

Approved November 10, 2022

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

POLICY COMMITTEE TELECONFERENCE MEETING
October 13, 2022– 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 16 members present via zoom meeting.

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

M/S/C Vera/Jimenez to approve the minutes for September 8, 2022 (Policy Committee Meeting) with corrections.

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, October 4, 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 September 6, 2022 thru October 3, 2022.

The delegates to the County Policy Council presented their report for October 11, 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 September 21, 2022.

Our Director presented her report. She thanked the Executive Committee for all of their hard work this past program year. She said she is looking forward to having some of the parents return next year as Community Representatives. She also informed us that she is continuing to work on getting the three new sites obtained from Plaza open. The Director thanked all the parents that have been participating in our panel interviews, as we continue to recruit for all of our vacant positions. One of our biggest challenges continues to be hiring teaching staff. Our Human Resource Director has been attending a number of events to fill our vacancies. We said that this is a problem that is happening nationwide. Foundation has been fortunate to not have to close any sites because of lack of staff. The Director also informed us that she is working with the Assistant Directors and Fiscal Coordinator to think of different ideas for staff retention. We received communication from the Office of Head Start encouraging agencies to think of different ways they can use Covid relief funds for staff retention.

The Assistant Director of Family Services, Health and Nutrition presented her report. She informed parents that attendance for the month of September was low for Early Head Start and Early Head Start Expansion. Enrollment was at 64% for Early Head Start, 71% for Early Head Start Expansion and 85% of Head Start. We had 6 unusual incidents to report. Three of the unusual incidents reported were Covid cases, 2 were closures due to staff vacancies and 1 child abuse case. The Assistant Director informed us that we are doing things a little bit different now. If there is one isolated case of Covid, the child will have to stay home until the adequate amount of time has passed and the child will have to test negative before returning to school. The site will not close down as it was done at the beginning of the pandemic. If there are a number of related Covid cases at a particular site, then the site will close down. In terms of enrollment we still need 94 families to enroll. Our Early Head Start program has not had any problems enrolling, however we are struggling enrolling Head Start Children because there are a growing number of available preschool programs now in the community. The staff is out daily, going out to recruit and attending events in the community.

Educational Announcements: The Assistant Director of Education, Jocelyn Tucker, was not available to provide her report. The Parent Involvement Manager provided her report. She provided the following information; All teaching

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staff had pre-service on September 8, 2022. All teaching staff was training on the following; Home Visits, Individualized Goals, Ages and Stages Questionnaire, Care and Supervision, Wellness, Managing Child Behavior, Conscious Discipline, Desired Results Developmental Profile, Mental Health and Disability Referrals, Creative Curriculum, Nutrition – Food Accommodations-Allergies, New Meal Service Process, Meal counts, CACFP documentation forms and many more. The Parent Involvement Manager also informed us that as of October 14, 2022, we have 19 students with IEP/IFSP for Early Head Start and 58 students with IEP/IFSP for Head Start. We have exceeded the 10% required by LACOE and we have 10 open cases in Mental Health. We were also informed that on October 25, 2022, LAUSD would be providing a training for parents called “Choices.” This workshop would teach parents about all the different school options they have for their children once they leave Head Start and go to Kindergarten.

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of August 2022. The average daily attendance for the month of August was 75.23% for Early Head Start and 77.82% 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 August.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for August 2022. The Total number of meals served for the month of August was 2,617. 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 October 2022. Head Start will be having their Parent Involvement Information/Elections Meetings and Early Head Start will be having a special presentation on “Understanding your Child’s Health Growth and Learning Development (18-36 months).

The Policy Committee voted on whether to have remote teleconference meetings for the period of October 14, 2022 through November 10, 2022 if a state of emergency exists which continues to impact Foundation’s Policy Committee from meeting safely in person.

M/S/C Vera/Sanchez to approve having remote teleconference meetings for the period of October 14, 2022 through November 10, 2022 if a state of emergency exists which continues to impact Foundation’s Policy Committee from meeting safely in person.

We reviewed and approved the Planning Policy & Procedure.

M/S/C Vera/Sanchez to approve the Planning Policy & Procedure.

We received and reviewed the Employee Handbook Addendum on Stipends.

M/S/C Vera/Jimenez to approve the Employee Handbook Addendum on Stipends.

We reviewed and approved BAR/RAA 42-243 Schedule I Changes - Santa Monica Charter HS Duration/Dosage.

M/S/C Vera/Sanchez to approve BAR/RAA 42-243 Schedule I Changes - Santa Monica Charter HS Duration/Dosage.

We reviewed and approved BAR/RAA 42-250 Schedule I Changes - Santa Monica Charter HS Basic.

M/S/C Vera/Sanchez to approve BAR/RAA 42-250 Schedule I Changes - Santa Monica Charter HS Basic.

We reviewed and approved BAR/RAA 42-251 Schedule I Changes - Santa Monica Charter EHS Basic.

M/S/C Vera/Sanchez to approve BAR/RAA 42-251 Schedule I Changes - Santa Monica Charter EHS Basic.

We received and reviewed the Monthly Fiscal Report on the Head Start Account.

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The Parent Involvement Supervisor recognized the Policy Committee with certificates and gifts for their hard work and dedication for PY 2021-2022.

Announcements: We were reminded that our term does not end until the new Policy Committee is elected and trained. The Executive Committee is going to be meeting again on November 8, 2022 for their last official PC Executive Committee Meeting. The Policy Committee will remain in their position as delegates until the new group is trained at the end of October.

The meeting adjourned at 12:32 p.m.

Submitted by,

P.C. Secretary