

Approved on August 10, 2023

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
1000 N Alameda St, Los Angeles, CA 90012
POLICY COMMITTEE MEETING
July 13, 2023– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:30 a.m.

Roll Call was taken and a quorum was established with 14 member's present.

The minutes from our June 8, 2023 (Policy Committee Meeting) were read.

M/S/C Jimenez/Gonzalez to approve the minutes for June 8, 2023 (Policy Committee Meeting) with corrections.

Our Chairperson was not able to be present at today's PC Committee Meeting, however the Delegate to the Board of Director's headed today's PC Committee meeting. She thanked everyone for coming to today's Policy Committee Meeting. She informed us that the P.C. Executive Committee met on Thursday, July 13, 2023 to review all documents and reports for today's meeting.

Our Treasurer gave his report. He reported all expenditures incurred from June 6, 2023 thru July 10, 2023.

The delegates to the County Policy Council provided their report for the meeting of June 13, 2023 and July 11, 2023.

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

Our Director provided her report. She reported that the LACOE HS/EHS Contract has been received and has been routed for signatures. Foundation completed multiple projects funded through target funding. We are still working on various projects and hope to have them ready before school starts. The Director also informed us that she will be meeting with her administration staff to plan pre-service for Early Head Start staff and ensure collaboration and coordination among service areas. The Policy Committee has received and approved the Schedule I & K, there have not been any major changes since its approval. The only site that may not be opening on its scheduled time would be Lincoln Heights. The Director will be working with Education Staff to place teachers at the sites. She also informed us that we have a new system in place, where job applicants can fill out applications directly on-line to make the process easier for the Fiscal Officer to receive the applications immediately as they come in and start the hiring process. We anticipate being fully enrolled by the start of the new school year. We continue to recruit and have many returning families. The biggest concern we are facing right now is with staffing, and having enough staff to open and operate classrooms.

The Assistant Director presented her report. She informed parents that attendance for the month of June was at 76% for Head Start, 69% for Early Head Start and 73% for Early Head Start Expansion. We had 8 unusual incidents to report. One of those was a child injury, two were outbreaks (Norovirus) at Euclid and Fountain, two were site closures at Gregory Park and Estrada, one was due to police activity at Ramona Gardens (the play yard was vandalized), 1 medical (child had an allergic reaction and 1 other (Carbon Monoxide alarm was going off, cleared by Fire Department). In terms of enrollment, next year we are supposed to have 486 families enrolled and we currently have 73% enrolled in Head Start with 107 still remaining and for Early Head Start we have 93% enrolled with 7 remaining to be filled. The Family Service Associates are currently working on recruitment, they have been canvassing the neighborhoods passing out flyers, holding pop ups in the

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community, attending community events and working with the Community Safety Advisory Council, who have been a great partner in passing out foundation's flyers. The FSAs will continue to contact community agencies, local stores, medical/dental clinics, supermarkets, laundry matts to post and drop off agency flyers. The Assistant Director also informed us that 171 families completed the Nutrition Comment form. Overall foods most liked by many of the children are chicken nuggets, fruit, pizza, mac and cheese, spaghetti and cheese. The food that was least liked by children was vegetables, chicken salad, veggie hamburgers and lamb.

Educational Announcements: The Assistant Director of Education informed the parents that the Education held two transition to kindergarten conferences on June 8, 2022. We had approximately 90 parents attend the morning session and approximately 50 parents attend the pm session. All attendees received a \$50.00 gift certificate to Lakeshore Learning Materials. The Assistant Director also shared a video of the two-day Mini-Olympics that took place at the end of the program year 2021-2022, all children received a certificate for Head Start and a summer backpack. Mrs. Tucker informed the parents that Mental Health is currently providing services to 58 families. We have 76 Head Start children with IEPs and two new referrals, 20 Early Head Start children with IFSPs and two new referrals. Education Staff are working very hard to get the EHS classrooms ready for the first day of class, which will begin on August 8. We were informed that Foundation has been holding panel interviews to fill Education vacancies.

We received and reviewed the Average Daily Attendance Report for the month of June 2023. The average daily attendance for the month of June was 76% for Head Start, 69% for Early Head Start and 73% 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 June.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for June 2023. The Total number of meals served for the month of June was 22,078. Discussion took place.

We received the In-Kind report that includes parent volunteer hours, report was included with Fiscal Report.

We did not receive a Parent Meeting Calendar for the month of July 2023. Children are currently in summer break.

We received and reviewed BAR/RAA 42-636 Budget Realignment Head Start Basic.

M/S/C Bachler/Gonzalez to approve BAR/RAA 42-636 Budget Realignment Head Start Basic.

We received and reviewed BAR/RAA 42-637 Budget Realignment Dosage.

M/S/C Bachler/Gonzalez to approve BAR/RAA 42-637 Budget Realignment Dosage.

We received and reviewed BAR/RAA 42-638 Budget Realignment Dosage X.

M/S/C Bachler/Gonzalez to approve BAR/RAA 42-638 Budget Realignment Dosage X.

We received and reviewed BAR/RAA 42-639 Budget Realignment Early Head Start.

M/S/C Bachler/Gonzalez to approve BAR/RAA 42-639 Budget Realignment Early Head Start.

We reviewed BAR/RAA 42-640 Budget Realignment Early Head Start X.

M/S/C Bachler/Gonzalez to approve BAR/RAA 42-640 Budget Realignment Early Head Start X.

We reviewed the changes to the ERSEA Manual Policies and Procedures PY 2023-2024.

M/S/C Bachler/Gonzalez to approve the changes to the ERSEA Manual Policies and Procedures PY 2023-2024.

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

Announcements: We were reminded that our next Policy Committee Meeting would take place on August 10, 2023.

The meeting adjourned at 11:52 a.m.

Submitted by,

Acting P.C. Secretary