

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
DR. TROY BROWN'S OFFICE
OCTOBER 16, 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, Rachele Tyler, Pamela Gomes, Brenda Maciel Nunez, Terrell Martinez, and Joseph Samson.

II. MEETING MINUTES

The minutes from the September 18, 2025, meeting were reviewed, and no changes were required.

III. PROGRAM UPDATES:

A. UPDATES

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

Lauren Dietrich provided the End-of-The-Month enrollment reports for September 30, 2025, reflecting 94% enrollment for Early Head Start (EHS) and 62% for Head Start (HS) preschool. It was noted that the dashboards reflected the reduced funded enrollment at 154 slots for EHS.

Reports were presented for children with disabilities, reflecting 14.0% for EHS and 11% for HS preschool.

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

Lauren shared that seven annual licensing visits and three UIR have been received since the last Governing Board Meeting. No questions were asked.

➤ **Revised Funding Guidance Letter**

Lauren provided the Revised Funding Guidance letter, which reflected the reduced Early Head Start funded slots. Dr. Troy congratulated the team on OHS approval of the Designation of Chronically Under-enrollment appeal.

➤ **Focus Area I Monitoring Protocols**

Lauren shared the Focus Area I Monitoring Protocols. Pam mentioned that the difference between the Focus Area I and II protocols is the onsite and virtual interviews.



- **University Park Ribbon Cutting Ceremony**
Lauren shared about the University Park Ribbon Cutting event and media presence at the event.
- IV. PARENT POLICY COUNCIL REPORT**
A copy of the Policy Council Meeting Minutes from September 24, 2025, was presented and reviewed.
- V. COMMUNICATION FROM THE OFFICE OF HEADSTART**
Lauren provided communication from the Office of Head Start, which included information regarding the lapse in federal funding and available levels of support. Lauren also shared information memorandums addressing chronic absenteeism and the Federal Monitoring process.
- VI. FISCAL:**
 - **REPORTS**
 - I. Monthly Financial Report**
Pamela provided an overview of the financial report, which included information through August 29, 2025. She stated that this month's fiscal reports include credit card purchases for storage units. Pam also discussed how the lapse in federal funding affects grantees whose fiscal year starts in October and November.
 - **ITEMS REQUIRING ACTION**
 - I. Tiered Cooperative Agreement Procedure**
Lauren revisited the Tiered Cooperative Agreement procedure and shared an implementation plan, which includes an information session for educational partners in October. Lauren also stated that the district partners have been notified about the process. Lauren requested approval for the Tiered Cooperative Agreement Procedure.

Dr. Troy Brown approved the Tiered Cooperative Agreement Procedure as presented.
 - II. 2026-2027 Funding and Slot Allocation**
Lauren provided the 2026-2027 Funding and Slot Allocation. No questions were asked, and approval for the proposed 2026-2027 Funding and Slot Allocation was requested.

Dr. Troy Brown approved the 2026-2027 Funding and Slot Allocation as presented.
 - III. Year 1 Refunding Application**
Lauren provided the Year 1 Refunding Application. No questions were asked and approval for the proposed Year 1 Refunding Application was requested.

Dr. Troy Brown approved the Year 1 Refunding Application as presented.



IV. 1303 Checklist Application

Lauren provided the 1303 Checklist Application for the building project at Sutherland Elementary. Pam provided information regarding the project. No questions were asked and approval for the 1303 checklist Application.

Dr. Troy Brown approved the 1303 Checklist Application as presented.

VII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed appreciation to everyone for their participation.

VIII. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:32 P.M.

