

Approved July 13, 2023

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
1000 N Alameda St, Los Angeles, CA 90012

POLICY COMMITTEE MEETING
June 8, 2023– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:53 a.m.

Roll Call was taken and a quorum was established with 14 members present.

The minutes from our May 11, 2023 (Policy Committee Meeting) were read.

M/S/C Ramirez/Gonzalez to approve the minutes for May 11, 2023 (Policy Committee Meeting) with corrections.

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

The delegates to the County Policy Council gave their report for the meetings of May 13, 2023.

The Delegate to the Board of Director's gave her report for the meeting of May 21, 2023.

Our Director presented her report. She reviewed program updates for program year 4 2022-2023. The Director reported that it is that time of the year to close out projects. We received close to a million dollars in Target Funding to work on some projects at sites. Any project that is over 2,000, we have to create a post and open it up to the public for bids. The last day of classes for children is June 29, 2023. We will not be opening the Aldama site for the new program year, however we will be opening two classrooms in Santa Monica Charter. One class will consist of eight Early Head Start children and the other class will consist of Head Start children, targeting three year olds. Early Head Start classes will begin early August and Head Start classes will begin in September, after labor day. Evans will be turned into an Early Head Start classroom and Flores del Valle and Lincoln Heights are working on getting fully licensed. Foundation's application has already been accepted by LACOE, next comes the contract, which we expect to receive during the month of July. During the summer we will continue to focus on filling the staff vacancies. We will be adding a new Mental Health Specialist position and another maintenance position for the upcoming program year.

The Assistant Director of Family Services, Health and Nutrition presented her report. She informed parents that we had 19 unusual incidents to report for the month of May. Five of the unusual incidents reported were child injury, five outbreaks (Norovirus, Lice, Hand, Foot and Mouth, Pink Eye), one Covid Case, one Child Abuse (neglect), five licensing visits (Garden of Progress – no findings; Soto – no findings; La Mirada – no findings; Gregory Park – type B issued; Echo Park HS – prior visit resolved), one site closure (Fountain floor flooded) and one other (Park Place – police called for a man selling cats outside the school). The Assistant Director reported that attendance for the month of May was still low for Head Start, Early Head Start and Early Head Start Expansion. Attendance was at 75% for Early Head Start, 77% for Early Head Start Expansion and 79% 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

Approved July 13, 2023

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 111 for Head Start and 23 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 June 17, 2023 the Parent Involvement Department will be holding a Parent & Community Resource/Recruitment Fair at Garden of Progress 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. Jocelyn reported on Disabilities, Mental Health and Education. She provided the following information; In the Disabilities Department we had 38 IEP meetings in May, 18 open cases in EHS, 38 in HS and 24 IFSP's in EHS. We exceeded the 10% requirement with 13.7 % in HS, 17.2% in EHS and 5% in EHSX. Disabilities has 4 HS referrals with LAUSD and 3 EHS referrals with the Regional Center. In Mental Health there have been 21 individual observations done. Our Mental Health Consultant has been working with two EHS and 2 HS children and we have 61 referrals. We currently have 33 open cases in Mental Health and have referred one child to an outside vendor for individual and family therapy. In Education we have now completed our last parent conference. We had a RIF book give away on June 2nd, we have a couple more classes to complete "The Growing Brain" course with parents. We will also be using a new program called "Ready Rosie" to increase the children's literacy skills. We will complete the Nutrition Program in June with food experience. It was offered to three sites on a trial basis (Euclid, ELAOC & Estrada) and hope to offer it to all the sites for the 2023-2024 program year. **Upcoming events: When Families Come Together Club 6/15 4-5 pm, The Exclusive Inclusive Club 6/22 4-5 pm, Transition to Kinder Conference, June 9, 2023, Professional Development Day, June 9, 2023, Mini Olympics – Last week of school, Male Engagement – Last week of school & Last Day of School, June 29, 2023.**

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of May 2023. The average daily attendance for the month of May was 79% for Head Start, 75% for Early Head Start and 77% 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 May.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for April 2023. The total number of meals served for the month of April was 15,478. 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 June 2023. The Head Start program will be having different workshops throughout the month, where parents from all the sites will be invited. Some of the topics covered will be Transition to Kinder, Burn Prevention, Drug & Alcohol Prevention, Child Abuse, Domestic Violence, Lead Poisoning Prevention and Car Seat Training provided by a representative from the City of Los Angeles Office of Traffic Safety Program.

The Parent Involvement Manager informed the parents about a Parent & Community Resource/Recruitment Fair that will be taking place on Saturday, June 17, 2023. The Fair will also include a half an hour presentation from the Grossman Burn Center and various Community Resource booths on Mental Health, East Los Angeles Women Center, Pathways, Aetna and many more.

We received and reviewed BAR/RAA 42-601 Adame Site Closure.

M/S/C Vera/Sanchez to approve BAR/RAA 42-601 Adame Site Closure.

Approved July 13, 2023

Foundation conducted a State Preschool Self Evaluation. The evaluation results were as follows: **Areas of strength** included parent satisfaction with program, sites are staffed with appropriate number of qualified teachers, the agency provided multiple trainings for parents, and the agency has a referral plan in place for families requiring additional support. **Areas of Opportunities:** Notice of Action was sent incorrectly to families whose children started the program at 3 years old. The Notice of Action for 3 year olds, must read that the child is eligible for 2 years in the program. The correction was made and a new Notice of Action for families who have a 3-year-old in the program were re-sent. In the Environmental Rating Scale – Teachers will include more informal reading in the lesson plan, during outside time and free choice time. And in the Desired Results Developmental Profile (DRDP) – Children scored lower under Language, Literacy, Cognition and Science. Teachers will include on the lesson plan opportunities to work on the areas that the children scored low.

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 July 11, 2023.

The meeting adjourned at 12:03 p.m.

Submitted by,

Katia Vera
P.C. Secretary