

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
June 20, 2024
4:30 P.M.
REGULAR MEETING
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 4:33 p.m.

Attendees included Dr. Troy Brown, Jane Chamberlain, Dr. Connor Sloan, Terrell Martinez, Joseph Samson, and Leticia Sida.

II. MEETING MINUTES

May 23, 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 May 31, 2024, reflecting 83% enrollment for Early Head Start and 84% for Head Start.
In addition, reports were presented for children with disabilities, which reflected 11% enrollment for Early Head Start and 8% for Head Start.
- **2024-2025 Enrollment Projection Report**
The 2024-2025 Head Start Enrollment Projection report reflects that 946 children had been determined eligible to receive services in the upcoming program year as of the end of May 2024.
- **Unusual Incident Reports (UIR)**
Leticia shared that six UIRs were received from May through June 20, 2024. Two incidents involved a lockdown and a power outage.
- **Focus Area 2 Monitoring Review**
Leticia provided a brief update on activities during the review week and shared that the final report would be sent from the Office of Head Start to Head Start San Joaquin within four to six weeks.
- **Classroom Assessment Scoring System (CLASS) Spring 2024 Data**
Leticia provided the collected CLASS data and some next steps that will be taken based on the data.

IV. POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from May 22, 2024, were presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEAD START

None

FISCAL

A. REPORTS

I. Monthly Financial Report

Leticia provided a brief overview of the financial report, including information through April 30, 2024. No concerns were identified or pointed out in the budget reports presented.

VI. ITEMS REQUIRING ACTION

I. Year 2 Budget Revision Application

Leticia provided information regarding the request to submit a Year 2 Budget Revision application.

II. Year 2 Training and Technical Assistance Carry-Over Application

Leticia also provided information regarding the request to submit a Year 2 Training and Technical Assistance application.

Dr. Brown approved the request to submit Year 2 applications as presented.

VII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

VIII. ADJOURNMENT

Dr. Brown adjourned the meeting at 4:57 P.M.