



NEW HAVEN PUBLIC SCHOOLS

Head Start Board of Education Subcommittee Meeting Minutes

Date: Thursday, September 19, 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

There were no introductions or new announcements.

Review and approval of Subcommittee Meeting Minutes

The meeting minutes from the August 22, 2024, meeting was approved without amendment.

Student Data

- Enrollment Report- 70 applications pending as of 09/16/24

Head Start Capacity Chart 2024-2025			
School	Program	Type	Total
Dr. Reginald Mayo Early Learning Center	Head Start - All Students	Capacity	255
		Actual Enrollment	252
		Available Seats	3
		% at Capacity	99%
Fair Haven School	Head Start - All Students	Capacity	30
		Actual Enrollment	30
		Available Seats	0
		% at Capacity	100%
John S. Martinez	Head Start - All Students	Capacity	51
		Actual Enrollment	51
		Available Seats	0
		% at Capacity	100%
Lincoln-Bassett Community School	Head Start - All Students	Capacity	34
		Actual Enrollment	22
		Available Seats	12
		% at Capacity	65%
Truman School	Head Start - All Students	Capacity	34
		Actual Enrollment	32



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		Available Seats	2	
		% at Capacity	94%	
Hill Central Music Academy	Head Start - All Students	Capacity	17	AT CAPACITY
		Actual Enrollment	17	
		Available Seats	0	
		% at Capacity	100%	
Family Academy of Multilingual Education	Head Start - All Students	Capacity	17	AT CAPACITY
		Actual Enrollment	17	
		Available Seats	0	
		% at Capacity	100%	

OHS updates

- Grant award- received start up one-time funding of \$170,656
 - Nurse reimbursement
 - Literacy Initiative- toolkits will be purchased and distributed to each classroom with literacy supplies
 - Part-time and Seasonal- will request reallocation form Head Start, otherwise seasonal money must be returned- money received from OHS in late August
- Enrollment Meeting -September 30, 2024- We anticipate reaching 95% of fully funded enrollment by the scheduled meeting.

Updates

- Status of meetings for next school year-Early Childhood vs. Head Start- Vanessa and Mr. Wilcox will work on creating a memo and presentation to Board of Education
- Staffing vacancies- missing one FT Teaching Assistant at Truman- need additional PT support
- Job descriptions union approval pending- Family Advocate, Compliance Officer, Family and Community Engagement Coordinator, ERSEA Coordinator. Then the grant funded positions will be vetted by the District internal committee before posting.
- Head Start Governance Survey and Training plan will be completed- request made for self-paced on-line training for BOE members- results will be uploaded to HSES
- Environmental Health and Safety Walkthroughs will be conducted in October and results uploaded to HSES

Finance

Documents were posted to the website.

Adjournment

The meeting was adjourned at 5:34 p.m.



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