

Approved February 9, 2023

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

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

MINUTES

The meeting was called to order at 9:39 a.m.

Roll Call was taken and a quorum was established with 23 members via zoom meeting.

The minutes from our December 8, 2022 (Policy Committee Meeting) were read.

M/S/C Vera/Sanchez to approve the minutes for December 8, 2022 (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, January 10, 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. He reported all expenditures incurred for the month of November 2022.

The delegates to the County Policy Council gave their report for the meeting of December 13, 2022 and January 10, 2023.

The Delegate to the Board of Director's gave her report for the meeting of December 21, 2022.

Our Director was unable to be present at today's Policy Committee Meeting to provide her report, however, the Parent Involvement Manager presented her report. She explained that the Director understands that there has been a lot of rain in the past couple of weeks and that it is difficult for some parents who walk their children to school, and she wants to ensure the children's safety first and foremost. She encouraged parents to do what is right for them and their family, however if the child is going to be absent from school, she just asks parents to make sure to communicate with your FSA. As expected, with the rain we have leaks and different things going on in different classes. The good news in all of this is that we only had to close down one of the sites (Ramona Head Start) because a lot of water came into the classroom and the carpets got wet, as well as many other things. We have the maintenance staff and others working really hard to get that dried out, so that the children can go back to class as soon as possible. We are in refunding season. The State application has been submitted, that is for State Preschool to partner with Head Start in some of our classes. The Head Start/Early Head Start Grant is in process. The application looks different this year due to the priorities of the Office of Head Start and considering staff challenges across the Nation. Programs were encouraged to right size their programs and which means decreasing the number of slots or children that we serve, so that our vacancies would not be so affected and we wouldn't have to close classrooms. We do not yet have the final funding summary from LACOE. LACOE has a meeting scheduled with the Regional Office 9 tomorrow, so we may have more information by then. Foundation is still pushing for additional funding and LACOE is still waiting for clarification. Our first draft is due to LACOE on Friday the 20th of January and new wage information is still coming out. The Fiscal Department is working as fast as they can with new information that we get. Some good news is that the Director has been able to visit a site that we have talked about for a couple of years now, that is Santa Monica Charter. We needed the Executive Director of LACOE, Luis Bautista to also visit and give us his seal of approval, so that we could move forward. Mr. Bautista was very impressed with the site. We will collect all the documentation requested by LACOE, so that we can move forward with the plan. Other projects that are going on, we are in the process of receiving some funding from LACOE to do some ongoing maintenance work, some painting of

Approved February 9, 2023

some classrooms, some repairs of some playgrounds and some shade structures, a new deck for Little Friends and some of pour and play (PIP) needs to be replaced or have the holes plugged in.

The Assistant Director of Family Services, Health and Nutrition was unable to be present at today's Policy Committee Meeting to provide her report, however, the Parent Involvement Manager presented her report. She informed parents that we had 17 unusual incidents to report for the month of December. Three of the unusual incidents reported were child injury, 13 were Covid cases (this included staff, children and family members) and 1 case of Medical Emergency. She reported that attendance for the month of December was low for Head Start, Early Head Start and Early Head Start Expansion. Enrollment was at 64% for Early Head Start, 68% for Early Head Start Expansion and 70% 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 85 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 84% 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 have a little over 15% of Children with IEP's/IFSP's. As of December 31, 2022 we have 445 children actually enrolled and out of those 445, we have 51 children with an IEP and 17 children with an IFSP. Those are high numbers, however, the Disabilities Department is working with the School District to get children assessed and referred if necessary to School District Programs. The good news is that for the Mental Health Department we are getting support from two Mental Health Interns that LACOE is sponsoring to help increase the number of Mental Health Service Providers. The Interns will be supervised by the Mental Health Specialist and the Marriage Family Therapist at LACOE. The Interns will be doing observations and providing support for the teachers with developing plans to support children that have behavioral challenges in the classroom. We are also receiving support from an agency called SLEA, who is doing some additional Mental Health Support, teacher trainings, working with some children because we have quite a few children with challenging behavior, mostly due to their age. Some upcoming dates: Today is minimum day, we a holiday on January 16, 2023 (MLK Day), we have the "When Families Come Together Club" on the 19th of January, we also have another minimum day on January 24th, 2023, The "Exclusive Inclusive Club" meeting on January 26th, and Early Head Start 2nd Home Visits begin.

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of November 2022. The average daily attendance for the month of November was 72.87% for Head Start, 65.59% for Early Head Start and 77.41% 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 November.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for November 2022. The total number of meals served for the month of November was 13,548. 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 January 2023. Head Start will be having a workshop on School Readiness Goal #1, Language and Literacy.

The Policy Committee voted on whether to have remote teleconference meetings for the period of January 12, 2023 through February 9, 2023, if a state of emergency exists which continues to impact Foundation's Policy Committee from meeting safely in person.

Approved February 9, 2023

M/S/C Vera/Rodriguez to approve having the next Policy Committee Meeting through remote teleconference for the period of January 12, 2023 through February 9, 2023.

We reviewed and approved BAR/RAA 42-382 Budget Alignment HS Basic.

M/S/C Vera/Jimenez to approve BAR/RAA 42-382 Budget Alignment HS Basic.

We reviewed and approved BAR/RAA 42-383 Budget Alignment Dosage.

M/S/C Vera/Jimenez to approve BAR/RAA 42-383 Budget Alignment Dosage.

We reviewed and approved BAR/RAA 42-384 Budget Alignment Dosage Expansion.

M/S/C Vera/Jimenez to approve BAR/RAA 42-384 Budget Alignment Dosage Expansion.

We reviewed and approved BAR/RAA 42-385 Budget Alignment EHS.

M/S/C Vera/Jimenez to approve BAR/RAA 42-385 Budget Alignment EHS.

We reviewed and approved BAR/RAA 42-386 Budget Alignment EHS Expansion.

M/S/C Vera/Jimenez to approve BAR/RAA 42-386 Budget Alignment EHS Expansion.

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, 2023. The representative of Alta Med, Hector Escajeda informed parents that it is that time of the year to sign up for covered California. He shared his phone number on chat, so that parents can contact him if they had additional questions or if they need help signing up. The representative from WIC, Nancy Ballardo, announced that, there are no current changes to report at this time, WIC continue to operate virtually through appointment only. The representative of VIP, Joseph Garza, reminded parents of the services VIP offers and announced that they will be collaborating with Foundation to provide the “Abriendo Puerta” workshops.

The meeting adjourned at 11:40 a.m.

Submitted by,

Kattia Vera
P.C. Secretary