

HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER / DR. TROY BROWN'S OFFICE
APRIL 16, 2026
2:00 P.M.
MINUTES

I. CALL MEETING TO ORDER

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

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

II. MEETING MINUTES

The minutes from the March 19, 2026, 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 March 31, 2026, reflecting 99% enrollment for Early Head Start (EHS) and 91% for Head Start (HS) preschool. Jemima also provided updates regarding the facilities that remain unopened and shared about the new marketing campaign, which will support efforts for full enrollment. Lauren Dietrich mentioned that the Building Futures Academy Center is expected to open soon, with a ribbon-cutting event planned.

Additionally, the HS preschool Enrollment Projection report was presented. The report showed that 63% (785) of the currently enrolled children are returning for the upcoming year.

Reports were presented for children with disabilities, reflecting 11.8% for EHS and 13.7% for HS preschool.

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

Jemima shared that there were five licensing visits and that eight UIRs had been received since the last Governing Board Meeting. Four UIRs were due to teacher injuries, two were due to Suspected Child Abuse Reports, and two were Police involvement at a center. Four licensing visits were annual, and one was a follow-up visit following a parent's complaint. No deficiencies were reported at any visit.



➤ **Tiered Cooperative Agreement Process**

Lauralie Haley provided an overview of the Tiered Cooperative Agreement Process, including timelines, scoring, and review committees. Laura outlined the indicators reviewed and the data used to assign ratings. Laura noted that all educational partners have received Interim Contract status because this is a new process. In September, all areas will be evaluated, and a new status will be assigned based on recent data for that period.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from March 25, 2026, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART

There was no communication from the Office of Head Start to share at the meeting.

VI. FISCAL:

➤ **REPORTS**

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through January 27, 2026. She reviewed the newly formatted fiscal report, which includes a new chart representing the approved budget categories and their respective amounts spent. Pamela shared that this month's reports reflected credit card purchases for out-of-area travel by staff who attended conferences, as well as storage fees. She also stated that once the education agreements are fully executed, the amounts will be reflected.

II. Fiscal Updates

Pamela shared that there have not been any recent updates on the status of the pending applications, including the Carry Over, 1303 BFA, and Sutherland facilities, Change in Scope, and Budget Revisions.

III. SJCOE 2024-2025 Audit Report

Pamela provided a summary of the SJCOE 2023-2024 Annual Audit, noting no audit findings.

VII. ITEMS REQUIRING ACTION

- I. No items requiring action were presented at the meeting.

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:30 P.M.

