

Head Start Board of Education Subcommittee Meeting Minutes

Date: Thursday, October 17, 2024

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

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

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 5:04 p.m.

Introductions /Announcements

Review and approval of September 19, 2024, Subcommittee Meeting Minutes

The meeting minutes were approved without amendments.

Student Data

- Enrollment Report-Currently 27 applications on waitlist

	Current Enrollment	Enrollment Percentage	Funded / Capacity	Vacancy
<i>_ALL / Grantee</i>	437	64%	438	1
<i>_New Haven Schools</i>	437	64%	438	1
<i>_Dr. Mayo</i>	255	67%	255	0
<i>_Fair Haven</i>	30	100%	30	0
<i>_Lincoln Bassett</i>	33	18%	34	1
<i>_Martinez</i>	51	63%	51	0
<i>_Truman</i>	34	88%	34	0
<i>F.A.M.E.</i>	17	24%	17	0
<i>Hill Central</i>	17	100%	17	0

- Early Childhood Enrollment Meeting
 Proposal sent to Dr. Negron--

School Readiness Capacity	108
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School Readiness Actual Enrollment	72
School Readiness % at Capacity	66%
Head Start Active Waitlist Applications	27
School Readiness % at Capacity, if Head Start Waitlist Applicants move to School Readiness seats	92%

Based on the above and our meeting today the team plans to move forward in the following ways.....

1. Offer any families on the Head Start waitlist (who have already qualified based on the poverty threshold) School Readiness seat at no cost to the family. Within the grant policy providers may wave the parent fee if they choose.
2. Utilize Title 1 funding to offset the staff salary costs in order to balance the School Readiness funding
3. Begin the process to submit for a change in scope of service for the Head Start Grant to increase the number of seats we are allocated
4. Assess the classroom operating costs for all PreK classrooms cross the district to inform fiscal year 2026 and equitable programming for all 3 & 4-year olds

OHS updates

- CT State Smart Start meeting – October 22, 2024
- CT Head Start-October 30, 2024-Middletown

Updates:

- Mr. Wilcox will prepare a memo regarding the status of meetings for school year- Early Childhood vs. Head Start
- MOU with New Haven Health Department -pending
- Collective Bargaining Units-actions and negotiations -staffing and positions-
 - All positions have been vetted by district committee
 - Signed Advocate MOU from Union
 - Mr. Wilcox advised MOU needs to be approved at F&O and then can move to full BOE approval and appear on personnel report simultaneously
 - Management positions sent to Brigitte Bisson, Labor Relations Associate For approval

Finance

- Working to secure resource for hearing and vision screening required for health compliance
- Budget revision of Head Start Basic underway to include transportation will appear at next F&O meeting
- Meeting to be held on October 24, 2024 regarding Head Start Extension for playground project at J.S. Martinez – Mr. Wilcox has concerns about change orders and completion dates of construction

Adjournment

The meeting was adjourned at 5:41 p.m.

