

HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER / DR. TROY BROWN'S OFFICE
JUNE 25, 2026
2:00 P.M.
MINUTES

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 12:34 pm.

Attendees included Dr. Troy Brown, Lauren Dietrich, Rachele Tyler, Pamela Gomes, Joseph Samson, Christina Demmon, Julie Brown, and Jemima Villalobos

II. MEETING MINUTES

There were no meetings to review since last month's meeting was not held.

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 May 29, 2026, reflecting 97% 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 estimated dates for the centers' opening.

Additionally, the HS preschool Enrollment Projection report was presented. The report showed that 66% (825) of the currently enrolled children are returning for the upcoming year.

Reports were presented for children with disabilities, reflecting 11.3% for EHS and 15.0% for HS preschool.

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

Jemima shared that there were two licensing visits and that five UIRs had been received since the last Governing Board Meeting. One UIR was due to a teacher injury, one was due to a child injury, two were due to a child incident, and one was due to an authorized child release to Child Protective Services. One licensing visit was an annual visit, and one was a follow-up visit following a parent's complaint. A deficiency was reported for the follow-up visit, and the center was cited for a personal rights Type A violation. Jemima will provide more information regarding the personal rights violation at the following meeting.



➤ **2025-2026 Child Outcomes Data**

Christina Demmon provided an overview of the child outcomes data, responded to questions about the Desired Results Developmental Profile (DRDP) domains, and shared next steps to be taken based on the data.

➤ **2025-2026 CLASS Data**

Julie Brown provided the collected CLASS data, answered questions around the quality thresholds, and shared next steps that will be taken based on the data.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from May 20, 2026, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART (OHS)

Jemima shared that communication from OHS was received, including information for the Fiscal Year 2026 Head Start Funding Increase, which shared a 0.635% cost-of-living adjustment (COLA) for the grant recipient. The communication stated that no application would be required for the COLA increase.

VI. FISCAL:

➤ **REPORTS**

I. Notice of Award Cost-of-Living Adjustment (COLA)

Pam provided the Notice of Award for the Cost-of-Living Adjustment (COLA) issued by the OHS.

II. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through April 30, 2026. 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.

III. Fiscal Updates

Pamela shared that there have not been any recent updates on the High-Risk Status. Pam also shared that the Improper Payment Study review has been completed and that we are awaiting the results. She also shared updates on the 1303 facilities application, including the Building Future Academy application, which was rescinded due to the length of time it had been awaiting approval. Pam also shared that the Change in Scope application needs final approval, and the approval notice should be coming soon.



VII. ITEMS REQUIRING ACTION

➤ **2026-2027 School Readiness Goals**

Christina Demmon provided an overview of the changes to the school readiness goals. Changes included language reflected on the new Desired Developmental Results Profile (DRDP) 2025.

Dr. Brown approved the request to change the School Readiness Goals as presented.

➤ **Cost of Living Adjustment (COLA) Allocation**

Pam provided the proposed allocations for the COLA and QI funds and requested approval to apply for funding.

Dr. Brown approved the allocation and the request to submit the application as presented.

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 1:20 P.M.

