

Approved on August 11, 2022

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
3450 E Sierra Madre Blvd, Pasadena CA 91107

POLICY COMMITTEE TELECONFERENCE MEETING
July 14, 2022– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:40 a.m.

Roll Call was taken and a quorum was established with 20 member's participating via zoom meeting.

The minutes from our June 9, 2022 (Policy Committee Meeting) were read.

M/S/C Vera/Jimenez to approve the minutes for June 9, 2022 (Policy Committee Meeting) as read.

Our Vice Chairperson presided over today's Policy Committee Meeting. She thanked everyone for calling in today to the Policy Committee Meeting. She informed us that the P.C. Executive Committee met on Tuesday, July 12, 2022 to review all documents and reports for today's meeting. They have made their recommendations for all items on today's agenda and will be presenting them to us for approval.

Our Treasurer gave his report. He reported all expenditures incurred from June 7, 2022 thru June 30, 2022.

The delegates to the County Policy Council provided their report for the meeting of June 14, 2022 and July 12, 2022.

The Delegate to the Board of Directors was not able to present at today's Policy Committee Meeting, therefore, the Parent Involvement Supervisor provided her report for the meeting of June 15, 2022.

Our Director was unable to be present at today's Policy Committee Meeting, however the Parent Involvement Manager provided her report. She informed the parents that the OHS FA2 Monitoring was conducted during the week of May 16-20, 2022. LACOE debriefed with all its Delegate Agencies and reported there were no findings. The Office of Head Start will be sending out a final report within 45 days of the date of the review. The Parent Involvement Manager also informed us that LACOE's Executive Director, Mrs. Keesha Woods is retiring at the end of July 2022 and Luis Bautista has been selected to take her place. We were informed that Foundation Staff received their retention stipend during the first pay period in July. Today the Policy Committee will be reviewing and approving some BARs for the 2.28% COLA & Quality Improvement Funds that LACOE will be providing. We are continuing to recruit staff for the positions of Teacher, Teacher Assistant, Teacher Aide, Office Assistant II, FSS, Education Coordinator and ERSEA Coordinator. We are currently in the process of revising job descriptions for some of these positions to make them more visually appealing, and noting Retention Stipend and Hiring Bonus. Staff is working hard to prepare the classrooms for Early Head Start and Head Start. Classes for Early Head Start will begin on August 8, 2022 and for Head Start on September 13, 2022.

The Assistant Director presented her report. She informed parents that attendance for the month of June was at 80% for Head Start, 65% for Early Head Start and 76% for Early Head Start Expansion. We had 19 unusual incidents to report. Ten of those were Covid cases, four were injuries to children at Soto EHS, Gregory Park, Estrada and Fountain, two other injuries at a site do to asphalt, one child abuse case, one property damage and one licensing. In terms of enrollment, next year we are supposed to have 638 families enrolled and we currently have 235 Head Start with 191 still remaining and for Early Head Start we have 70 children with 30 remaining to

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be filled. These figures do not include the new sites that we obtained in the Lincoln Heights area. The Family Service Associates are currently working on recruitment, they have been canvassing the neighborhoods passing out flyers, they have been holding pop ups in the community, attending community events and working with the Community Safety Advisory Council, who have been a great partner in passing out foundation's flyers. The FSAs will continue to contact community agencies, local stores, medical/dental clinics, supermarkets, laundry matts to post and drop off agency flyers. The Assistant Director also reviewed the changes to the ERSEA Manual with the parents. Some of those changes included; the addition of the Family Service Specialist/FSS position, the addition of SNAP/CAL FRESH as an automatically eligible, the elimination of part-day sites, the addition that all sites are 7 hours long, annual change of income guidelines and some changes to attendance.

