

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
FEBRUARY 20, 2025
2:00 P.M.
REGULAR MEETING
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:03 P.M.

Attendees included Dr. Troy Brown, Terrell Martinez, Michelle DiGuilio, Joseph Samson, Rachele Tyler, Jane Chamberlain, Shadaneca Harbour, and Leticia Sida.

II. MEETING MINUTES

Minutes from the January 14, 2025, meeting were reviewed, and no changes were needed.

III. PROGRAM UPDATES:

A. UPDATES

➤ **End-of-Month Enrollment, Full Enrollment Initiative (FEI), and Children with Disabilities Report**

Leticia Sida provided the End-of-The-Month enrollment reports for January 30, 2025, reflecting 62% enrollment for Early Head Start (EHS) and 84% for Head Start (HS) preschool. It was noted that EHS had a 5% increase from the previous month, and HS preschool had a 3%.

Leticia also provided an update on the FEI status, stating that the Region IX office will submit a waiver request on behalf of SJCOE-Head Start San Joaquin (HSSJ). This will allow additional time to continue enrolling children and approve the submitted Change In Scope (CIS) enrollment reduction.

In addition, the reports were presented for children with disabilities, which reflected 15% for EHS and 11% for HS preschool.

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

Leticia shared that three UIRs and two CCL visits had been received since the last Governing Board Meeting. The UIRs involved a child injury, multiple children diagnosed with Respiratory Syncytial Virus (RSV) in one classroom, and an issue with a facility. The CCL visits identified no



deficiencies or findings. Leticia responded to questions regarding the UIR related to RSV.

➤ **Educational Partner Transition Update**

Pamela Gomes and Leticia provided an update regarding current transition activities, which included van retrieval, the beginning of the disposition process, and completing the process for paying any final claims.

➤ **Head Start Director Position**

Leticia announced that she would retire in June 2025 and that recruitment activities to hire the next Head Start Director have begun.

IV. POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from January 22, 2024, were presented and reviewed.

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

Leticia provided the Information Memorandum IM-25-02 Fiscal Year 2025 Monitoring Process for Head Start Recipients received from the OHS and a brief overview of the monitoring processes identified in the Information Memorandum that occur throughout the five-year cycle.

VI. FISCAL

A. REPORTS

I. Monthly Financial Report

Pam Gomes provided an overview of the financial report, including information through December 31, 2024.

II. Year 5 Notice of Award (NOA)

Pam provided a copy of the Year 5 NOA, noting that 50% of the funds are currently available due to the federal continuing resolution. Pam also reviewed the remarks and notes included in the NOA.

VII. ITEMS REQUIRING ACTION

I. Early Head Start Program Option Change

Leticia provided Dr. Brown with an update on the steps taken to find an educational partner who could serve the 44 EHS slots and shared that after



Careful consideration and the lack of educational partner's ability to serve the slots in a center-based program option, she requested that the program option for the 44 slots be changed from center-based to home-based. Leticia shared that the home-based option is viable based on identified community needs and the 44 slots will be served directly by Head Start San Joaquin.

Dr. Troy Brown accepted the program option change as presented.

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:44 P.M.

