

Approved June 8, 2023

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

1000 N Alameda St, Los Angeles, CA 90012

**POLICY COMMITTEE MEETING**

**May 11, 2023– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:51 a.m.

Roll Call was taken and a quorum was established with 18 members present.

The minutes from our April 13, 2023 (Policy Committee Meeting) were read.

M/S/C Ramirez/Sanchez to approve the minutes for April 13, 2023 (Policy Committee Meeting) as read.

Our Chairperson thanked everyone for coming to today's Policy Committee Meeting. She informed us that the P.C. Executive Committee met on Tuesday, May 2, 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 April 2023.

The delegates to the County Policy Council gave their report for the meetings of April 11, 2023 and May 9, 2023.

The Delegate to the Board of Director's gave her report for the meeting of April 19, 2023.

Our Director presented her report. She reviewed program updates for program year 4 2022-2023. The Director reported that due to some site closures and outbreaks at sites she is requesting to change the last day of school for all the classes to June 29, 2023. This will give the teaching staff a little more time to work with the children, especially those that will be leaving to Kindergarten. Early Head Start time in school was also extended. Usually classes for toddlers' end during the first week of June, but this school year it was extended to end June 29th as well, giving the toddlers a little more time to spend in class due to the same reason as Head Start (Closures and outbreaks). We are working on the schedules for those sites that have more than 1 class, to differentiate from each other so there are no traffic issues. For example, one class will begin at 8:00 am the other at 8:15 am, 8:30 am and so forth. The sites that will be affected will be Gregory Park, La Mirada, and Fountain. Santa Monica Early Head Start is getting finalized for the new school year. We will be providing services for children of 18 to 36 months of age. Target Funding application is due to LACOE by June 30, 2023. The Delegate from Gregory Park asked the Director if there would be any reduction in staff or if there would be layoffs, with the reduction of slots in the upcoming school year. Marcie stated that not necessarily. Since we currently have vacancies, if you may, those vacancies will more than likely be eliminated or considered canceled. We are still having projects being completed at some sites. The parents were also reminded that LACOE is offering classes for parents who wish to work as teacher assistants, as well as for current employees to further their education.

The Assistant Director of Family Services, Health and Nutrition presented her report. She informed parents that we had 9 unusual incidents to report for the month of April. Three of the unusual incidents reported were child injury, two outbreak (norovirus), one Child Abuse (neglect), two licensing visit (issued a Type B violation at Little Friends and Echo Park CDC) and one other (public health cleared Ramona Head Start of the Virus). The Assistant Director reported that attendance for the month of April

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was still low for Head Start, Early Head Start and Early Head Start Expansion. Attendance was at 79% for Early Head Start, 74% for Early Head Start Expansion and 80% for Head Start. An analysis report was sent to LACOE to explain the reasons reported for the excessive absences. In terms of enrollment we are now focusing on enrolling for the upcoming 2023-2024 program year. We have 486 slots for the 2023-2024 PY. We are anticipating 315 to start and still need to enroll 128 for Head Start and 43 for Early Head Start/EHS X. The Family Service Associates are continuing to conduct recruitment events at various sites. We are asking for parent volunteers to help us by passing out flyers and telling their friends and family about our program. On May 13 the Parent Involvement Department will be holding a Parent & Community Resource/Recruitment Fair to provide resources to our community and parents and to recruit new families into the program.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker, provided her report. She provided the following information; there were 4 full assessments and 5 Speech and Language referrals submitted to LAUSD. There were also 2 referrals made to ELARC and 2 to FDLRC for Speech and Language Impairment. Foundation has 23 open cases for EHS and 67 for HS. We have 21 children in EHS with an IFSP and 56 children with Speech and Language Impairment in HS, 2 with other health impairment and 13 with autism. We have 31 referrals for EHS and 81 for HS. We have exceeded the required 10% of funded enrollment of children with IEP's in HS: 13.7% and EHS 17.2%. Our Mental Health Specialist continues doing classroom observations. She provides services to 21 children individually. We currently have 2 Mental Health Consultants for EHS and for HS. We have 55 referrals and 32 open cases. One of the children has been referred to an outside vendor for individual and family therapy. The Assistant Director informed the parents that teachers have completed the 3<sup>rd</sup> DRDP Assessment with all the children. She reviewed the overall results for EHS and HS with parents. Results indicate that there has been improvement in all areas of the children's growth and development. The report indicates the results for all three assessments (Fall 2022, Winter 2023 & Spring 2023), so that parents can compare the growth from the time that the child entered the program and ended the program. Individual results will be shared with each parent, so that parents can see how their child has improved individually and which areas they need additional support. **Upcoming events: When Families Come Together Club 5/18 4-5 pm, The Exclusive Inclusive Club 5/25 4-5 pm, Last Day for most Parent Conferences 5/22, Transition Conference, June 2023, & Professional Development Day, June 9, 2023.**

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of April 2023. The average daily attendance for the month of April was 80% for Head Start, 79% for Early Head Start and 74% 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 April.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for March 2023. The total number of meals served for the month of March was 19,132. 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 May 2023. The Head Start program will be having a workshop on Transition at every site.

Three parents and three staff members attended the 24<sup>th</sup> Annual Families and Fathers International Conference 2023. The fathers in attendance shared their experience with the Policy Committee.

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

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Announcements: We were reminded that our next Policy Committee Meeting will take place on June 8, 2023.

The meeting adjourned at 12:20 p.m.

Submitted by,

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Kattia Vera

P.C. Secretary