

**HEAD START SAN JOAQUIN  
GAYLORD A. NELSON ADMINISTRATION CENTER  
Dr. TROY BROWN'S OFFICE  
May 23, 2024  
2:00 P.M.  
REGULAR MEETING  
MINUTES**

**I. CALL MEETING TO ORDER**

Dr. Brown called the meeting to order at 2:04 p.m.

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

**II. MEETING MINUTES**

April 18, 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 April 30, 2024, reflecting 83% enrollment for Early Head Start and 86% for Head Start.  
In addition, reports were presented for children with disabilities, which reflected 14% enrollment for Early Head Start and 9% for Head Start.
- **2024-2025 Enrollment Projection Report**  
The 2024-2025 Head Start Enrollment Projection report reflects that 867 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 April through May 23, 2024. Five incidents involved child injuries, and one involved a facility plumbing issue.
- **Focus Area 2 Monitoring Review**  
Leticia provided the letter from the Office of Head Start that includes the dates for the monitoring review, which is scheduled for the week of June 10-14, 2024.

**IV. POLICY COUNCIL REPORT**

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

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

Leticia provided the Office of Head Start letter identifying a change in the review lead. Also provided were Information Memorandum IM-24-01 Strategies and Recommendations for Supporting Mental Health and Program Instruction PI-24-02 Fiscal Year 2024 (FY2024) Head Start Funding Increase.

**FISCAL**

**A. REPORTS**

**I. Monthly Financial Report**

Pamela Gomes provided the newly designed financial report, including information through March 31, 2024, and responded to questions. Pam identified that this report represented the second 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 2:40 P.M.