



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start
Board of Education Subcommittee Meeting

Date: Thursday, August 19, 2021
Time: 5:02 p.m.
Location: Virtual meeting
Zoom-# 961 466 2454

Attendees: Mary Derwin, Head Start Supervisor
Monique Brunson, Principal, Dr. Reginald Mayo Early Learning School
Matthew Wilcox, Board of Education member, Head Start Subcommittee Chairperson

I. Announcements

- The OHS Regional One Office served official notification to the NHPS Head Start Program on August 16, 2021, that the Focus Area II monitoring review will take place during the 2021-2022 school year
- Notification required grantee acknowledgement
- Further notification will arrive 45 days prior to the review

II. Approval of Minutes

- Minutes from subcommittee meeting held on Thursday, July 22, 2021, were approved

III. Policy Council Report

- The Policy Council does not convene in the month of August
- Mr. Blue met with Project Site Directors, Traci Turner Fairfax and Kauaneekee Hernandez and Mary Derwin, to discuss plans for the 2021-22SY and ideas to bolster Policy Council participation, family empowerment and insurance of representation of all sites to satisfy Head Start Performance Standards
- Mr. Blue assembled team to do canvassing in the Lincoln Bassett School area to encourage registration and enrollment
- Program wants to incentivize family participation- gift cards, meals, movie tickets, etc.
- Lawn signs, posters, postcards, and door hangers were provided

IV. Enrollment Report

- Enrollment and registration events continue with slow progress
- Need for students at Lincoln Bassett, Mayo, Fair Haven
- The August calendar contains six faith-based events, Back to School Rally, Community Action event
- Student enrollment as of August 19th demonstrates 268 vacancies
- The outreach and advertising campaign outlined is in progress
- Currently we have 104 child files that are pending enrollment but do not contain all necessary documentation at present

V. Financial Reporting/Grant Review

- The monthly financial statement was submitted and reviewed
- Carryover award 01CH010905-04-01i the amount of \$820,403 from the 2019-2021 school year received August 9, 2021

- The abstract for COVID-19 funds received in March in the amount of \$159,815 will be approved at BOE meeting on August 23, 2021

VI. Health Reporting

- Health screenings for returning students were done at summer school
- Screenings will be done at the Mayo School on three dates in August
- Cornell Scott seeking school-based clinic plan approval from their board of directors this week

VII. Focus Area Two Review

- Enrollment, health, education, and fiscal are critical components of the Focus Area 2 review
- Extensive data examination takes place
- Mrs. Derwin expressed concerns with data for the review because of transference to ChildPlus data warehousing program, DRDP assessment, remote learning, and lack of exchange of child files in the 2020-2021 SY
- PIR report due 8/31 and data required a great deal of manipulation before submission to ensure accuracy
- Mr. Wilcox suggested detailed plan development in preparation
- Additional PT data clerks have been budgeted for to backfill data
- Plan to develop training modules and clearly delineate responsibilities to ensure effective use of ChildPlus and monthly program monitoring
- Mrs. Derwin expressed planning and data analysis will be focus of leadership team meetings to collaboratively plan and prepare
- Budget revision will be done to accommodate program-wide meetings, translators at Policy Council, attendance at community events, and incentives
- Meeting has been scheduled to with T&TA to support new Fiscal Officer on September 14th, Ronja Goldson and possibly new CFO
- Mr. Wilcox encouraged Ms. Goldson and other management attends subcommittee meetings sporadically

Meeting adjourned at 5:58 p.m.

Next meeting to be held on September 16, 2021