

Approved October 12, 2023

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.  
155 N Occidental Blvd., Los Angeles, CA 90026  
**POLICY COMMITTEE MEETING**  
**September 14, 2023– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:45 a.m.

Roll Call was taken and a quorum was established with 12 member's present.

The minutes from our August 10, 2023 (Policy Committee Meeting) were read.

M/S/C Ramirez/Vera to approve the minutes for August 10, 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 this morning, September 14, 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 was not present to give her report, therefore the Parliamentarian presented the report. He reported all expenditures incurred from August 10, 2023 thru September 13, 2023.

The delegates to the County Policy Council provided their report for the meeting of September 12, 2023.

The Delegate to the Board of Director's provided her report for the meeting of August 16, 2023.

Our Director was unable to be present at today's Policy Committee Meeting, however the Parent Involvement Coordinator provided her report. The following information was provided; Foundation will be recognized for becoming accredited as an NHSA Program of Excellence at their next event in Washington DC, the week of September 20, 2023. Sites and classrooms are now open, with the exception of Evans, Santa Monica Charter, Flores del Valle & Lincoln Heights. Those sites are scheduled to open at a later time, as some require lead testing and others need licensing final corrections. Foundation has completed its Preservice and provided the required training to staff prior to starting classes. We are also eligible for two types of Target Funding available. Target I Funding, an invite letter was received that includes funding opportunities for projects/equipment listed on our Schedule "L", which is a part of the 2023-2024 Refunding Application and Target II Funding, an invite letter was also received, that provides an opportunity to request funding for additional projects, or program needs. Foundation intends to submit a request funds to support program operations and meets needs such as additional dollars for consultants, substitutes and retention stipends. Staffing continues to be one of our biggest challenges. Foundation is in talks with LACOE about the challenges and what support can be offered. Lastly, staff will be receiving their COLA increases effective September 15, 2023, with retro to be issued to hours worked from July 1, 2023.

The Assistant Director was unable to be present at today's meeting, however, the Parent Involvement Coordinator provided her report. She informed parents that attendance for the month of August for Early Head Start was at 80%. We had 10 unusual incidents to report. Two were outbreaks/Closure (Covid) at Gregory Park EHS and Ramona Gardens, one outbreak (pink eye) – (Fountain EHS), six site closures for EHS classes due to Tropical Storm and one incidence of domestic violence (DCFS Report). In terms of enrollment, next year we are supposed to have 486 families enrolled and we currently have 83% enrolled in Head Start with 65 still remaining and for Early Head Start we have 99% enrolled with 1 remaining to be filled. The Family Service

Approved October 12, 2023

Associates are currently working on recruitment, they have been canvassing the neighborhoods passing out flyers, holding pop ups in the 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.

**Educational Announcements:** Mrs. Tucker informed the parents that we currently have 2 referrals, 11 open cases and 21 IFSP's in Early Head Start. Head Start has not yet started, however we have 44 Speech and Language in accepted status and 1 Other Health Impaired also in accepted status. We are funded for 21 IFSP's (21%) and 59 IEP's (15.3). In Mental Health there are currently no referrals, as children recently started class. The following are Educational Events Coming up: Early Head Start Pre-Service Training, EHS Open House, Evans is licensed-waiting for lead testing repairs, Flores del Valle-waiting for playground waiver, Santa Monica playground waiver and new furniture at Euclid, GOP, Fountain, La Mirada, Gregory Park and Office desks. Head Start Teachers will return to class on September 5, 2023 and children return on September 13, 2023. We are also continuing with the two clubs being led by the Mental Health Department "When Families Come Together" and "Exclusive Inclusive Club" that will both begin in September. The first round of Home Visits for Early Head Start should be completed by September 20, 2023. We will be holding three Male Engagement Events, the first one will be called "Be a Hero, bring your Child to Preschool Day", this will take place on October 5<sup>th</sup>, 2023. And finally, we will be using three curriculums with children this year to include "Ready Rosie", "Glow, grow and Go" and "Reggio Inspired Environment."

We did not receive the Average Daily Attendance Report for the month of July 2023 because classes were not in session.

We did not receive the Claim for Reimbursement Child and Adult Care Food Program for the month of July 2023 because classes were not in session.

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

We received a Parent Meeting Calendar for the month of September 2023. Head Start children will be having their Parent Orientations on the week of August 19 & 20, 2023. Early Head Start Sites will be having their Parent Involvement Information/Elections Meeting.

We received and reviewed BAR-RAA 43-135 Request for Target Funding – HS Basic.

M/S/C Vera/Arias to approve BAR-RAA 43-135 Request for Target Funding – HS Basic.

We received and reviewed BAR-RAA 43-136 Request for Target Funding – HS Duration/Dosage.

M/S/C Vera/Arias to approve BAR-RAA 43-136 Request for Target Funding – HS Duration/Dosage.

We received and reviewed BAR-RAA 43-137 Request for Target Funding – HS Duration/Dosage (Soto).

M/S/C Vera/Arias to approve BAR-RAA 43-137 Request for Target Funding – HS Duration/Dosage (Soto).

We received and reviewed BAR-RAA 43-138 Request for Target Funding – EHS Basic.

M/S/C Vera/Arias to approve BAR-RAA 43-138 Request for Target Funding – EHS Basic.

We received and reviewed the Policy Committee By-Laws 2023-2024.

M/S/C Bachler/Arias to approve the Policy Committee By-Laws 2023-2024.

We received and reviewed the proposal for the use of Parent Education Funds 2023-2024.

Approved October 12, 2023

M/S/C Bachler/Arias to approve the proposal for the use of Parent Education Funds 2023-2024.

We received and reviewed the Policy Committee Reimbursement Policy.

M/S/C Bachler/Rodriguez to approve the Policy Committee Reimbursement Policy.

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 October 12, 2023.

The meeting adjourned at 12:14 p.m.

Submitted by,

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P.C. Secretary