

Approved on April 13, 2023

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

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

**MINUTES**

The meeting was called to order at 9:50 a.m.

Roll Call was taken and a quorum was established with 16 members present.

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

M/S/C Rodriguez/Carias to approve the minutes for February 9, 2023 (Policy Committee Meeting) as read.

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, March 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 February 2023.

The delegates to the County Policy Council gave their report for the meeting of February 14, 2023.

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

Our Director presented her report. She informed the parents that we are headed toward the end of the school year. She provided updates on some of the information she reported on, in our previous Policy Committee Meeting. There have not been any major significant changes at this time. A few BARs were passed at the Board of Director's Meeting for funding for some projects at the facilities. BARs have to be approved by the Board and Director's and Policy Committee before they can be sent to LACOE for final approval. We are seeing an increase in hiring of staff and teacher positions. Foundation is very excited in the increase of hiring, as it has been challenging to hire new staff in the past couple of years. We will be posting for a Classroom Specialist, Mentor Coach and an additional forth Maintenance person. The Director informed us that although LACOE has lifted the mask mandate, each agency can decide if they will continue on requiring in the classrooms. At this time Foundation will continue to require the mask mandate in our classrooms, as the health and safety of the children, families and staff is priority. As our unusual incidents report will demonstrate, Covid, the Noro Virus and Hand, foot and mouth disease continue to impact our classrooms. We will keep parents informed of any changes, as they become available. Foundation will be having the end of the year event for staff on May 5th, 2023. She asked parents if anyone would like to write a positive message to Foundation staff, so that we can share them with staff during the event.

The Assistant Director of Family Services, Health and Nutrition presented her report. She informed parents that we had 22 unusual incidents to report for the month of February. Four of the unusual incidents reported were child injury, 4 outbreak (norovirus), 2 site closure (power off in the community), 2 medical emergencies (child and sub. Teacher), 3 licensing visit, 6 Covid (children and staff) and 1 other (disagreement between two parents). 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. Sites were closed

*Approved on April 13, 2023*

for a few days for cleaning purposes and to allow any sick children to recover. She reported that attendance for the month of February was still low for Head Start, Early Head Start and Early Head Start Expansion. Enrollment was at 70% for Early Head Start, 72% for Early Head Start Expansion and 75% 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 72 families to enroll, we are under enrolled by 10 children 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 87% enrolled at this time. The Family Service Associates and continuing to conduct recruitment events at various sites and will be attending the Univision Event on Saturday, March 11, 2023.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker, provided her report. She provided the following information; the number of children with disabilities continues to grow and we anticipate that it will continue to grow until the children that were born during the pandemic graduate and the children that were born last year and this year start coming to preschool. We currently have 63 IEP's in preschool and 22 IFSP's. These numbers represent 18% of the children, which is over the required 10%. She reported that we have had a few more mental health referrals, we are currently at 52. In education, the 2<sup>nd</sup> home visits are in process. The Education Department has had to make some staffing changes. These changes had to be done for the good of the program and children that we serve. Any changes made in the classroom are discussed thoroughly, before being implemented and parents are sent a letter to let them know of the changes. We have hired new staff and they have been placed where they are needed most. Our substitute services have also been sending us many long term subs to help in the classrooms. LACOE will be having a job fair in March and our Human Resource Coordinator will be there to try to recruit more potential staff to Foundation. We are doing everything humanly possible to bring on high quality staff to our program. The Assistant Director also informed us that she will be commencing a class on "The Growing Brain", on Saturdays. The class will be seven sessions long and will be conducted every other Saturday starting in March 2023. The Assistant Director reviewed the Spring and Fall results of the 2<sup>nd</sup> DRDP Assessment for Early Head Start and Head Start with the parents. The children in Early Head Start are doing very well overall. The children in Head Start are doing well in preparation for Kindergarten, however more training will be provided to teachers to enhance the children's math skills.

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of February 2023. The average daily attendance for the month of February was 75% for Head Start, 70% for Early Head Start and 72% 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 February.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for January 2023. The total number of meals served for the month of January 2023 was 15,577. 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 March 2023. Head Start will be having a workshop on School Readiness Goal #2, Cognition.

We received and reviewed BAR/RAA 42-450 Staff Retention Stipend.

M/S/C Rodriguez/Jimenez to approve BAR/RAA 42-450 Staff Retention Stipend.

We received and reviewed BAR/RAA 42-494 Budget Alignment Head Start Basic.

M/S/C Rodriguez/Gonzalez to approve BAR/RAA 42-494 Budget Alignment Head Start Basic.

*Approved on April 13, 2023*

We received and reviewed BAR/RAA 42-495 Budget Alignment Head Start Duration/Dosage II.

M/S/C Rodriguez/Gonzalez to approve BAR/RAA 42-495 Budget Alignment Head Start Duration/Dosage II.

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 April 13, 2023.

The meeting adjourned at 11:50 a.m.

Submitted by,

---

Kattia Vera  
P.C. Secretary