



NEW HAVEN PUBLIC SCHOOLS

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

Date: Thursday, May 16, 2024

Time: 5:00-6:00 p.m.

Location: Virtual meeting via Zoom

Meeting ID: 838 510 3130

Attendees: Mary Derwin, Director Head Start

Matthew Wilcox, BOE Head Start Chairperson

Vanessa Diaz Valencia, Director Early Learning

Call to Order

The meeting was called to order at 5:06 p.m.

Introductions /Announcements

The State of CT Head Start Grant has been received. The budget has been submitted. The \$130,759.00 will cover the lead teacher, paraprofessional, and part time staff in one Lincoln Bassett Head Start classroom.

Review and approval of April 25, 2024, Subcommittee Meeting Minutes

The minutes were mistakenly not posted. Notification has been sent to appropriate parties to request reposting.

Student Data

- Enrollment Report – Monthly monitoring by the OHS and Cohort meetings continue
- Centralized enrollment at Choice and Enrollment Department will go live on May 20, 2024 – videos and current information will be added to the website
- The team is working to finalize paperless files for Head Start collaboratively with the Health Department and IT using PowerSchool

	Current Enrollment	Enrollment Percentage	Funded / Capacity	Vacancy
<b><u>ALL / Grantee</u></b>	456	85.88%	531	75
<b><u>New Haven Schools</u></b>	456	85.88%	531	75
<u>Dr. Mayo</u>	306	80.74%	379	73
<u>Fair Haven</u>	29	96.67%	30	1
<u>Lincoln Bassett</u>	17	100.00%	17	0
<u>Martinez</u>	54	100.00%	54	0
<u>Truman</u>	50	98.04%	51	1

2. OHS updates

- Competitive Grant award- not received to date



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- The next CT Head Start Association meeting will be held on April 30, 2024 in East Hartford.

### Updates:

- Competitive grant not received to date- decision made to update unions and staff regarding status before the close of school based on the guidance received from Shine regarding the negotiation process for DRS
- Presentation to unions and staff regarding Head Start grant status (see posted presentation)
- Mrs. Derwin will submit a brief memo to the Board updating them on the status of the Head Start Grant
- Received additional communication from Sarah Mervine Esq., Director of the Yale New Haven Health Medical-Legal Partnership Project, regarding the bedbug policy and the need for explicit language regarding the prohibition of student involved exclusion from school
- Mrs. Derwin will forward the communication to Mr. Wilcox, who will in turn make a formal request for the policy and will be noted in district meeting minutes

### 3. Finance

- Review Statements- statements were posted to the website
- Request for existing grant close out documents by June 30, 2024, received by Fiscal Officer
- Pending Agreements/PO's  
Playground improvements and shade sails remain pending-Frank Fanelli is working on the necessary documentation and has requested additional information from the vendors.

### 4. Adjournment

The meeting was adjourned at 6:07 p.m.