

Approved on January 12, 2023

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

**POLICY COMMITTEE TELECONFERENCE MEETING**  
**December 8, 2022– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:37 a.m.

Roll Call was taken and a quorum was established with 24 members present via zoom meeting.

The minutes from our November 10, 2022 (Policy Committee Meeting) were read.

M/S/C Gonzalez/Ramirez to approve the minutes for November 10, 2022 (Policy Committee Meeting) as read.

Our Vice Chairperson presided over the first half of 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, December 6, 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 her report. He reported all expenditures incurred for the month of September and October 2022.

The delegates to the County Policy Council gave their report for the meeting of November 8, 2022.

The Delegate to the Board of Directors was not able to present at the Board of Director's Meeting, therefore, the Parent Involvement Supervisor provided her report for the meeting of November 16, 2022.

The Director was not able to be present to provide her report. The Parent Involvement Manager provided her report. She informed us that it is that time of the year again to start on the Refunding Application for program year 2023-2024. Foundation has to turn in two Refunding Applications, one for the State Preschool Program, which pays a portion for the full day sites. This application is shorter and is due on December 23, 2022 and the other application is the Refunding Application for LACOE. The application for LACOE is a little bit more complicated to fill out. The LACOE Refunding Application for 2023-2024, which starts on July 1, 2023 has significant changes. Foundation is still at the stage of working with LACOE and understanding what our Funding Summary means and looks like. The Office of Head Start and LACOE are encouraging sites to decrease the number of children they are serving the upcoming school year. This is called an enrollment deduction, where agencies keep all or some of the funds and serve fewer children. Agencies are to look at ways to utilize the funds that they have, so that they can have more money per capita per child to provide the program services. As costs continue to increase agencies prioritize trying to increase salaries and benefits for all the staff. Foundation plans to serve 410 preschool children for program year 2023-2024, which means 100 less slots for Early Head Start, 100 less slots for Head Start and 30 less slots for Early Head Start Expansion. We hope to reduce the classes being used at some of the sites to have an extra room that can be used by parent groups for parent meetings and trainings. We are also in talks with acquiring another location in the Gregory Park area, as we have a long waiting list. We are in talks with the Director of Santa Monica Charter to open up a site at their school. The Director is also working on opening the Flores del Valle, Lincoln Heights and Aldama locations. The Parent Involvement Manager informed us that there are still a lot of illnesses going around, with the Hand, foot and mouth disease, RSV and Flu. Parents were encouraged to keep their children at home when their children are sick. They must contact their teachers or FSA's to let them know. No child will be dropped from the program for being out sick. We also received notice that there is a new requirement that states that all the sites had to be tested for lead. All sites have been tested and only two sites had findings. One was at a classroom at the La Mirada site, that is currently not in use and the other was a faucet that contained an increased amount of lead. Both findings are being taken care of by the maintenance department. We are still working at some projects at sites, however we are waiting

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for approval and funding for LACOE to complete them. We will be off two weeks for winter break and all the sites and main office will be closed and will reopen on January 9, 2023.

