

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
October 24, 2024
2:00 P.M.
REGULAR MEETING
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:05 p.m.

Attendees included Dr. Troy Brown, Dr. Connor Sloan, Terrell Martinez, Joseph Samson, Talia Smith, Jane Chamberlain, Pam Gomes and Leticia Sida.

II. MEETING MINUTES

Minutes from the September 19, 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 September 30, 2024, reflecting 74% enrollment for Early Head Start and 81% for Head Start.

In addition, the reports presented for the end of September reflected 18% for Early Head Start and 9% for Head Start.

The update on how the reports are calculated was made in September's report, which aligns with the Head Start Performance Standards (HSPS) revisions.

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

Leticia shared that five UIRs and two CCL visits had been received since the last Governing Board Meeting. One of the UIRs involved child rights violation, three child injuries, and one related to child illnesses. The two licensing visits resulted in no deficiencies.

IV. POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from September 25, 2024, were presented and reviewed.



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

Leticia shared the Information Memorandum IM-24-04 Facilities Guidance issued from the Office of Head Start.

FISCAL

A. REPORTS

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

Dr. Connor Sloan and Leticia Sida provided an update regarding the closure of the funding provided by SJCOE to CCCI to provide services. The contract is scheduled to conclude on December 31, 2024. Dr. Sloan also shared that some of the enrolled children receiving services at CCCI in classrooms funded by the SJCOE Head Start program have transitioned to receive care with other educational partners and in programs offered by the Family Resource Center based on their care needs. Dr. Sloan and Leticia also shared the process of collecting inventory purchased by the SJCOE funds.

Monthly Financial Report

Pam Gomes provided the financial report, including information through August 31, 2024. Pam noted that the report includes Cost of Living Adjustments (COLA) and that educational contract amendments were being issued. Additionally, Pam shared that work is being done to reconcile as part of the close-out process for CCCI. Pam also shared that in November, non-federal share budgets would be evaluated, and a non-federal share waiver may be requested for the recently approved carryover funds.

II. Equipment over \$5000 Requests

Leticia Sida and Pam Gomes shared that this agenda item would be a standing item, and no current requests need approval.

VI. ITEMS REQUIRING ACTION

I. 2024-2025 & 2025-2026 Selection Criteria

Leticia provided the proposed Head Start San Joaquin (HSSJ) 2024-2025 HSSJ Selection Criteria, which includes an increase in the number of points given to women who are pregnant women and the addition of criteria and points for a staff member's child. Both criteria align with community needs and Head Start Performance Standards. Leticia responded to questions and asked for approval of the proposed HSSJ Selection Criteria.

Dr. Troy Brown accepted the HSSJ Selection Criteria as presented.



II. 2025-2026 Year 5 Refunding Budget

Pam presented the Year 5 (2025-2026) refunding budget, noting that budget amounts are noted as future partner (s) associated with the ending of the CCCI as a contract subcontractor. Pam responded to questions and requested approval of the budget and submission of the Year 5 Refunding application.

Dr. Brown approved the revised Year 5 Refunding Budget and submission of the Year 5 Refunding Application 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 2:28 P.M.

