

**HEAD START SAN JOAQUIN  
GAYLORD A. NELSON ADMINISTRATION CENTER  
Dr. TROY BROWN'S OFFICE  
MARCH 21, 2025  
11:00 A.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, Joseph Samson, Pamela Gomes, and Leticia Sida.

**II. MEETING MINUTES**

The minutes from the February 20, 2025, meeting were reviewed, and no changes were required.

**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 February 28, 2025, reflecting 63% enrollment for Early Head Start (EHS) and 68% for Head Start (HS) preschool. It was noted that EHS experienced a 1% increase from the previous month, and the HS preschool continues to show an upward trend. It was further noted that the funded enrollment number for the HS preschool will remain at 1583 until the Office of Head Start approves the Change in Scope-Enrollment Reduction Request. Leticia also shared that Head Start San Joaquin and its educational partners continue to enroll children.

Additionally, the reports were presented for children with disabilities, reflecting 15% for EHS and 12% for HS preschool. The data show an increase from the previous month in the HS preschool.

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

Leticia shared that two UIRs and six CCL visits had been received since the last Governing Board Meeting. The UIRs involved a teacher-child incident



and a CPS report. The CCL visits identified no deficiencies or findings.

➤ **Educational Partner Transition Update**

Pamela Gomes provided an update, which included that all final claims have been processed.

➤ **Focus Area (FA) 2 Corrective Action- Office of Head Start Monitoring Extension Approval**

Leticia provided the FA 2 Extension Approval letter received from the Office of Head Start. The letter states that the corrective action period for the Head Start San Joaquin program was extended to June 30, 2025. Leticia also provided the status on the Corrective Action Plan (CAP).

**IV. POLICY COUNCIL REPORT**

A copy of the Policy Council Meeting Minutes from February 26, 2025, were presented and reviewed.

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

Leticia provided the letter published by the OHS, notifying Head Start recipients that the Office of Head Start will not approve the use of federal funds to cover the costs of activities promoting Diversity, Equity, and Inclusion (DEI) initiatives.

Additionally, Leticia provided Information Memorandum IM-25-03 Promoting Healthy Eating and Nutrition for Head Start Children and Families.

**VI. FISCAL**

**A. REPORTS**

**I. Monthly Financial Report**

Pamela provided an overview of the financial report, which included information through January 31, 2025. Pamela noted that the Non-Federal Share totaled to over \$15 million, which exceeds the amount that the program was expected to earn. Additionally, Pamela provided a brief update on the continuing resolution, which is in place through the end of September 2025.

**II. SJCOE- 2023-2024 Audit Report**

Pamela provided a summary of the SJCOE 2023-2024 Annual Audit, noting that there were no audit findings.



## **VII. ITEMS REQUIRING ACTION**

### **I. Financial Management Systems Procedure**

Leticia presented Dr. Troy Brown with the draft of the Financial Management Systems procedure, noting that it aligns with the guidance outlined in the SJCOE Superintendent's Policy (SP), Administrative Regulations (AR), and California School Accounting Manual (CSAM) procedures.

Dr. Troy Brown accepted the Financial Management Systems procedure as presented.

### **II. Facility Project and Transfer of Project Funds for the Building Futures Academy (BFA) located at 3100 Monte Diablo, Stockton CA**

Leticia provided an overview of the BFA facility project, which included the original carry-over of funds request for the BFA facility project, approved by the Governing Board on May 25, 2023, in the amount of \$2.9 million. It was noted that since 2023, the process for submitting a 1303 Checklist has undergone an update and that through the completion of the required checklist, the identified costs for BFA have increased to nearly \$5.7 million.

Leticia requested approval from the Governing Board to use year 4 carry-over funds to cover the increase in the project budget from \$2.9 million to \$5,695,982 and to continue with the process of submitting the 1303 Checklist to complete the BFA facility project. Leticia and Pamela responded to questions from Dr. Troy Brown regarding the project.

Dr. Troy Brown approved an increase in funds to \$5,695,982 to cover the cost of the Building Futures Academy (BFA) project located at 31000 Monte Diablo, Stockton, CA, and to complete the submission of the required 1303 Checklist.

## **VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES**

Dr. Brown expressed thanks to everyone for their participation.

## **IX. ADJOURNMENT**

Dr. Brown adjourned the meeting at 11:40 A.M.