The Assistant Director of Family Services, Health and Nutrition presented her report. She informed parents that we had 12 unusual incidents to report. Three of the unusual incidents reported were child injury, 2 were licensing visits and 6 were cases of hand, foot and mouth disease (there was an outbreak at William Mead and Ramona Head Start), and 1 case of reported child abuse. With the Licensing visits, Foundation had one violation because the outbreak for the Hand, Foot and Mouth disease was not reported on a timely manner. She reported that attendance for the month of November was low for Head Start, Early Head Start and Early Head Start Expansion. Enrollment was at 66% for Early Head Start, 77% for Early Head Start Expansion and 73% for Head Start. An analysis report was sent to LACOE to explain the reasons reported for the excessive absences. In terms of enrollment we still need 88 families to enroll, we are at 82%. The staff is out at least three times a week, going out to recruit and attending events in the community. We have been children coming in, at least two or three a week, it is a little bit slower, but they are enrolling families. The Assistant Director also informed the Policy Committee that the Health Department will be having a workshop for parents on December 14, 2022 to talk to the parents about the Hand, foot and mouth disease, the RSV Virus and the Flue. The Assistant Director encouraged parents to attend, so they can learn about these illnesses.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker, provided her report. She provided the following information; We have met and exceeded the required 10% of children with IEP's/IFSP's. The first week of school we already had met 12% for Head Start, 21% for Early Head Start with IFSP's and 11% for Early Head Start Expansion with IFSP's. These numbers do not reflect the pending referrals, which is very high. We are seeing many more children with behavioral problems. One of the causes for this increase may be due to the Covid outbreak. Children had not been in school for approximately two years because of Covid, which may have led to an increase in behavioral problems. We have also seen an increase in the number of children with special needs. The increase in numbers is being seen everywhere, not just at Foundation. Foundation is providing extra support and training for the teaching staff to train them on how to support the children and by reducing class size. We currently have 78 children with IEP's, 17 children with IFSP's, 43 with speech and language, 6 with autism, 40 referrals for Head Start, 32 for Early Head Start and 47 mental health referrals. Out of the 47 mental health referrals, 29 of the cases are open and 3 cases are for parents. Our Mental Health Department also helps support teaching staff. The Assistant Director of Education also reviewed the results for the DRDP Assessment Tools for Head Start and Early Head Start with the parents. She informed us that they would be having a Literacy Fair on December 19, 2022 at all the sites. All children will receive books and materials.

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of October 2022. The average daily attendance for the month of October was 76.34 for Head Start, 66.47% for Early Head Start and 74.93% 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 October.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for October 2022. The total number of meals served for the month of October was 18,656. 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 November 2022. Head Start will be having a workshop on School Readiness Goal #3, Approaches to Learning.

The Policy Committee voted on whether to have remote teleconference meetings for the period of December 8, 2022 through January 12, 2022 if a state of emergency exists which continues to impact Foundation's Policy Committee from meeting safely in person.

M/S/C Gonzalez/Sanchez to approve having the next Policy Committee Meeting through remote teleconference for the period of December 8, 2022 through January 12, 2022.

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We reviewed and approved BAR/RAA 42-375 Projects for EHS (Need OHS approval) – 25K.

M/S/C Gonzalez/Sanchez to approve BAR/RAA 42-375 Projects for EHS (Need OHS approval) – 25K.

We reviewed and approved BAR/RAA 42-376 Projects for EHS – 44.5K.

M/S/C Gonzalez/Sanchez to approve BAR/RAA 42-376 Projects for EHS – 44.5K.

We reviewed and approved BAR/RAA 42-377 Projects for Care (Need OHS approval) -125K.

M/S/C Gonzalez/Sanchez to approve BAR/RAA 42-377 Projects for Care (Need OHS approval) -125K.

We reviewed and approved BAR/RAA 42-378 Projects for HS – 80K.

M/S/C Gonzalez/Sanchez to approve BAR/RAA 42-378 Projects for HS – 80K.

We reviewed and approved BAR/RAA 42-379 Projects for HS – using existing HS saving -15K.

M/S/C Vera/Rodriguez to recommend the approval of BAR/RAA 42-379 Projects for HS – using existing HS saving -15K.

The Policy Committee had a special presentation on ERSEA Eligibility Training. The presentation was given by the Family and Community Engagement/ERSEA Coordinator, Dora Olaguez.

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 January 12, 2022. We were also informed that we would be having a special workshop on December 14, 2022 at 5:00 pm. The Health Department Nurse will be providing information about Hand, Foot and Mouth Disease, RSV, and the Flu. They also announced that “Where Families Come Together Club” will take place on December 15, 2022.

The meeting adjourned at 12:38 p.m.

Submitted by,

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Kattia Vera

P.C. Secretary