

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
DR. TROY BROWN'S OFFICE
SEPTEMBER 18, 2025
2:00 P.M.
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:05 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 August 21, 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 August 29, 2025, reflecting 84% enrollment for Early Head Start (EHS) and 55% for Head Start (HS) preschool.

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.

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

Jemima provided an update on the OHS Designation of Chronic Under-enrollment. She shared that an appeal letter was submitted, and a hearing occurred. A decision regarding the appeal will be made within 30 days of the hearing, and this decision will be final.

➤ **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.

➤ **2025-2026 School Readiness Plan**

Jemima shared the 2025-2026 School Readiness Plan. It was noted that no changes were made from last year's school readiness plan.



IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from August 26, 2025, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART

Jemima provided communication from the Office of Head Start, which included guidance for the annual Head Start Grant funding application. It was noted that Early Head Start enrollment levels remain at 171; however, it is expected to change as a decision is made regarding the Chronically Under-enrolled appeal decision.

VI. FISCAL:

➤ REPORTS

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through July 31, 2025. She stated that this month's fiscal reports include credit card purchases for storage units.

➤ ITEMS REQUIRING ACTION

I. Revised Selection Criteria

Jemima provided the proposed Head Start San Joaquin (HSSJ) 2025-2026 HSSJ Selection Criteria, which includes an increase in the number of points given to teen parents and pregnant women. It was clarified that points assigned to pregnant women are also given to pregnant teen mothers. It was also proposed that the language of points assigned to parents who work in an early childhood program within SJCOE and with educational partners be clarified. Criteria align with community needs and Head Start Performance Standards. Jemima responded to questions and asked for approval of the proposed HSSJ Selection Criteria.

Dr. Troy Brown accepted the HSSJ Selection Criteria as presented.

II. Tiered Cooperative Agreement Procedure

Jemima provided the Tiered Cooperative Agreement Procedure and sample contract. Jemima expressed the purpose of the procedure and plan for implementation. Jemima answered questions and asked for approval of the Tiered Cooperative Agreement Procedures.

Dr. Troy Brown requested that the item be tabled for the next meeting to allow time for review.



➤ **CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES**

Dr. Brown asked about the Carryover application request. Jemima said there has been no update on the decision. Pamela shared that new guidance regarding the termination of grants now includes termination for convenience.

➤ **ADJOURNMENT**

Dr. Brown adjourned the meeting at 2:47 P.M.

