Head Start San Joaquin

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HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER / DR. TROY BROWN'S OFFICE
JULY 16, 2026
3:00 P.M.
MINUTES

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 3:02 pm.

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

II. MEETING MINUTES

The minutes from the June 25, 2026 meeting were reviewed, and no changes were required.

III. PROGRAM UPDATES:

A. UPDATES

- **End-of-Month Enrollment, 2026-2027 Enrollment Projection, and Children with Disabilities Reports**

  Jemima Villalobos provided the End-of-the Month enrollment reports for June 30, 2026, reflecting 100% enrollment for Early Head Start (EHS) and 10% for Head Start (HS) preschool. Jemima shared that many centers were closed for the summer and provided updates regarding the facilities that remain unopened.

  Additionally, the HS preschool Enrollment Projection report was presented. The report showed that 68% (844) of the currently enrolled children are returning for the upcoming year.

  Reports were presented for children with disabilities, reflecting 11.0% for EHS and 15.1% for HS preschool.

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

  Jemima shared that there were no licensing visits; however, two UIRs had been received since the last Governing Board Meeting. One UIR resulted from a parent altercation at the center, and the other resulted from a facility water leak. Jemima shared information regarding the Type A violation discussed at last month's meeting. Jemima shared information about the violation of personal rights and the steps to correct it.

- **2025-2026 Self-Assessment Report**

  Lauralie provided an overview of the Self-Assessment Report, including progress on program goals and objectives. Lauralie responded to questions.

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IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from June 17, 2026, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART

There was no communication from the Office of Head Start.

VI. FISCAL:

- **REPORTS**

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through May 29, 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. Pamela shared that next month's report will reflect an educational partner's request to purchase networking equipment for over $10,000. Pamela also shared that July's fiscal report will reflect a correction to the contractual budget category due to a correction needed for an educational partner's claim.

II. Fiscal Updates

Pamela shared that there have not been any recent updates on the High-Risk Status and Change in Scope application. Pam also shared that the Improper Payment Study review is complete and that we are awaiting the results. Pamela answered questions on the refunding application and shared that the educational partner 2% funding was reduced due to recent analysis of educational partner unspent funds.

VII. ITEMS REQUIRING ACTION

- **2026-2027 Self-Assessment Continuous Quality Improvement Plan**

  Lauralie provided the proposed Head Start San Joaquin 2026-2027 Self-Assessment CQI Plan, responded to questions, and asked for approval of the proposed CQI Plan.

  Dr. Troy Brown accepted the Head Start San Joaquin 2026-2027 Self-Assessment CQI Plan 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 3:43 P.M.