



NEW HAVEN PUBLIC SCHOOLS

Minutes

New Haven Public Schools Head Start
Board of Education Subcommittee Meeting

Date: Thursday, May 21, 2020
Time: 5:05 p.m.
Location: Virtual meeting
Zoom-# 864 3342 8314

Attendees: Mary Derwin, Administrator Early Learning Department
Pamela Augustine-Jefferson, Director of Early Learning Programs
Matthew Wilcox, Board of Education member, Head Start Subcommittee Chairperson
Elizabeth Gaffney, Head Start Director
Eddie Blue- Policy Council Chairperson
Monique Brunson, Principal, Dr. Reginald Mayo Early Learning School

I. Announcements

- Head Start has opted out of the optional in person summer school program due to health and safety concerns
- Plan for twelve-month staff members to provide outreach and summer learning opportunities
- Backpacks with materials and additional supports for learning will be distributed to students transitioning to kindergarten

II. Approval of Minutes

- Minutes from subcommittee meeting held on Thursday, April 23, 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. Coronavirus Shutdown Effects

- Faculty and staff are keeping in touch with students and families, outreach continues by family service workers
- Student attendance/engagement in distance learning is being tracked- current Head Start data demonstrates a decline in participation
- Efforts are being made to bring closure to the school year for families and students and support kindergarten transitions- virtually through planned transitional activities and celebration of learnings as well as in person using reverse parades
- The NHPS Leadership Team continues to meet virtually weekly using Microsoft Teams and is beginning to plan for the reopening of the program
- The Office of Head Start has regularly scheduled virtual meetings for program directors to support them during COVID -19 shutdowns and to aid in reopening process

IV. Policy Council

- The regular Policy Council meeting was not held virtually in the month of May due to the coronavirus shutdown, meeting will be rescheduled
- 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 shared the efforts of Xfinity to bring free internet access to families
- Mr. Blue inquired about busing, classroom capacity and staffing as the program reopens

- It was reiterated 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, OEC, and state and local health departments
- New Haven Public Schools has a task force for reopening and will be outlining district policies and procedures
- Mr. Blue reported that the involvement in distance learning and supports by paraprofessionals and part-time staff has been questioned

V. Enrollment

- Current enrollment is at 98%, program remains on enrollment plan
- A meeting was 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
- The cost for this will be \$5600 and will be shared proportionately between Head Start and School Readiness based on student numbers
- The timeframe for release would be six to eight weeks

VI. Financial Reporting

- The monthly financial statement was submitted
- All unexpended funds can be carried over
- Revisions need to be made- Mr. Wilcox will review
- The retirement of Lillian Gardner, Fiscal Specialist, was announced effective June 22, 2020
- Currently Laura Benevento and Tracy McCutcheon in Business Office are supporting program
- Fiscal Officer position will be posted in alignment with Head Start Performance Standards, job description to reflect current qualification requirements- candidates for hire must be approved by Head Start Region One

VII. Response, Preparation, and Relief to COVID-19 -\$153,990 award

- Advised to reserve spending entire award – suggested establishment of contingency fund
- Program will use funds for requirements by health departments for reopening- PPE, gloves, medical and cleaning supplies etc.
- Electronic devices-IPADS will be purchased with the goal of one-to-one match for enrolled students to provide seamless accessibility to learning and two-way communication with school
- Ms. Gaffney will inquire as to use of money to support contingency staffing/substitutes

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VIII. 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
- Leadership conducted a root cause analysis of the incident facilitated by Head Start Training and Technical Assistance personnel on May 15, 2020
- This is the first step in developing a comprehensive plan of corrective action
- T &TA suggested administration and management gather input from staff using similar format of problem analysis

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.
- Event is scheduled for the 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
- Ms. Gaffney will set up meeting with Mrs. Rivera, Mr. Wilcox, Mr. Blue, Mr. Penn to prepare/review for their interview during monitoring event

Meeting adjourned at 5:43 p.m.

Next meeting to be held on June 18, 2020