
- Officers will be contacted for Federal Review, will schedule with Mr. Wilcox if possible, to strengthen messaging- best date for Mr. Wilcox is the 24th, but will make himself available 24-27th

IV. Enrollment Report

- Enrollment and registration events continue with slow progress reflecting current trends locally
- All advertising and recruitment contracts are in place to make registration year-round process
- Seasonal outreach and recruitment staff have been budgeted for
- Current enrollment is 424
- Head Start will be requiring full enrollment next year, classrooms need to be fully staffed- 4 teachers needed
- Student enrollment as of April 21^h demonstrates 149 vacancies, 280 will be going to kindergarten next year
- Social Service Coordinator position posted- will be tasked with developing on-site outreach campaign with Family Service Workers at individual sites to support families in fulfilling documentation and uploading onto online system
- Currently we have 25 child files that are pending enrollment but do not contain all necessary documentation presently
- We are in receipt of the magnet school wait list

V. Financial Reporting/Grant Review

- The monthly financial statements for all accounts were submitted and reviewed

- Spending plan for CARES Act and ARP were shared
- Carry Over Grant -Program Operations-\$1,219,860 was reviewed
- COLA and Quality Enhancement -\$164,519 spending plan was reviewed

VI. Health Reporting

- Cornell Scott school-based health clinic is going well- operational- have had several meetings with families to sign up- will open before school year to facilitate physicals
- Proposed ribbon-cutting ceremony to advertise
- Mental Health clinician will take part in the review

VII. Focus Area Two Review

- Enrollment, health, education, and fiscal are critical components of the Focus Area 2 review
- Teams are collecting evidence for data examination
- Classrooms will be visited with lens of safety and health
- Data clerks have been auditing files, backfilling data, and working to ensure accurate monthly MBI report and staff rosters with qualifications
- Roster reports must be submitted to Danya thirty days in advance of the review
- Meetings will be held with Fiscal Officer for review preparation
- Need to meet with Dr. Whyte to gather current vaccination/testing data

VIII. Feedback

- Mr. Wilcox shared that there were safety concerns expressed for the outdoor garden at Mayo at the BOE meeting
- Advised checking- fencing, camera range, and safety protocols for use- reminder of previous OHS citations and active supervision concerns
- Encouraged the use of newly renovated Stetson Library for engagement events, increasing literacy capital through building habits of lifetime with use of library and facilitation of library cards

Meeting adjourned at 6:12 p.m.

Next meeting to be held on May 19, 2022