

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
September 19, 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, Terrell Martinez, Joseph Samson, Rachele Tyler, Brandi Harrold and Leticia Sida.

II. MEETING MINUTES

Minutes from the August 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 August 30, 2024, reflecting 77% enrollment for Early Head Start and 76% for Head Start.

In addition, revised reports for the end of July were presented for children with disabilities, which reflected 8% enrollment for Early Head Start and 2% for Head Start.

The reports presented for the end of August reflected 13% for Early Head Start and 6% for Head Start.

Due to revisions to the Head Start Performance Standards (HSPS), the calculations used to determine the percentage of children served with disabilities will be different to align with the revisions to the Standards, and this will be reflected in the October 2024 reports.

- **2023-2024 Head Start San Joaquin Self-Assessment Report**
Leticia provided an overview of the Self-Assessment Report, including progress on program goals and objectives. Leticia responded to questions.



- **Focus Area 2 (FA2) Office of Head Start Monitoring Report**
Leticia provided the FA 2 OHS Monitoring Report. The report included two areas of non-compliance. Leticia shared that the HSSJ team has met with Region IX to review the report and expectations for the next steps. A Corrective Action Plan (CAP) will be developed and shared at a future governing board meeting.
- **Unusual Incident Reports (UIR) & Community Care Licensing (CCL) Visits**
Leticia shared that seven UIRs, two Type-A violations, and two CCL visits had been received since the last Governing Board Meeting. The two UIRs involved child rights violations, one child injury, one lapse in child supervision, one facility, and two others (a child pulled the fire alarm and a disagreement between parents -not associated with the site). The two types of violations were child rights violations and the lapse in child supervision (self-reported by the agency using a UIR). The two licensing visits resulted in no deficiencies. It was also noted that Creative Child Care Inc. failed to report one Type A violation cited in July 2024. UIRs and Type A violations have been reported to Region IX as HSPS requires.

IV. POLICY COUNCIL REPORT

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

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

Leticia shared that no other communication from OHS was received.

FISCAL

A. REPORTS

I. Educational Partner Transition (Creative Child Care Inc. (CCCI))

Dr. Connor Sloan provided an update regarding the process of ongoing actions aligned with responding to the audit findings, funding provided by SJCOE to CCCI to provide direct services to children and families and the transition of families to other programs to ensure ongoing early learning and care services to all enrolled families. The contract between SJCOE and CCCI is scheduled to conclude on December 31, 2024 officially ending CCCI as a subcontractor with SJCOE. Dr. Sloan also shared that enrolled children receiving services at CCCI in classrooms funded by the SJCOE Head Start program will be transitioning to receive care with other educational partners and in programs offered by the Family Resource Center based on family choice and options that meet their



care needs.

II. Monthly Financial Report

Terrelle Martinez provided the financial report, including information through July 31, 2024. The budget reports presented did not identify or point out any concerns.

III. Notice of Award (NOA) Year 2 Carry-Over Funds

Leticia provided the NOA for the Year 2 Carry Over funds issued by the OHS. The funds will be used to cover the costs of one-time projects at the Sutherland, Ansel, and Building Futures Academy locations.

VI. ITEMS REQUIRING ACTION

- I. 2024-2025 Self-Assessment Continuous Quality Improvement (CQI) Plan**
Leticia provided the proposed Head Start San Joaquin 2024-2025 Self-Assessment CQI Plan, responded to questions, and asked for approval of the proposed CQI Plan.

Dr. Troy Brown accepted the Head Start San Joaquin 2024-2025 Self-Assessment CQI Plan as presented.

II. Revised Year 5 Funding and Slot Allocation

Leticia presented the revised Year 5 (2025-2026) funding and slot allocation. She noted that the slots are based on the proposed enrollment reduction and are awaiting approval from Region IX—OHS and slots once issued to CCCI to be determined.

Dr Brown approved the revised Year 5 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 2:27 P.M.

