

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
MARCH 28, 2024
2:00 P.M.
REGULAR MEETING
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:01 p.m.

Attendees included Dr. Troy Brown, Dr. Connor Sloan, Jane Chamberlain, Terrell Martinez, Pamela Gomes, Rachele Tyler, Leticia Sida, and Talia Smith.

II. MEETING MINUTES

February 15, 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 February 29, 2024, reflecting 91% enrollment for Early Head Start and 84% for Head Start.

In addition, reports were presented for children with disabilities, which reflected 15% enrollment for Early Head Start and 8% for Head Start.

➤ **Full Enrollment Initiative-Region IX Head Start Association Webinar**

Leticia provided the slides and briefly reviewed the information presented during the webinar.

➤ **Change In Scope Application**

Leticia provided an update on the Change in Scope—Slot Reduction application. With approval from the Policy Council, it will be submitted to the Region XI Office of Head Start by the first week of April 2024.

➤ **Unusual Incident Reports (UIR)**

Leticia shared that eight UIRs were received from February through March 27, 2024. Four incidents involved lockdowns: two were classroom closures due to power outages, one was a classroom closure due to plumbing issues, and one involved a child injury.

IV. POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from February 28, 2024, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEAD START

Leticia provided the Dear Colleague Letter on Improve Access to Preschool Through a Mixed Delivery Approach, which was received from the Office of Head Start.

FISCAL

A. REPORTS

I. Monthly Financial Report

Pamela Gomes provided the financial report, including information through January 31, 2024, and responded to questions. Pam noted that the budget reports that began in February 2024 will only include four budgets because all COVID funding has been closed out. 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 2:20 p.m.