

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
SEPTEMBER 13, 2023
2:00 P.M.
REGULAR MEETING
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 1:06 P.M.

Attendees included Dr. Troy Brown, Dr. Connor Sloan, Jane Steinkamp, Marilyn King, Talia Smith, Leticia Sida, Pam Gomes, and Rachele Tyler.

II. MEETING MINUTES

The August minutes were reviewed with no changes needed.

III. PROGRAM UPDATES:

A. UPDATES

➤ **End-of-Month Enrollment and Children with Disability Services Reports**

Leticia Sida provided End of the Month enrollment reports for August 31, 2023, which reflected 84% enrollment for Early Head Start and 62% for Head Start.

In addition, reports were presented for children with disabilities, reflecting 5% enrollment for Early Head Start and 6% for Head Start.

A corrected July 2023 Children with Disability Services Report was also provided. The correction reflected a 1% enrollment of children with disabilities for Head Start.

IV. POLICY COUNCIL REPORT

A copy of the August 23, 2023, Policy Council Meeting Minutes was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART (OHS)

Leticia provided two OHS letters regarding the CLASS review scheduled for the week of October 16th and changes to the review team lead. Leticia also provided the OHS letter that included notification of the application for continued funding due November 1, 2023.

VI. FISCAL:

REPORTS

➤ **Monthly Financial Report**

Pam Gomes provided an overview of the financial report, including information through July 31, 2023. Pam responded to questions; no concerns were identified or noted.

VII. ITEMS REQUIRING ACTION

➤ **2024-2025 Funding and Slot Allocation Correction**

Pam Gomes presented the proposed 2024-2025 Funding and Slot Allocation Correction, which still included no changes from the previous year's allocation, and revision of the Head Start, Early Head Start numbers, and the Trauma Informed Care budget to reflect a rounding adjustment.

Dr. Brown approved the 2024-2025 Funding and Slot Allocation correction as presented.

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks and appreciation to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 1:35 P.M.