

**HEAD START SAN JOAQUIN  
GAYLORD A. NELSON ADMINISTRATION CENTER  
Dr. TROY BROWN'S OFFICE  
APRIL 18, 2024  
2:00 P.M.  
REGULAR MEETING  
MINUTES**

**I. CALL MEETING TO ORDER**

Dr. Brown called the meeting to order at 2:00 p.m.

**Attendees included** Dr. Troy Brown, Jane Chamberlain, Pamela Gomes, Rachele Tyler, and Leticia Sida.

**II. MEETING MINUTES**

March 28, 2024, minutes were reviewed with no changes needed.

**III. PROGRAM UPDATES:**

**A. UPDATES**

➤ **End-of-Month Enrollment and Children with Disabilities Report**

Leticia Sida provided the End-of-The-Month enrollment reports for March 29, 2024, reflecting 88% enrollment for Early Head Start and 86% for Head Start.

In addition, reports were presented for children with disabilities, which reflected 9% enrollment for Early Head Start and 8% for Head Start.

➤ **Unusual Incident Reports (UIR)**

Leticia shared that five UIRs were received from March through April 17, 2024. Two incidents involved reports to Child Protective Services (CPS), two were classroom closures due to facilities related to a power outage and plumbing, and one involved a teacher's conduct in front of children.

**IV. POLICY COUNCIL REPORT**

A copy of the Policy Council Meeting Minutes from March 27, 2024, was presented and reviewed.

**V. COMMUNICATION FROM THE OFFICE OF HEAD START**

None

**FISCAL**

**A. REPORTS**

**I. Monthly Financial Report**

Pamela Gomes provided the newly designed financial report, including information through February 29, 2024, and responded to questions. Pam identified that this report represented the first month of the fiscal year. No concerns were identified or pointed out in the budget reports presented.

**VI. ITEMS REQUIRING ACTION**

- I.** None

**VII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES**

Dr. Brown expressed thanks to everyone for their participation.

**VIII. ADJOURNMENT**

Dr. Brown adjourned the meeting at 2:18 P.M.