

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
NOVEMBER 27, 2023
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, Dr. Connor Sloan, Jane Chamberlain, Terrell Martinez, Pamela Gomes, Rachele Tyler, Brandi Harrold, Leticia Sida, and Marilyn King.

II. MEETING MINUTES

The October 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 October 31, 2023, reflecting 98% enrollment for Early Head Start and 72% for Head Start.

In addition, reports were presented for children with disabilities, which reflected 14% enrollment for Early Head Start and 7% for Head Start.

➤ **Community Assessment Update**

Leticia provided an overview of the 2023-2024 Head Start San Joaquin Community Assessment updates.

➤ **Classroom Assessment Scoring System (CLASS) Monitoring Results**

Leticia reviewed the CLASS Monitoring report received by the Office of Head Start (OHS); the results include no competitive thresholds but instead reflect a quality improvement focus on teacher-child interactions.

➤ **Region IX Site Visit**

Leticia and Dr. Sloan summarized the on-site visit from Region IX staff, including Bernie Lagud, Erendira Guerrero, and Mavy Moreno.

➤ **Full Enrollment Initiative (FEI) Letter**

Leticia and Dr. Sloan reviewed the letter from the OHS, which includes the process for under-enrollment and the FEI Action Plan. A meeting to

review the SJCOE-HSSJ FEI Action Plan will be scheduled with Dr. Brown.

IV. POLICY COUNCIL REPORT

A copy of the October 25, 2023, Policy Council Meeting Minutes was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEAD START

Leticia reviewed the letter the OHS issued titled Head Start is Heart Work, which includes the five OHS priorities. Leticia also provided Program Instruction (PI-OHS-23-04 Notice of Proposed Rulemaking NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming Public Comment Period.

FISCAL

A. REPORTS

I. Monthly Financial Report

Pamela Gomes provided the financial report, including information through September 30, 2023. No concerns were identified or noted.

II. COVID Funding Notice of Award (NOA)

Pamela provided a copy of the NOA received from OHS indicating approval for an extension of the COVID funds to December 31, 2023.

III. Notice of Federal Interest- Grunsky Playground

Pamela presented Dr. Brown with the Notice of Federal Interest that will be posted on the Grunsky playground.

VI. ITEMS REQUIRING ACTION

- I. None

VII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

VIII. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:58 p.m.