

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

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:08 pm.

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

II. MEETING MINUTES

The minutes from the November 20, 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 November 28, 2025, reflecting 58% enrollment for Early Head Start (EHS) and 85% for Head Start (HS) preschool. It was noted that centers need facility updates to obtain their license and begin serving children.

Reports were presented for children with disabilities, reflecting 10.8% for EHS and 11.4% for HS preschool.

➤ **2025-2026 Self-Assessment Process**

Jemima provided an overview of the Self-Assessment Process.

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

Jemima shared that 6 annual licensing visits and 4 UIR have been received since the last Governing Board Meeting. Jemima answered questions about the different UIRs and the support provided. One licensing visit resulted in a Type A violation for a non-SJCOE-funded classroom.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from November 19, 2025, were presented and reviewed.



V. COMMUNICATION FROM THE OFFICE OF HEADSTART

Jemima shared that no communication from OHS was received other than the Notice of Award. This letter will be discussed later in the meeting.

VI. FISCAL:

➤ **REPORTS**

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through October 31, 2025. She stated that this month's fiscal reports include credit card purchases for storage units and conferences. Pamela answered questions regarding conferences staff attended which included the Health Institute conference.

II. Notice of Award

Pam provided the Notice of Award letter from the OHS, which mentions the reduction in Early Head slots due to the Designation of Chronically Underenrolled. Funding is stable at this time, and the funds tied to the reduction will be reflected in next year's budget.

VII. ITEMS REQUIRING ACTION

I. 2025-2026 Budget Revision

Pamela presented Dr. Troy Brown with the proposed Budget Revision, allocating approximately \$2,100,000 in unobligated funds across various projects, including strategic planning costs, network equipment updates, playground structures, vehicles, and marketing costs. Among the projects, purchases of over \$5,000 include networking equipment, vehicles, and 6 playground structures.

Dr. Troy Brown approved the 2025-2026 Budget Revision request and will receive an electronic page to sign the request.

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:25 P.M.

