

Approved on March 14, 2024

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

POLICY COMMITTEE MEETING
February 8, 2024– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:39 a.m.

Roll Call was taken and a quorum was established with 17 present.

The minutes from our January 11, 2024 (Policy Committee Meeting) were read.

M/S/C Maldonado/Carranza to approve the minutes for January 11, 2024 (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 February 7, 2024 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 January 2024.

The delegates to the County Policy Council gave their report for the meeting of January 9, 2024.

The Delegate to the Board of Director's gave her report for the meeting of January 17, 2024.

Our Director presented her report. She reported that most of her focus has been going towards finalizing the Refunding Application for Head Start& Early Head Start for PY 2024-2025. The Director also informed us that this year Strategic Planning was conducted in a different manner. Staff from each department attended the Strategic Planning meetings to plan for the agency's goals for the next five years. The team helped decide how we are going to put into action some steps that are important to us and are also aligned to LACOE's Strategic goals. The Director informed parents that she would be sharing those goals with the Policy Committee, once they are finalized. The Director had some exciting news to share, she informed us that Santa Monica Charter is finally open and servicing children and families. Foundation has formed a partnership with Santa Monica Charter that will benefit both our Head Start/Early Head Start program and Santa Monica Charter as well. The Director announced that some BARS were approved and the next step is getting request for proposals from different vendors to bid on and elect a vendor to complete the projects. Ms. Houchen also explained Foundation's process for hiring substitutes. We are currently going through a process of a new RFP, so that we can select additional vendors and hire more long term substitutes for sustainability. She informed us that we have a tentative start day for Lincoln Heights. She informed parents that we were having challenges balancing the budget, as the number of dollars and number of children stays the same, but the cost increases. The budget was balanced, but the agency had to make a few changes and eliminate a few existing vacancies. No staff member currently employed with Foundation will be laid off. Foundation stays committed with its belief that high quality services for children and families is most important. Staff will however receive an increase for PY 2024-2025. A letter was also sent by LACOE to inform the Director that LACOE has approved a \$3,000 retention stipend for Foundation staff, that will be paid to each employee at the end of the program year.

The Assistant Director of Family Services, Health and Nutrition was not able to be present to provide her report. The Parent Involvement Coordinator provided some updates. She informed parents that we had 5 unusual incidents to report for the month of January 2024. Two of the unusual incidents reported were Outbreaks/Epidemic, 1 injury, 1 child abuse case and 1 snake in classroom (Fire Department called at Ramona HS). She reported that attendance for the month of January was low for Head Start and Early Head Start, however, it improved from the previous month. Enrollment was at 84% for Head Start and 81% for Early Head Start. An analysis report was sent to LACOE to explain the reasons reported for the excessive absences. Lower numbers in attendance are due to extended illnesses, outbreaks, medical exclusions and extended vacation. In terms of enrollment we still need 28 families to enroll for Head Start and 7 children to enroll in Early Head Start and that is primarily due to a lot of kids that are transitioning out.

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Educational Announcements: The Assistant Director of Education, Jocelyn Tucker provided some updates. She informed parents that Foundation had 5 new referrals in January for Head Start and 5 for Early Head Start. We have some in process as well. We had 47 Transition to Kindergarten Health Questionnaires to fill out for children transitioning out. In total we have 58 referrals in Head Start and 25 in Early Head Start. For Mental Health we have a total of 27 referrals that our Mental Health Consultant is working with for children or families and 1 staff. Ms. Jocelyn also informed us that in the monthly meetings, “Where Families Come Together”, the first few minutes of the meetings, the families do Zumba. Every month the Mental Health Department sends out a Mental Health Newsletter that is sent to all of our families. Ms. Tucker also explained the results for the Desired Results Developmental Profile (DRDP (2015) for Early Head Start). The DRDP is how we assess the learning of the children in our program. We do this assessment three times a year and as parents you should be getting three reports a year. You get the first report at the first parent conference, you get the second one at the second home visit and you will get the last one around May at the second parent conference. In the DRDP there are thirty measures that tell us how the child is progressing. The teachers demonstrate the progress of each child by collecting pictures, samples of work, documentation of things that children say or do. They must collect at least two pieces of evidence for each measure in order to rate them. When the teacher shows you the rating they should explain where your child is currently. Ms. Tucker reviewed the overall Early Head Start results with the parents. The results demonstrated the improvement that took place in the children’s learning development from Fall 2023 to Winter 2024. Teachers had a training in December on Anti-Bias Education. We had a RIF book distribution in December, as well. Participating sites received a lesson on GO, GLOW & GROW on hand washing. We also had some staff attend a training in Arizona on the Reggio Emilia Approach and other staff attended a documentation training on Branches Atelier. Upcoming events for the month of February: Finalized 2nd DRDP results for Head Start, Early Head Start 2nd Home Visits due, Teacher training, When Families Come Together Club, President’s Holiday, Exclusive Inclusive Club Meeting and Head Start 2nd Home Visits due. The Assistant Director also shared some pictures and videos of sites participating in the Reggio Emilia Approach.

We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of January 2024. The average daily attendance for the month of January was 84% for Head Start and 81% 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 January.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for December 2024. The total number of meals served for the month of December was 11,945. Discussion took place.

We received and reviewed the In-kind report that includes parent volunteer hours. The report was included with the Fiscal Report.

We received the Parent Meeting Calendar for the month of February 2024. Head Start will be having a workshop on School Readiness Goal #1, Language and Literacy/DLL Part II.

The Agency Director reviewed the Funding Summary for PY 2024-2025 with the Policy Committee.

M/S/C Maldonado/Ramirez to approve the Funding Summary for PY 2024-2025.

We received and reviewed BAR/RAA 43-312 Early Education Expansion Program (IEEEP) Grant Funding.

M/S/C Sanchez/Bachler to approve BAR/RAA 43-312 Early Education Expansion Program (IEEEP) Grant Funding.

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 March 14, 2024.

The meeting adjourned at 12:13 p.m.

Submitted by,

Reina Mendez
P.C. Secretary