

Approved on September 8, 2022

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

**POLICY COMMITTEE TELECONFERENCE MEETING**  
**August 11, 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 July 14, 2022 (Policy Committee Meeting) were read.

M/S/C Vera/Jimenez to approve the minutes for July 14, 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, August 2, 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 July 1, 2022 thru August 1, 2022.

The delegates to the County Policy Council provided their report for the meeting of August 9, 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 July 20, 2022.

Our Director presented her report. She informed us that we are now in full swing for PY 2022-2023. Early Head Start staff have returned to work and are doing their annual pre-service. This is a time of the year when teachers receive training, get updates and get acquainted with their new sites. We are currently working on the Licensing of the three new site; Aldama, Lincoln Heights and Flores del Valle. The sites will probably be opening a little bit later than the other sites, possibly in September. The Policy Committee has many approvals in today's agenda. It is that time of the year when we have to review and revise agency policies and procedures, you will also be reviewing the revised Employee Handbook for PY 2022-2023. Foundation is also working on finishing up on last year's items, this is the time of the year we call "close up time". The Fiscal Department is getting all of their books in order and working on the Final Budget Adjustment, which is due to LACOE in August. Covid is still very present, we encourage families and their children to get vaccinated, now that they are age eligible. We are still following safety practices that are mandated from the Federal Government. You will continue to see indoor masking practices for the Head Start Program, as well as other safety practices in the best interest of the children, families and staff that we serve.

The Assistant Director of Health and Family Services was not available to provide her report, however the Parent Involvement Manager provided her report. She informed us that we had no attendance to report for the month of July because classes were not in session. We had 6 Unusual incidents during the month of July, which were all Covid cases among staff. The Parent Involvement Manager also informed us that the Family Service Associates are continuing to work on massive recruitment for the Head Start sites. At this time, we are 90% enrolled in EHS Expansion, with two children pending to enter, we are 77% enrolled for Early Head Start, 77% for EHS, 11 pending to walk in, 3 unable to start at Pico due to licensing and 4 unable to start at Fountain due to licensing. We have 61% of enrollment for Head Start, 267 children accepted, 174 children pending. (31 of those children are from the new sites). Lastly, we were informed that Foundation will be hosting a Vaccine event with Public Health at the La Mirada site on August 19, 2022.

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**Educational Announcements:** The Assistant Director of Education provided her report. She informed the parents that Early Head Start Teachers worked really hard to get the classrooms ready for open house, which took place on August 8, 2022. The first official full day of classes took place on Tuesday, August 9, 2022. Teachers texted and emailed parents to inform them of what to expect on the first day. The teachers also received training in person to prepare for classes to resume. Foundation Staff from other departments were invited to attend the classrooms during the first week of class and provided assistance to the teachers. We were also 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 June 2022. The average daily attendance for the month of June was 80.27% for Head Start, 64.68% for Early Head Start and 75% 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 June.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for June 2022. The Total number of meals served for the month of June was 17,827. 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 August 2022. Head Start children are currently in summer break and Early Head Start Children will be having their Parent Orientations on the week of August 15, 2022.

The Policy Committee voted on whether to have remote teleconference meetings for the period of August 11, 2022 through September 8, 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 August 11, 2022 through September 8, 2022.

We received and reviewed Foundation for ECE Employee Handbook.

M/S/C Gonzalez/Carias to approve Foundation for ECE Employee Handbook.

We received and reviewed BAR/RAA 42-171 Inclusive Early Education Expansion Program (IEEEP) Grant Funding – Year 2.

M/S/C Vera/Sanchez to approve BAR/RAA 42-171 Inclusive Early Education Expansion Program (IEEEP) Grant Funding – Year 2.

We received and reviewed the Policy Committee By-Laws 2022-2023.

M/S/C Carias/Sanchez to approve the Policy Committee By-Laws 2022-2023.

We received and reviewed Policy Committee Reimbursement Policy.

M/S/C Carias/Sanchez to approve the Policy Committee Reimbursement Policy.

We received and reviewed the Internal Dispute/Impasse Procedure.

M/S/C Carias/Sanchez to approve the Internal Dispute/Impasse Procedure.

We received and reviewed the Shared Decision Making Policy & Procedure.

M/S/C Carias/Sanchez to recommend the approval of the Shared Decision Making Policy & Procedure.

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We received and reviewed the Proposal for the use of Parent Education Funds 2022-2023.

M/S/C Carias/Sanchez to approve the Proposal for the use of Parent Education Funds 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 September 8, 2022.

The meeting adjourned at 11:49 a.m.

Submitted by,

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P.C. Secretary