

Approved March 9, 2023

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

POLICY COMMITTEE TELECONFERENCE MEETING
February 9, 2023– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:36 a.m.

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

The minutes from our January 12, 2023 (Policy Committee Meeting) were read.

M/S/C Vera/Sanchez to approve the minutes for January 12, 2023 (Policy Committee Meeting) with corrections.

Our Chairperson thanked everyone for calling in today to the Policy Committee Meeting. She informed us that the P.C. Executive Committee met on Tuesday, February 7, 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 December 2022.

The delegates to the County Policy Council gave their report for the meeting of January 10, 2023.

The Delegate to the Board of Director's gave her report for the meeting of January 18, 2023.

Our Director presented her report. She began by thanking the Policy Committee for their commitment and time. She informed us that today we will be needing approval on some Target Funding projects. Each year LACOE, the grantee for Head Start/Early Head Start programs, has additional funds available to offer to its delegate agencies for additional projects that were not in their current budget. Foundation takes a look at those projects and determines which projects are feasible and decides which projects can be completed during the current program year. If the projects are feasible, a BAR is taken to the Board of Directors and the Policy Committee for its approval. Some of the projects Foundation is considering at this time are, replacing doors, some playgrounds, painting some sites and installing some new fences. The next item that needs Policy Committee approval is our Refunding Application. The Refunding Application is composed of many documents. The document is too large to review with the Policy Committee, so the Director provides a one-page summary of all the changes that will take place for the upcoming school year. The Policy Committee also reviews Schedule I & K, which consists of a summary of the sites and the classrooms. Some of the changes included getting rid of Aldama, as it wasn't the right fit for Foundation. Instead, Foundation decided to create a partnership with Santa Monica Charter school in hopes of opening some sites at their charter school. Our neighboring site, Gregory Park, has a big waiting list, so Foundation felt that this would better serve our purpose of enrolling more families and providing them the much needed services. Other changes include lowering the number of children in some classes. For the 2013-2014 program year we will be serving 386 Preschool Children and 100 Early Head Start children. Funding for those children is determined by a set rate per capita, which means per child, these funds are then used to design the program.

The Assistant Director of Family Services, Health and Nutrition was unable to be present to give her report, however the Parent Involvement Coordinator provided her report. She informed parents that we had 8 unusual incidents to report for the month of January. Four of the unusual incidents reported were

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child injury, 2 alleged child abuse cases, 1 site closure (due to rain) and 1 other substitute issue. She reported that attendance for the month of January was still low for Head Start, Early Head Start and Early Head Start Expansion. Enrollment was at 71% for Early Head Start, 69% for Early Head Start Expansion and 78% for Head Start. An analysis report was sent to LACOE to explain the reasons reported for the excessive absences. On-going illnesses and extended recovery times lowered the attendance percentage for the month of January. In terms of enrollment we still need 78 families to enroll, we have about 14 children that are missing in Early Head Start and that is primarily due to a lot of kids that are transitioning out, we have a lot of children who turned three and we are moving them the Head Start. We are at 86% enrolled, which is a small increase from last month's numbers

Educational Announcements: The Assistant Director of Education, Jocelyn Tucker, provided her report. She provided the following information; She presented a diagram to demonstrate the percentage of children enrolled who either have an IEP or an IFSP. We are required to serve at least 10% of Children with IEP/IFSP for each program option that we provide. The Diagram demonstrates that we are at 11% of children with IEP in Head Start and we have a little over 15% of Children with an IFSP's in Early Head Start/Early Head Start Expansion. In addition to already being above the required numbers we have submitted 8 assessments for full academic and psychological assessment and 14 referrals for Speech and Language for Head Start, ages 3 and up. For our toddlers, the disabilities department submitted 2 referrals for Speech and Language to the East LA Regional Center and 2 referrals to Lanterman Regional Center. At this time, we have 13 open cases for Early Head Start and 83 for Head Start. In our Mental Health Department, the Mental Health Specialist continues to do classroom observations. We currently only have one Mental Health Specialist, but are looking to hire a second Mental Health Specialist soon. Currently, the Mental Health Specialist is working with 21 children that have challenging behaviors. She is working supporting teachers in the classrooms, helping them with strategies to intervene with these behaviors. The Mental Health Consultant is also currently working with 2 Early Head Start children and 5 Head Start Children, providing consultation to the children and their families. The total number of Mental Health referrals for the month of January are now 44, with one new referral still pending. We also have 37 open cases with children receiving Mental Health services and 1 parent receiving services, as well. We were informed that today is the deadline for the Head Start Child Assessments. Teachers will be contacting parents within the month to schedule their second home visit, which will be done at the school site or virtual. During the first week of March we will be having our annual Read Across America event. We continue to encourage parents to attend the monthly, "Where Families Come Together Club" and "The Inclusive Exclusive Club". Education will be offering a seven session class on "The Growing Brain", on every other Saturday for parents. Parents who which to join the class have to register and will be receiving a certificate of completion at the end of the course. They will also be receiving 21 professional growth hours, which will be good for anyone trying to pursue a career in education.

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of December 2022. The average daily attendance for the month of December was 70.04% for Head Start, 64.25% for Early Head Start and 67.80% 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 December.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for December 2022. The total number of meals served for the month of December was 14,165. Discussion took place.

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

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We received the Parent Meeting Calendar for the month of February 2023. Head Start will be having a workshop on School Readiness Goal #1, Language and Literacy/DLL.

The Policy Committee voted on whether to have remote teleconference meetings for the period of February 9, 2023 through March 9, 2023, 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 February 9, 2023 through March 9, 2023.

We received and reviewed Foundation's Funding Summary for Program Year 2023-2024.

M/S/C Vera/Jimenez to approve Foundation's Funding Summary for Program Year 2023-2024.

We received and reviewed BAR/RAA 42-438 Target Funding.

M/S/C Vera/Sanchez to approve BAR/RAA 42-438 Target Funding.

We received and reviewed BAR/RAA 42-440 Target Funding.

M/S/C Vera/Sanchez to approve BAR/RAA 42-440 Target Funding.

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 March 9, 2023.

The meeting adjourned at 12:09 p.m.

Submitted by,

Kattia Vera
P.C. Secretary