

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
DR. TROY BROWN'S OFFICE
JULY 17, 2025
2:00 P.M.
REGULAR MEETING
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:04 P.M.

Attendees included Dr. Troy Brown, Lauren Dietrich, Rachel Tyler, Pamela Gomes, Brenda Maciel Nunez, Joseph Samson, and Jemima Villalobos.

II. MEETING MINUTES

The minutes from the June 26, 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 June 30, 2025, reflecting 60% enrollment for Early Head Start (EHS) and 4% for Head Start (HS) preschool. It was noted that EHS experienced a slight decrease due to children entering the center-based preschool programs, and HS preschool programs experienced a 1% increase from the previous month due to the center being closed for the summer. Last year's July enrollment was higher due to more open classrooms during June.

It was also noted that diligent efforts are being made to complete licensing requirements for new classrooms.

Additionally, the HS preschool Enrollment Projection report was presented. The report showed that 54% (861) of the currently enrolled children are returning for the upcoming year.

Reports were presented for children with disabilities, reflecting 11% for EHS and 17% for HS preschool. The data show a decrease for EHS and an increase for HS preschool compared to the previous month.

The report for HS preschool for the month of May 2025 was also included since it was not provided at last month's meeting. It was noted that the percentage was 11% for May.



- **2024-2025 Self-Assessment Report**
Jemima provided an overview of the Self-Assessment Report, including progress on program goals and objectives. Jemima responded to questions.
- **Unusual Incident Reports (UIR) & Community Care Licensing (CCL) Visits**
Jemima shared that one UIR and one annual licensing visit have been received since the last Governing Board Meeting. The UIR was due to a child's injury.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from June 25, 2025, were presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART (OHS)

Jemima provided communication from the Office of Head Start, which included flood emergency response, Request for Public Comment on Program Information Report, Office of Head Start Regional Offices for each region, and new regional leadership teams.

VI. FISCAL:

➤ **REPORTS**

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through May 30, 2025. She stated that this month's fiscal reports include credit card purchases for storage units.

➤ **ITEMS REQUIRING ACTION**

I. 2025-2026 Self-Assessment Continuous Quality Improvement Plan

Jemima provided the proposed Head Start San Joaquin 2025-2026 Self-Assessment CQI Plan, responded to questions, and asked for approval of the proposed CQI Plan.

Dr. Troy Brown accepted the Head Start San Joaquin 2025-2026 Self-Assessment CQI Plan as presented.

➤ **CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES**

Dr. Brown expressed thanks to everyone for their participation.

➤ **ADJOURNMENT**

Dr. Brown adjourned the meeting at 2:29 P.M.

