

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
DR. TROY BROWN'S OFFICE
JUNE 26, 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, Dr. Connor Sloan, Pamela Gomes, Rachel Tyler, Jane Chamberlain, Joseph Samson, Shadaneca Harbour, and Jemima Villalobos.

II. MEETING MINUTES

The minutes from the May 15, 2025, meeting were reviewed, and no changes were required.

III. PROGRAM UPDATES:

A. UPDATES

➤ **End-of-Month Enrollment, 2025-2026 Enrollment Projection, and Children with Disabilities Reports**

Jemima Villalobos provided the End-of-The-Month enrollment reports for May 30, 2025, reflecting 67% enrollment for Early Head Start (EHS) and 75% for Head Start (HS) preschool. It was noted that EHS experienced a slight decrease due to children going into the center-based preschool programs, and HS preschool programs experienced a 1% increase from the previous month. Efforts are being made through outreach during the summer months to ensure full enrollment. It was also noted that diligent efforts are being made to complete licensing requirements for the new classrooms.

Additionally, the HS preschool Enrollment Projection report was presented. The report showed that 52% (822) of the currently enrolled children are returning for the upcoming year.

Reports were presented for children with disabilities, reflecting 14% for EHS, showing an increase compared to the previous month. The report for HS preschool was not included; however, Connor and Pamela shared that HS preschool was at 12%. The report will be included in next month's meeting.

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

Jemima shared that two UIRs and six annual licensing visits have been received since the last Governing Board Meeting. The UIRs included a power outage at a facility and a parent complaint.



Jemima shared that ongoing communication and support are being provided to the family who had the complaint. The document will be revised to distinguish between the unusual incident reports and annual visits to community care licensing. Rachele noted a discrepancy on the date of one of the annual visits, and the corrected document will be shared at the next meeting.

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

Jemima shared that additional Training and Technical Assistance (T&TA) sessions have been completed and that a preliminary meeting with the review lead was conducted. Jemima shared that the one-hour review has been scheduled on July 9th and will be conducted virtually. It was also shared which team members will be part of the review, and that all documents are organized and ready to be submitted on the requested July 1st deadline.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from May 28, 2025, were presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART (OHS)

Jemima provided communication from the Office of Head Start which stated the approval of the new Head Start/Early Head Start Director.

VI. FISCAL:

A. REPORTS

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through April 30, 2025. She stated that this month's fiscal reports include credit card purchases for storage units and requests for purchases above the \$5,000 threshold.

II. Year 5- Notice of Award

Pamela provided a copy of the Year 5 NOA, noting that the full amount of funds has been awarded.

➤ **ITEMS REQUIRING ACTION**

I. Updated Year 3 & 4 Carry Over Request

Pamela presented Dr. Troy Brown with an updated proposed Year 3 & 4 Carry Over request, which included a request to use \$3,299,081 carry



over funds to complete thirteen playground projects. The request also includes purchasing networking equipment that will go into the Head Start Office and a spot vision machine to conduct vision screenings, which an educational partner requested. Dr. Troy Brown accepted the Carry Over request as presented.

➤ **CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES**

Dr. Brown congratulated the new management team and expressed thanks to everyone for their participation.

➤ **ADJOURNMENT**

Dr. Brown adjourned the meeting at 2:37 P.M.

