

**HEAD START SAN JOAQUIN  
GAYLORD A. NELSON ADMINISTRATION CENTER  
DR. TROY BROWN'S OFFICE  
AUGUST 21, 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, Terrell Martinez, Jane Chamberlain, Joseph Samson, and Jemima Villalobos.

**II. MEETING MINUTES**

The minutes from the July 17, 2025, meeting were reviewed, and no changes were required.

**III. PROGRAM UPDATES:**

**A. UPDATES**

➤ **End-of-Month Enrollment and Children with Disabilities Reports**

Jemima Villalobos provided the End-of-The-Month enrollment reports for July 31, 2025, reflecting 64% enrollment for Early Head Start (EHS) and 13% for Head Start (HS) preschool. It was noted that HS will experience an increase in the upcoming month once the centers begin to open.

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

Reports were presented for children with disabilities, reflecting 18.5% for EHS and 15.4% for HS preschool. The data shows an increase for both EHS and HS preschool compared to the previous month.

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

Jemima shared that one annual licensing visit has been received since the last Governing Board Meeting.

➤ **OHS Designation of Chronic Under-enrollment**

Jemima shared the notices provided by the Office of Head Start designating the San Joaquin County Office of Education Early Head Start Grant and Head Start Preschool Grant as chronically underenrolled. Jemima shared that the Early Head Start grant would be reduced from 171 funded slots to 117 slots. No reductions were adjusted for the Head Start Preschool grant. Jemima shared that increased enrollment in the Early Head Start program has been evidenced, and an appeal will be submitted to the Office of Head Start. Dr. Troy Brown requested that a copy of the drafted appeal be provided before submission.

- **Change in Scope (CIS) Enrollment Reduction 3<sup>rd</sup> version**

Jemima shared that updates to the 3<sup>rd</sup> version of the Change in Scope (CIS) Enrollment Reduction application have been submitted. Jemima explained that no changes were made to the application. The updates included specific details on slots and funding allocation for each Educational Partner.
- IV. PARENT POLICY COUNCIL REPORT**

A copy of the Policy Council Meeting Minutes from July 17, 2025, were presented and reviewed.
- V. COMMUNICATION FROM THE OFFICE OF HEADSTART**

Jemima provided communication from the Office of Head Start, which included One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families and an Office of Head Start letter granting approval of the new Executive Director, Lauren Dietrich.
- VI. FISCAL:**
  - **REPORTS**
    - I. Monthly Financial Report**

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

No items requiring action were presented at the meeting.
  - **CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES**

Dr. Brown inquired about the Year 1 Refunding Application process. Jemima shared that there are new instructions on completing the application, and currently, all documents are being prepared. Pamela mentioned that the application was intended to be submitted in August; however, it has been paused while waiting for the Change in Scope Application approval.

Dr. Brown expressed thanks to everyone for their participation.
  - **ADJOURNMENT**

Dr. Brown adjourned the meeting at 2:27 P.M.

