



NEW HAVEN PUBLIC SCHOOLS

Head Start Board of Education Subcommittee Meeting
Minutes

Date: Thursday, March 21, 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

Carolyn Havrda, Assistant Director Early Learning

Call to Order

The meeting was called to order at 5:05 p.m.

Introductions /Announcements

- The State Head Start grant will be extended for the 24-25 SY (Year 3). The application was submitted on March 18, 2024.
- Federal Grants were still being reviewed as of last week, per Donna Brown, OHS Program Specialist.

Review and approval of, Subcommittee Meeting Minutes

The Subcommittee Meeting Minutes from February 15, 2024, were approved without suggested changes.

Student Data

- Enrollment Report

	Current	Percentage	Capacity	Vacancy
Total	440	82.86%	531	91
Mayo	293	77.31%	379	86
Fair Haven	30	100%	30	0
Lincoln Bassett	17	100%	17	0
Martinez	52	98.15%	54	2
Truman	49	96.08%	51	3

Policy Council Meeting- The meeting was held February 27, 2024

ERSEA point system training occurred.

OHS Focus

- Enrollment Cohort- Centralized enrollment process to begin in April, 2024.
- OHS T& TA has provided self-study document and check-ins.

- Shine will provide in-person training and coordination with
- ERSEA systems and Health component in April 2nd and 3rd.
- Staff continues to attend Cohort Trainings- next is 03/22/24.
- Staff continues to attend check-in meetings with OHS Specialist, Gladys Rivera.

Updates:

- Facilities-
 - The Fair Haven staff and families received communication regarding the isolated bed bug incident.
 - Santiago Perez, Lead Sanitarian, inspected the classroom on 3/20/24, and found no evidence of bedbugs. He recommended weekly steam cleaning as a proactive strategy.
- Staffing-
- Three FT Teaching Assistant positions remain open.
 - Meetings have been held with Superintendent and unions regarding grant funding, under enrollment, and structural changes.
 - Meetings are scheduled with HR regarding new job titles, posting, and noticing to staff of any changes.
 - Staff who are displaced will be offered open jobs.
 - We understand staff have concerns however we cannot address staffing questions with definitive answers until the grant award is received.
- Shine
 - Continues to support, Health, ERSEA and program planning and design.

Finance

- Review Statements-Statements were submitted for all accounts. Mr. Wilcox continues to request encumbrances on all accounts and line-items.
- Carry-over Funds-
- Playground improvement at John Martinez has been approved (without additional presentation) for under \$249,000 to avoid federal interest in the property.
- Mr Wilcox will look forward to the PO at F&O. It was mentioned at the city-wide Building and Stewardship Meeting along with shade sail/awning.

Adjournment

- The meeting was adjourned at 5:38 p.m.

