

*Approved on May 11, 2023*

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.  
9108 Garvey Ave., Rosemead, CA 91770

**POLICY COMMITTEE MEETING**  
**April 13, 2023– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:45 a.m.

Roll Call was taken and a quorum was established with 15 members present.

The minutes from our March 9, 2023 (Policy Committee Meeting) were read.

M/S/C Sanchez/Ramirez to approve the minutes for March 9, 2023 (Policy Committee Meeting) with corrections.

Our Chairperson thanked everyone for coming to today's Policy Committee Meeting. She informed us that the P.C. Executive Committee met on Wednesday, April 12, 2023 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 her report. She reported all expenditures incurred for the month of March 2023.

The delegates to the County Policy Council gave their report for the meetings of March 14 and April 11, 2023.

The Delegate to the Board of Director's gave her report for the meeting of March 15, 2023.

Our Director presented her report. She reviewed program updates for program year 4 2022-2023. Foundation is considering to extend the school year for Dosage until June 29, 2023 to end the school year at the same time as the full day sites. This year due to site closures, illnesses, and COVID from the last two years where children attended virtually, we want to offer as much time in the classroom for children as possible. The Director informed us that retesting for Lead has been completed and only two single water sources have come back that need additional work. One was found at a site that is not in operation at this and the other was found at a site where the faucet is not being used. The next step is to add a water filter to the pipe, which will require some work to open the wall near the faucet. Facility projects are underway at the following sites: Euclid is getting new flooring and paint, Park Place received an additional shade structure, and some sites are being inspected for roof repairs that had leaks during the recent storms. The Director also informed us that staff will be getting a COLA (Cost of living adjustment) during the new PY 2023-2024. The Policy Committee and Board of Director's will be receiving a BAR to review and approve before it is sent to LACOE for final approval.

The Assistant Director of Family Services, Health and Nutrition was unable to be present to provide her report. Her report was provided by the Parent Involvement Coordinator. She informed parents that we had 19 unusual incidents to report for the month of March. Seven of the unusual incidents reported were child injury, eight outbreak (norovirus), 1 water issue (ELAOC), 1 medical emergencies (child), 1 licensing visit and 1 case of Covid. The agency worked with Public Health, who provided guidance and support during this time. New cleaning and disinfecting guidelines were implemented per Public Health Recommendation. All parents were notified of the exposure and symptoms to look for. She reported that attendance for the month of March was still low for Head Start, Early Head Start and Early Head Start Expansion. Attendance was at 72% for Early Head Start, 71% for Early Head Start Expansion and 58% for Head Start. An analysis report was sent to LACOE to explain the reasons reported for the excessive

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absences. In terms of enrollment we are now focusing on enrolling for the upcoming 2023-2024 program year. We have 486 slots for the 2023-2024 PY. We have 210 returning families and still need to enroll 142 for Head Start and 68 for Early Head Start. The Family Service Associates are continuing to conduct recruitment events at various sites. We are asking for parent volunteers to help us by passing out flyers and telling their friends and family about our program.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker, provided her report. She provided the following information; For the month of March we have 12% of children with IEP in Head Start, 18% of children with IFSP in Early Head Start and 5% in Early Head Start Expansion. The Disabilities Department has submitted 6 full assessment referrals to LAUSD and 11 Speech and Language referrals. We also have one referral for ELARC and one referral for FDLRC in the Regional Center. We have 20 open cases for Early Head Start and 77 open cases for Head Start. Head Start also has 51 children with Speech and Language impairment, 2 with other impairments and 10 with autism. We have 31 referrals in Early Headstart and 79 in Head Start. Our Mental Health Specialist continues to do classroom observations and has 21 individual sessions with children. Our Mental Health Consultant also does classroom observations, 2 for Early Head Start and 5 for Head Start. We are pending one referral and have 39 open cases with children. We are currently in the process of doing our 3<sup>rd</sup> Assessment and will have our last parent conferences during the month of May. Some upcoming activities include; When Families Come Together Club, which will take place on April 20, from 4-5 pm, The Exclusive Inclusive Club on April 27, from 4-5pm, and teacher appreciation week, May 8-12.

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of March 2023. The average daily attendance for the month of March was 72% for Head Start, 71% for Early Head Start and 58% for Early Head Start Expansion. An ADA Analysis report was sent to LACOE to explain the reason why some sites fell below the average attendance for the month of March.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for February 2023. The total number of meals served for the month of February was 17,300. Discussion took place.

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

We received the Parent Meeting Calendar for the month of April 2023. Head Start will be having a workshop on School Readiness Goal #4, Perceptual, Motor and Physical Development.

We held elections for two new delegates to the Policy Council to represent Foundation at LACOE.

M/S/C Vera/Carias to approve Leishay Bachler and Diana R. Ramirez as the two new delegates to the Policy Council representing Foundation at LACOE.

We received and reviewed the 2023-2024 5.6% COLA \$583,984 (HSB: 355,120, HS Dosage 87,164 & EHS 141,700).

M/S/C Vera/Carias to approve the 2023-2024 5.6% COLA \$583,984 (HSB: 355,120, HS Dosage 87,164 & EHS 141,700).

We received and reviewed the Mitigation Policy for Communicable diseases.

M/S/C Sanchez/Rodriguez to approve the Mitigation Policy for Communicable diseases.

We received and reviewed the Selection Criteria for PY 2023-2024.

M/S/C Rodriguez/Sanchez to approve the Selection Criteria for PY 2023-2024.

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

Announcements: We were reminded that our next Policy Committee Meeting will take place on May 11, 2023.

The meeting adjourned at 12:05 p.m.

Submitted by,

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Kattia Vera  
P.C. Secretary