

**HEAD START SAN JOAQUIN  
GAYLORD A. NELSON ADMINISTRATION CENTER  
Dr. TROY BROWN'S OFFICE  
MAY 15, 2025  
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, Jane Chamberlain, Dr. Connor Sloan, Joseph Samson, Rachel Tyler, Shadaneca Harbour, Pamela Gomes, and Leticia Sida.

**II. MEETING MINUTES**

The minutes from the April 17, 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 April 30, 2025, reflecting 68% enrollment for Early Head Start (EHS) and 74% for Head Start (HS) preschool. It was noted that both EHS and HS preschool programs experienced a 2% increase from the previous month, and both continue to show an upward trend. It was also reported that the follow-up from the assigned Point of Contact from the Training and Technical Assistance (T&TA) team recommends resubmitting a revised Change in Scope Enrollment Reduction Request.

Additionally, the HS preschool Enrollment Projection report was presented. The report showed that 44% (696) of the currently enrolled children are returning for the upcoming year.

Reports were presented for children with disabilities, reflecting 11% for EHS and 13% for HS preschool. The data show a decrease for EHS and an increase for HS preschool compared to the previous month. It was noted that the report was revised to include current enrollment numbers, providing a frame of reference for the



percentages, as the calculations are based on these numbers, which may fluctuate on a monthly basis.

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

Leticia shared that five UIRs and three annual licensing visits have been received since the last Governing Board Meeting. The UIRs included parent complaints, a report to Child Protective Services (CPS), issues with water at a facility, and police activity in the area. Dr. Connor Sloan and Leticia provided an update regarding the incident involving the child-related report to law enforcement that was shared the previous month.

➤ **Focus Area (FA) 2 Corrective Action**

Leticia shared that additional Training and Technical Assistance (T&TA) sessions have been provided, focusing on the Corrective Action Plan (CAP), which includes activities on refining fiscal and health determination systems. The Fiscal T&TA Specialist identified that, except for fiscal claims monitoring, which is scheduled to be completed on May 20th, all activities are on schedule. Additional Health-focused T&TA sessions are scheduled for June 9<sup>th</sup> and June 16<sup>th</sup>, if needed. Currently, 100% of health determinations have been made for enrolled children.

**IV. POLICY COUNCIL REPORT**

A copy of the Policy Council Meeting Minutes from April 23, 2025, were presented and reviewed.

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

Leticia provided the Information Memorandum IM-25-04 Expanding Educational Freedom and Opportunities for Families in Head Start, issued by the Office of Head Start.

**VI. FISCAL**

**A. REPORTS**

**I. Monthly Financial Report**

Pamela provided an overview of the financial report, which included information through March 31, 2025. She stated that this month's fiscal reports include year-to-date totals, as the partners have begun submitting claims and reports.

**VII. ITEMS REQUIRING ACTION**

**I. Change in Scope (CIS)- Enrollment Reduction Request**

Leticia provided a brief background of the CIS- Enrollment Reduction Request.



She noted that the assigned Point of Contact (POC) recommends that SJCOE-HSSJ resubmit the request. The plan is for the CIS to be updated to reflect HSSJ's current partners, and for HSSJ to be funded for 1,243 Head Start preschool children instead of 1,583, which represents a reduction of 340.

Dr. Troy Brown approved the request to submit the CIS-Enrollment Reduction 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 2:37 P.M.

