

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
APRIL 17, 2025
11:00 A.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, Jane Chamberlain, Dr. Connor Sloan, Joseph Samson, Michelle DiGuilio, Rachel Tyler, Shadaneca Harbour, Pamela Gomes, and Leticia Sida.

II. MEETING MINUTES

The minutes from the March 21, 2025, meeting were reviewed, and no changes were required.

III. PROGRAM UPDATES:

A. UPDATES

- **End-of-Month Enrollment, Full Enrollment Initiative (FEI), 2025-2026 Enrolment Projection and Children with Disabilities Reports**
Leticia Sida provided the End-of-The-Month enrollment reports for March 31, 2025, reflecting 66% enrollment for Early Head Start (EHS) and 71% for Head Start (HS) preschool. It was noted that both EHS and HS preschool programs had a 3% increase from the previous month, and both EHS and HS preschool continue to show an upward trend. It was also reported that the assigned Point of Contact from the Training and Technical Assistance team is looking into the status of the supporting memo granting additional time for the Head Start San Joaquin program to reach full enrollment without any fiscal implications while the Office of Head Start reviews the Change in Scope-Enrollment Reduction Request submitted as part of the HSSJ Year 4 refunding application.

Additionally, the HS preschool Enrollment Projection report was presented. The report showed that 37% (578) of the currently enrolled children are returning for the upcoming year.



Reports were presented for children with disabilities, reflecting 19% for EHS and 12% for HS preschool. The data shows an increase from the previous month in the EHS program. It was noted that the report was revised to include current enrollment numbers, providing a frame of reference for the percentages since the calculations are based on those numbers, which may fluctuate monthly.

- **Unusual Incident Reports (UIR) & Community Care Licensing (CCL) Visits**
Leticia shared that three UIRs and two annual fire inspections have been received since the last Governing Board Meeting. The UIRs included a child injury, an issue with water at a facility, and a child-related report to law enforcement by the child's parent. The fire inspection visits identified deficiencies at two different locations. Leticia noted that there are corrective actions to correct areas noted in the fire inspections and that there has been and will continue to be follow-up for the incident involving the child-related report to law enforcement. She responded to questions from the governing board. The governing board requested an update on the incident involving the child-related report to law enforcement.

IV. POLICY COUNCIL REPORT

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

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

Leticia provided the preliminary letter from the OHS, which included notification that the SJCOE-HSSJ program is eligible for a non-competitive five-year grant to operate the Head Start program. Leticia also provided the letter published by the OHS welcoming the new Deputy Assistant Secretary to the office of Early Childhood Development. Additionally, Leticia provided the letter published by OHS notifying grant recipients of the closures of the Region offices.

VI. FISCAL

A. REPORTS

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through February 28, 2025. Pamela noted that many of the amounts listed as zero throughout the report are due to the delay in executing the 2025-2026 Agreements. As of the Governing Board meeting date,



Agreements have been executed. She also stated that the next month's fiscal reports will include year-to-date totals as the partners have started to submit claims and reports.

Additionally, Pam provided the reminder that only 50% of the funds were released when the grant was initially awarded due to the continuing resolution, and it should be expected to receive the remaining balance in the next two to three months.

VII. ITEMS REQUIRING ACTION

I. Year 3 & 4 Carry Over Request

Pamela presented Dr. Troy Brown with the proposed Year 3 & 4 Carry Over request which included a request to use unspent Program Account (PA) 22 (operational) funds from year 3 in the amount of \$4,769,849 unspent funds from year 2 carry over of \$5,489,689 and anticipated unspent funds from PA 22 funds from Year 4 in the amount of \$4,000,000 for a total of \$14,259,538 to complete three facility projects (Building Futures Academy, Sutherland (includes a playground), Ansel) and ten playground projects.

Dr. Troy Brown accepted the Carry Over request as presented.

II. 2026-2027 Funding and Slot Allocation

Leticia provided an overview of the 2026-2027 Initial Funding and Slot Allocation, noting that the chart is based on the current year's funding and that the amounts may change based on communication received from the Office of Head Start. She also shared that the information would be provided to him if any changes to the funded amounts were made.

Dr. Troy Brown approved the funding and slot allocation and requested that updates be provided if there are any changes.

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:25 P.M.

