

Approved January 11, 2024

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.  
155 N Occidental Blvd., Los Angeles, CA 90026

**POLICY COMMITTEE MEETING**  
**December 14, 2023– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:52 a.m.

Roll Call was taken and a quorum was established with 16 members present.

The minutes from our November 9, 2023 (Policy Committee Meeting) were read.

M/S/C Ramirez/Sanchez to approve the minutes for November 9, 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 December 8, 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 September and October 2023.

The delegates to the County Policy Council gave their report for the meeting of November 14, 2023.

The Delegate to the Board of Directors provided her report for the meeting of November 15, 2023.

Our Director presented her report. She welcomed parents to the meeting. As we get ready for winter break, she wished everyone a safe and happy holiday season. She informed us that she is currently working with LACOE on Foundation's Strategic Planning Process. This process, of Strategic Planning, is to use our agency data to determine goals for the next five years. The Director said that she would like a couple of Policy Committee Members to be part of the Strategic Planning Meetings, in order to get the parent's perspective. She also informed the parents that we are working on the Refunding Application for the 2024-2025 Program Year. She will be bringing information to the Policy Committee for review and approval in the upcoming months. The Director also informed parents that Santa Monica Head Start/Early Head Start is ready to go and is scheduled to open its doors in January of 2024.

The Assistant Director of Family Services, Health and Nutrition presented her report. She informed parents that we had 3 unusual incidents to report. One of the unusual incidents reported was a child injury and 2 were reported cases of Child Abuse. She reported that attendance for the month of November was low for Head Start and Early Head Start. Enrollment was at 73% for Early Head Start and 82% for Head Start. An analysis report was sent to LACOE to explain the reasons reported for the excessive absences. In terms of enrollment we still need 35 families to enroll in Head Start, we are at 91% and need 7 families to enroll in Early Head Start, we are at 93%. The Family Service Associates continue to go out to recruit and attend events in the community. The Assistant Director also informed us that the agency held a Community Brunch on November 14, 2023. This meeting brought together community members that provide assistance and support to Foundation families. The agency has also begun preparation for the State Review scheduled for February 2024. Vision screenings by UCLA were completed in November, which provided free vision screenings and glasses for those children that need it.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker, was unable to be present at today's meeting. She is currently in Arizona attending a training on a new curriculum that Foundation is introducing into some of our classrooms. This curriculum is called the Reggio Emilia and is an emergent curriculum built upon the interests of the children. This way of teaching requires teachers to observe and have discussions with children and their families to discover their abilities, needs, and skills and build them into classroom learning, activities, and play. There are no major updates to report at this time. We continue to recruit and hold panels for vacant teacher, teacher assistant and teacher aid positions. Santa Monica Charter is set to open in January of 2024 and we are continuing to

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work with the remaining sites. School will be closing for winter break from December 20, 2023 and classes are scheduled to resume on Tuesday, January 9, 2024.

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of November 2023. The average daily attendance for the month of November was 81.6% for Head Start, 72.5% for Early Head Start. An ADA Analysis report was sent to LACOE to explain the reason why some sites fell below the average attendance for the month of November.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for October 2023. The total number of meals served for the month of October was 18,466. 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 December 2023. Head Start will be having a workshop on School Readiness Goal #3, Approaches to Learning.

We reviewed and approved BAR/RAA 43-264 Target Funding HS Carryover 1.

M/S/C Zurn/Sanchez to approve BAR/RAA 43-264 Target Funding HS Carryover 1.

We reviewed and approved BAR/RAA 43-265 Target Funding EHS X Carryover 1.

M/S/C Ramirez/Maldonado to approve BAR/RAA 43-265 Target Funding EHS X Carryover 1.

We reviewed and approved BAR/RAA 43-267 Target Funding ARP – Cares 3 Carryover 1.

M/S/C Bachler/Sanchez to approve BAR/RAA 43-267 Target Funding ARP – Cares 3 Carryover 1.

The Policy Committee had a special presentation on ERSEA Eligibility Training/Final Rule. The presentation was given by the ERSEA Coordinator, Samantha Garcia.

We received a special presentation from Silvia de la Cruz from LACOE on Parent Wellness.

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 January 11, 2024.

The meeting adjourned at 11:50 a.m.

Submitted by,

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Reina Mendez  
P.C. Secretary