

**HEAD START SAN JOAQUIN  
GAYLORD A. NELSON ADMINISTRATION CENTER  
Dr. TROY BROWN'S OFFICE  
August 15, 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, Jane Chamberlain, Dr. Connor Sloan, Terrell Martinez, Pam Gomes, Joseph Samson, Rachele Tyler, Talia Smith, Brandi Harrold and Leticia Sida.

**II. MEETING MINUTES**

Minutes from the July 18, 2024 meeting were reviewed, and no changes were 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 July 31, 2024, reflecting 70% enrollment for Early Head Start and 24% for Head Start.

In addition, reports were presented for children with disabilities, which reflected 8% enrollment for Early Head Start and 1% for Head Start. It was noted that many classrooms were closed for summer break in July.

➤ **Unusual Incident Reports (UIR) & Community Care Licensing (CCL) Visits**

Leticia shared that two UIRs and two CCL visits had been received since the last Governing Board Meeting. The two UIRs involved a soft lockdown and a power outage. The two licensing visits involved an investigation related to violating a child's rights. The visit conducted on July 29<sup>th</sup>, 2024, resulted in the issuing of a Type A violation. Leticia confirmed that Region IX had been notified of the UIRs and Type A violation.

**IV. POLICY COUNCIL REPORT**

A copy of the Policy Council Meeting Minutes from July 24, 2024, were presented and reviewed.



**V. COMMUNICATION FROM THE OFFICE OF HEAD START (OHS)**

Leticia shared the Year 5 Refunding Guidance Letter received from the Region IX OHS and reviewed the letter's contents.

**FISCAL**

**A. REPORTS**

**I. Monthly Financial Report**

Pam Gomes provided the financial report, including information through June 30, 2024. The budget reports presented did not identify or point out any concerns.

**II. Notice of Award**

Pam provided the Notice of Award for the Cost-of-Living Adjustment (COLA) issued by the OHS.

**VI. ITEMS REQUIRING ACTION**

**I. Year 5 Funding and Slot Allocation**

Pam presented the proposed Year 5 (2025-2026) funding and slot allocation. She noted that the slots are based on the proposed enrollment reduction, awaiting approval from Region IX—OHS.

Dr Brown approved the Funding and Slot Allocation 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 2:20 P.M.

