



NEW HAVEN PUBLIC SCHOOLS

Head Start Board of Education Subcommittee Meeting Minutes

Date: Thursday, January 16th, 2025

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

Attendees: Matthew Wilcox, BOE Head Start Subcommittee Chair
Mary Derwin, Head Start Director

Location: Zoom Meeting ID: 961 466 2454 Passcode: ABC123

Call to Order

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

Currently funded enrollment is 428/438- 10 vacancies-enrollment at 98%.

There are transfers currently taking place between sites, and new students are being enrolled.

Sites with vacancies are: Lincoln Bassett, FAME, Fair Haven, and Dr. Reginald Mayo School
Head Start ERSEA meetings continue.

Introductions /Announcements

Mandated report- filed 1/14/25- Lincoln Bassett School, involving positive child guidance, supervision, and staff standards of conduct. Report alleges misconduct by staff member. New Haven Police Department were contacted and responded.

Dr. Yarborough III was appointed Board of Education President. He has been trained in Head Start governance. He will be making new chairperson appointments to district committees. This may impact HS Subcommittee. Mr. Wilcox will support transition in leadership and remain supportive if change occurs.

Review and approval of Meeting Minutes

The minutes from the meeting held November 21st, 2024, were approved without any amendments.

Student Data

Enrollment Report-Currently 15 applications in processing

Office of Head Start updates

ST of CT Head Start meeting- January 21, 2024 will be held in New Britain. It is a strategic planning meeting with Region One Administration in attendance.

WIC partnership meeting January 22, 2025. The program will continue to plan for joint event. Truman School has been reserved for the Head Start Citywide Nutrition and Wellness event. HNPS will supply nutrition related books for give aways to children.

ST of CT Head Start grant 2025- 2026 SY submitted 12/10-\$130,759. Includes spending requirement for additional social service support. This would support an additional Family Advocate. The grant would also require summer programming.

Federal Continuation grant due April 1, 2025



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Reportable Incident- Bus -accident – December 20, 2024. No injuries reported. Police, EMT, and Assistant Principal responded to the scene and after assessment of accident, the bus was permitting too finish its run. All families were contacted.

Program Specialist Change – as of 12/16/24 Georgette Chiasson- immediate point of contact replacing Donna Brown who will now be our Regional Manager

Nurses for Daycare- compliance vision and hearing have begun, will amend contract to include dental, follow-up, dental referrals, and continued data input

District and Program Updates:

Status of meetings for next school year-Early Childhood vs. Head Start-Draft provided by M. Wilcox. It was agreed to keep Head Start in the meeting title and at the forefront will be very important.

Management and Advocate positions have been posted and interviews have taken place, top two finalists for management positions will move forward. Recommendations for hire have been submitted for four Family Advocate positions, one Instructional Coach, and the ERSEA Coordinator. Finalists for Family Engagement will meet with Ms. Diaz Valencia and all candidates will be presented to BOE and Policy Council. Many candidates are internal transfers requiring backfill.

Coverage issues exist due to extended leaves and daily absences- A MOU for substitute coverage for Lead teachers is in draft form and currently under review of Linda Hannans.

Anticipated vacancies: 3 FT Assistant Teachers, 1 Lead Teacher, 3 PT Teacher Aides, Compliance Manager, Instructional Coach

Finance

The financial report for all Head Start accounts were posted to the district website. There were no questions or concerns.

Adjournment

The meeting was adjourned at 5:57 p.m.