

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
FEBRUARY 15, 2024
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, Dr. Connor Sloan, Jane Chamberlain, Terrell Martinez, Pamela Gomes, Rachele Tyler, Chrissy Lewis, Leticia Sida, Marilyn King and Talia Smith.

II. MEETING MINUTES

The January 18, 2024 minutes were reviewed with no changes 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 January 31, 2024, reflecting 90% enrollment for Early Head Start and 81% for Head Start.

In addition, reports were presented for children with disabilities, which reflected 15% enrollment for Early Head Start and 7% for Head Start.

➤ **Unusual Incident Reports (UIR)**

Leticia informed the governing board that UIRs received from educational partners will be shared at the monthly governing board meetings.

IV. POLICY COUNCIL REPORT

A copy of the January 24, 2024, Policy Council Meeting Minutes was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEAD START

None

A. REPORTS

I. Monthly Financial Report

Pamela Gomes provided the financial report, including information through December 31, 2023, and responded to questions. No concerns were identified or noted.

II. SJCOE 2022-2023 Fiscal Audit Report

Pamela provided the results of the audit. No findings or areas of concern were identified or noted.

III. Notice of Award-Year 4

Pamela provided the Notice of Award received from the Office of Head Start, granting the Year 4 funding.

VI. ITEMS REQUIRING ACTION

I. Change In Scope Application

Dr. Connor Sloan provided an overview of the Change In Scope Application, which includes a reduction in the number of children SJCOE is funded to serve and maintain current funding for expenses related to program quality. Dr. Sloan responded to questions.

Dr. Troy Brown granted approval to submit the Change In Scope Application

VII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

VIII. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:50 p.m.