



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start  
Board of Education Subcommittee Meeting

**Date:** Thursday, April 23, 2020  
**Time:** 5:02 p.m.  
**Location:** Virtual meeting  
Zoom-# 954 0271 0634

**Attendees:** Mary Derwin, Administrator Early Learning Department  
Pamela Augustine-Jefferson, Director of Early Learning Programs  
Keisha Redd-Hannans, Assistant Superintendent NHPS  
Matthew Wilcox, Board of Education member, Head Start Subcommittee Chairperson  
Elizabeth Gaffney, Head Start Director  
Eddie Blue- Policy Council Chairperson  
Yesenia Rivera- President, New Haven Board of Education  
Brian Zahn, New Haven Register

**I. Announcements**

The full Board of Education Meeting scheduled for Monday, April 27, 2020 will be held virtually

- Information for logging into meeting and public participation will be posted to NHPS website

**II. Approval of Minutes**

- Minutes from subcommittee meeting held on Thursday, March 19, 2020 were approved without any corrections
- Minutes will be posted to the website for public view and a copy placed in board members' packets

**III. Policy Council Report**

- The regular Policy Council meeting was not held in the month of April due to the coronavirus shutdown, membership received communication via email
- Mr. Blue commended the work being done by teachers, social workers and outreach workers to meet the comprehensive needs of families in addition to the academic and social emotional needs of students
- Mr. Blue inquired about the program developing a contingency plan for families and staff uncomfortable with returning to school addressing anxiety, stress and continued distance learning options
- Ms. Gaffney reported the Region One Office of Head Start is helpful and understanding and will support programs as they re-open in accordance with Head Start and local government guidelines
- Ms. Redd-Hannans reinforced all decisions will be made thoughtfully under guidelines issued by the governor and mayor through the coordinated effort of the State of CT Department of Education and state and local health departments
- Mr. Blue reported that the handicap button in foyer of Dr. Reginald Mayo Early Learning School needs repair before school resumes
- Ms. Augustine-Jefferson will coordinate the work order for repair needed with Principal Brunson and Attorney Pinto

**IV. Coronavirus Shutdown Effects**

- Faculty and staff are keeping in touch with students and families
- Student attendance/engagement in distance learning is being tracked- overall 85% or better
- The Office of Head Start has announced programs may submit applications for summer school programs (due May 15, 2020) targeting students with IEPs and rising 4-year-old kindergarten bound students
- The program is utilizing the Ready Rosie and Classroom DOJO electronic platforms to stay connected with families as well as personal contact by teachers- teachers are video taping and recording lessons daily
- Efforts are being made to support academics, social emotional learning and routines for families with reasonable developmentally appropriate expectations for all through distance learning
- The NHPS Leadership Team continues to meet virtually weekly using Microsoft Teams
- Food distribution is proceeding, and the numbers demonstrate an increased use by families

## **V. Financial Reporting**

- The monthly financial statement was submitted
- Carryover budget of \$448,448 from grant #-01CH010905-02-00 can be carried over to the school year due to shut down and processing challenges
- Additional unencumbered funds may be carried over for professional development, technical improvements and efforts to support staff career trajectory
- 140K awarded for response to COVID-19 pandemic-program will use funds for requirements by health departments for reopening- masks, gloves, medical and cleaning supplies etc.
- Quality Enhancement funding- \$141,246 will be used to support families and students impacted by trauma
  - 1.5 Behavioral Specialists
  - Enhanced hours funder existing mental health contract with Clifford Beers
- COLA award \$113,531 -application ready to be submitted
  - Two percent COLA increase will be used cover contractual and legislative increases in salaries and impacted fringe benefits
  - Remaining balance of \$9706 will be used for expenses/reimbursements related to out of state and local workshops

## **VI. Active Supervision Incident, March 9, 2020**

- As a result of the report of a student at the Dr. Reginald Mayo Early Learning School being left in classroom unsupervised for approximately ten minutes the program was issued a non-compliance finding; resulting in a corrective action period
- A request for a 60-day extension to the corrective action period, due to current COVID-19 shut down, was submitted in accordance with Head Start requirements
- The Office of Head Start granted the extension. The new corrective action period commences in July and will result in an on-site monitoring event in October or November of 2020
- Leadership will conduct a root cause analysis of the incident facilitated by Head Start Training and Technical Assistance personnel on May 15, 2020
- Training and professional development for staff is currently taking place using resources and materials from Head Start's Early Childhood Learning and Knowledge Center (ECLCK)
- Evidence exists that program's active supervision protocols were breached. Administration and management will gather suggestions and input from staff for remedies/solutions and peer support as a means of prevention using a bottom-up approach
- The program is planning for an implementation of an automated/digital accounting of weekly active supervision documents to allow for intensive and regular data analysis

## **VII. 2021-2021 Grant**

- Administration at Regional Office has allowed for flexibility due to the coronavirus pandemic
- Grant was uploaded to HSES prior to Finance and Operations, BOE and Policy Council approval and attestation
- The 2020/2021 Head Start grant was submitted on April 1, 2020
- Abstract will be presented at Finance and Operations- next meeting is May 4, 2020
- COLA application due May 15, 2020 for 2% increase

## **VIII. Enrollment**

- Current enrollment is at 98%
- A meeting will be held on April 24, 2020 with the Choice and Enrollment Office to inquire about the use of the INFO-SNAP online registration process to increase accessibility for families, reduce face-to face contact and expedite enrollment for all NHPS Early Learning programs
- There will be approximately 300 available open slots in the Head Start Program and additional 100 in School Readiness due to students' promotion to kindergarten

## **IX. Focus Area One Monitoring Event**

- Focus One Monitoring Event-opportunity for grantee to discuss the program design, management, and governance structure. Goal is to garner a clear understanding of the program's services to children and families. This is a phone/HSES review-no on-site visit.
- Extension has been granted due to demands of COVID response on key district personnel (Penn, Redd-Hannans, Policy Council, BOE members)
- Event has been rescheduled to week of June 8, 2020
- Leadership Team continues to work on responses to interview questions using shared Google Docs and prepare during regularly scheduled meetings

Meeting adjourned at 5:41 p.m.

Next meeting to be held on May 21, 2020