

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

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 3:09 p.m.

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

II. MEETING MINUTES

The November 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 December 31, 2023, reflecting 91% enrollment for Early Head Start and 78% for Head Start.

In addition, reports were presented for children with disabilities, which reflected 13% enrollment for Early Head Start and 7% for Head Start.

➤ **2023-2024 School Readiness Plan**

Leticia provided the final copy of the Head Start San Joaquin School Readiness Plan and a brief overview.

IV. POLICY COUNCIL REPORT

A copy of the December 20, 2023, Policy Council Meeting Minutes was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEAD START

A copy of the Health and Human Services- U.S. Department of Education Policy Statement on the Inclusion of Children with Disabilities in Early Childhood Programs was shared. Also provided were the Program Instruction PI-OHS-24-01 Federal Reporting of Standard Forms 425 and 428 and the letter from OHS Director Khari Garvin, which included information about the support available to the Head Start San Joaquin program to support achieving full enrollment.

A. REPORTS

I. Monthly Financial Report

Pamela Gomes provided the financial report, including information through November 30, 2023, and responded to questions. No concerns were identified or noted.

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 3:40 p.m.