Educational Announcements: The Assistant Director of Education informed the parents that the Education held two transition to kindergarten conferences on June 8, 2022. We had approximately 90 parents attend the morning session and approximately 50 parents attend the pm session. All attendees received a \$50.00 gift certificate to Lakeshore Learning Materials. The Assistant Director also shared a video of the two-day Mini-Olympics that took place at the end of the program year 2021-2022, all children received a certificate for Head Start and a summer backpack. Mrs. Tucker informed the parents that Mental Health is currently providing services to 58 families. We have 76 Head Start children with IEPs and two new referrals, 20 Early Head Start children with IFSPs and two new referrals. Education Staff are working very hard to get the EHS classrooms ready for the first day of class, which will begin on August 8. We were informed that Foundation has been holding panel interviews to fill Education vacancies.

We received and reviewed the Average Daily Attendance Report for the month of May 2022. The average daily attendance for the month of May was 79.71% for Head Start, 70.18% for Early Head Start and 93.06% for Early Head Start Expansion sites. ADA Analysis report was sent to LACOE to explain the below average attendance for the month of May.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for May 2022. The Total number of meals served for the month of May was 21,575. Discussion took place.

We received the In-Kind report that includes parent volunteer hours, report was included with Fiscal Report.

We did not receive a Parent Meeting Calendar for the month of July 2022. Children are currently in summer break.

The Policy Committee voted on whether to have remote teleconference meetings for the period of July 14 through August 11, 2022 if a state of emergency exists which continues to impact Foundation's Policy Committee from meeting safely in person.

M/S/C Vera/Jimenez to approve having the next Policy Committee Meeting through remote teleconference for the period of July 14 through August 11, 2022.

We received and reviewed BAR/RAA 41-561 Year-End Adjustment for HS Basic.

M/S/C Bachler/Sanchez to approve BAR/RAA 41-561 Year-End Adjustment for HS Basic.

We received and reviewed BAR/RAA 41-562 Year-End Adjustment for Dosage.

M/S/C Bachler/Sanchez to approve BAR/RAA 41-562 Year-End Adjustment for Dosage.

We received and reviewed BAR/RAA 41-563 Year-End Adjustment for Dosage Expansion.

M/S/C Bachler/Sanchez to approve BAR/RAA 41-563 Year-End Adjustment for Dosage Expansion.

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We received and reviewed BAR/RAA 41-564 Year-End Adjustment for Early Head Start Expansion.

M/S/C Bachler/Sanchez to approve BAR/RAA 41-564 Year-End Adjustment for Early Head Start Expansion.

We reviewed BAR/RAA 42-029 COLA & Quality Improvement for Head Start Basic – \$167,659.

M/S/C Jimenez/Sanchez to approve BAR/RAA 42-029 COLA & Quality Improvement for Head Start Basic – \$167,659.

We reviewed BAR/RAA 42-034 COLA for Dosage & Quality – \$17,920.

M/S/C Jimenez/Sanchez to approve BAR/RAA 42-034 COLA for Dosage & Quality – \$17,920.

We reviewed BAR/RAA 42-035 COLA for Dosage Expansion – \$16,770.

M/S/C Jimenez/Sanchez to approve BAR/RAA 42-035 COLA for Dosage Expansion – \$16,770.

We reviewed BAR/RAA 42-036 COLA & Quality Improvement for Early Head Start – \$69,300.

M/S/C Jimenez/Sanchez to approve BAR/RAA 42-036 COLA & Quality Improvement for Early Head Start – \$69,300.

We reviewed BAR/RAA 42-037 COLA & Quality Improvement for Early Head Start Expansion – \$12,335.

M/S/C Jimenez/Sanchez to approve BAR/RAA 42-037 COLA & Quality Improvement for Early Head Start Expansion – \$12,335.

We reviewed the changes to the ERSEA Manual Policies and Procedures PY 2022-2023.

M/S/C Bachler/Sanchez to approve the changes to the ERSEA Manual Policies and Procedures PY 2022-2023.

We received and reviewed the Monthly Fiscal Report on the Head Start Account.

Announcements: We were reminded that our next Policy Committee Meeting would take place on August 11, 2022.

The meeting adjourned at 11:57 a.m.

Submitted by,

P.C. Secretary