



NEW HAVEN PUBLIC SCHOOLS

Head Start Board of Education Subcommittee Meeting Minutes
Thursday, May 15, 2025, 5:00-6:00 p.m.

Date: Thursday, May 15, 2025

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

Location: Virtual meeting via Zoom Meeting ID: 961 466 2454

Attendees: Mary Derwin, Director Head Start

Sequella Coleman, Director NHPS Transportation

Dr. Yarborough, NHPS BOE President

Daniel Juarez, NHPS BOE member

Matthew Wilcox, BOE Head Start Chairperson

Hyclis Williams, Family Advocate

Call to Order

The meeting was called to order at 5:02 p.m.

Introductions /Announcements

- There was no mention of eliminating Head Start in the President's skinny budget
- Regularly received updates from New England Head Start Association
- National Head Start Conference- three attendees, May 19-22, 2025
- The program was notified that we now fall under the oversight of the Region 5 office

Review and approval of April 17, 2025, Subcommittee Meeting Minutes

The meeting minutes were approved without any amendments.

Discussion of Corrective Action- Head Start RAN Review Results-Health and Safety, Deficiency, Noncompliance

- Personnel update- Standards of Conduct- plan moving forward with staff member
 - The Human Resources Department declined attendance at the meeting.
 - The Human Resources Department continues to pursue this case.
 - The Head Start Director has made recommendations. The employee has completed training modules and has submitted certificates of completion.
 - A draft of a corrective action training plan was shared at the Subcommittee meeting as well as with OHS T & TA. The feedback received was to include in the plan a calendar of dates, times, and person responsible for the trainings.
 - The corrective action plan will be shared with the Human Resource Department.
 - The plan will be submitted to the OHS within the 120-day timeline.
- Safety- Inappropriate Release-Bussing- monitoring and recourse
 - Mrs. Derwin shared the new bus policy outlining responsibilities of the school, bus driver and monitors, and program
 - Specific steps and procedures are outlined in case of a question regarding a bus stop or unknown adult at pick up

- Ms. Derwin shared First Student's policies that had shared by the company in a meeting with the Transportation Department
- Ms. Coleman explained the inappropriate release was caused by a misunderstanding or confusion about the start date of the child in question and when they were to begin attending the Kiddie Corner aftercare program
- Mr. Wilcox asked for this to be reflected in the meeting minutes
- Ms. Coleman stated there was a new Supervisor at First Student and this has heightened his awareness of the Head Start Program Performance Standards
- Ms. Coleman is satisfied with First Student's response to this incident
- First Student progressive discipline and supervision/evaluation cycle were shared
- Mr. Wilcox stressed the importance of programmatic bus ride-a longs in the upcoming year to demonstrate involvement and oversight

Student Data

- Enrollment Report- enrollment for 25-26SY opened today, May 15, 2025

	Current Enrollment	Enrollment Percentage	Funded / Capacity	Vacancy
<u>ALL / Grantee</u>	420	96%	438	8
<u>New Haven Schools</u>	420	96%	438	8
<u>Dr. Mayo</u>	250	98%	255	5
<u>Fair Haven</u>	26	87%	30	4
<u>Lincoln Bassett</u>	26	76%	34	8
<u>Martinez</u>	50	100%	51	1
<u>Truman</u>	34	100%	34	0
<u>F.A.M.E.</u>	17	100%	17	0
<u>Hill Central</u>	17	100%	17	0

OHS updates

- Corrective action for 30-day response to deficiency inappropriate release submitted
- Extension request never answered
- Federal Baseline Grant due-April 30, 2025- submission sent 04/29/25
- No contact with OHS-all communication sent through HSES
- T &TA available through 07/01/25-provided feedback to corrective action for bussing incident and standards of conduct

Updates:

- Early Start CT-CDC and State Head Start Association meeting-Tuesday, 05/27/25 in Hartford 8:30-2:30 p.m.

- Early Start CT trainings will commence in June and run twice weekly in modules; eligibility and enrollment, family fees and sliding scale, attendance and enrollment, data and reporting

Financial

- See attached financial report for all accounts
- Personnel projections have been shared
- Open purchase order report form MUNIS was shared demonstrating intentional spend down
- Dr. Yarborough questioned the billing for bus services. It was explained that this is an internal invoice for reimbursement to the district. The entire year has not yet been invoiced.

Adjournment

There was an opportunity for additional questions and answers. Seeing there were none, participants were thanked for their time, and the meeting was adjourned at 5:50 p.m.