

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
November 21, 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, Joseph Samson, Michelle DiGuilio, Rachele Tyler, Jane Chamberlain, Pam Gomes and Leticia Sida.

II. MEETING MINUTES

Minutes from the October 24, 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 October 31, 2024, reflecting 74% enrollment for Early Head Start and 78% for Head Start.

In addition, the reports were presented for children with disabilities, which reflected 17% for Early Head Start and 9% for Head Start.

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

Leticia shared that four UIRs and four CCL visits had been received since the last Governing Board Meeting. One of the UIRs involved a report to Child Protective Services (CPS), one was for a lockdown, and two related to issues with facilities. The three of the CCL visits resulted in no deficiencies. One of the CCL visits resulted in a Type B violation.

➤ **Year 5- Continued Funding Application and Enrollment Reduction**

Leticia shared that the Year 5 continued Funding application had been submitted on time. She further shared that the enrollment reduction request was included in the application.



➤ **Focus Area 2 Corrective Action Plan (CAP) and Extension Request to Region IX**

Leticia provided a brief overview of the FA2 report and the current status of the CAP. Leticia shared the opportunity to request an extension to the compliance date. The governing board supported the submission of the extension request.

➤ **Educational Partner Transition (Creative Child Care, Inc.)**

Dr. Connor Sloan and Leticia provided an update regarding current transition activities.

IV. POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from October 23, 2024, were presented and reviewed.

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

Leticia shared the Information Memorandum IM-24-06 Reporting Child Health and Safety Incidents, IM- 24-07 Fiscal Year 2025 Monitoring Process for Head Start Recipients and Program Instruction PI- 24-07 Final Rule to Delay Effective Date for increasing the CLASS Instructional Support Domain Competitive Threshold issued from the Office of Head Start.

FISCAL

A. REPORTS

Monthly Financial Report

Pam Gomes provided the financial report, including information through September 30, 2024. Pam also shared that work is being done to reconcile as part of the close-out process for CCCI.

I. Equipment over \$5000 Requests

Pam Gomes shared that there were no current requests that needed approval.

VI. ITEMS REQUIRING ACTION

I. Slot Reallocation (Community Action Partnership of Kern (CAPK) & Stockton Unified School District (SUSD))

Leticia provided the proposed slot re-allocation of Head Start, which included 17 additional slots to SUSD for duration-length services and 136 additional slots to CAPK, which will provide full-day, full-year services. Leticia responded to questions and asked for approval to reallocate the slots.

Dr. Troy Brown accepted & approved the reallocation of slots 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 2:55 P.M.

