

Approved February 8, 2024

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

POLICY COMMITTEE MEETING
January 11, 2024– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:54 a.m.

Roll Call was taken and a quorum was established with 13 present.

The minutes from our December 14, 2023 (Policy Committee Meeting) were read.

M/S/C Maldonado/Marroquin to approve the minutes for December 14, 2023 (Policy Committee Meeting) with corrections.

Our Vice Chairperson thanked everyone for coming to today's Policy Committee Meeting. She informed us that the P.C. Executive Committee met on January 10, 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 December 2023.

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

The Delegate to the Board of Director's gave her report for the meeting of December 20, 2023.

Our Director presented her report. She reported that she is working on the Refunding Application for PY 2024-2025 for year 1 of the LACOE grant cycle. The Director also reported that she had some exciting news to share. She announced that next program year William Mead will be serving Early Head Start, instead of Head Start. It has been noted in the past few years that Early Head Start has been a need in the community, as they already have an early Head Start in their local Elementary School. The Director informed us that next week an elected group of staff members from each department will be meeting to work on Foundation's five year goals. Ms. Hutchen informed the Policy Committee that LACOE approved BAR/RAA 43-135 Site projects in the amount of \$345,000 for Head Start Basic.

The Assistant Director of Family Services, Health and Nutrition presented her report. She informed parents that we had 6 unusual incidents to report for the month of December. Two of the unusual incidents reported were Outbreaks/Epidemic, 1 injury, 1 site closure (broken water pipe in the community), 1 lock down (Due to police activity in the neighborhood) and 1 property damage (Banner was tagged). She reported that attendance for the month of December was low for Head Start and Early Head Start. Enrollment was at 77% for Head Start and 73% 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 26 families to enroll for Head Start and 6 children to enroll in Early Head Start and that is primarily due to a lot of kids that are transitioning out.

Educational Announcements: The Assistant Director of Education, Jocelyn Tucker was not able to be present to provide her report. The Parent Involvement Coordinator provided some updates. She informed parents that Foundation is actively recruiting for Teacher, Teacher Assistant and Teacher Aide positions. The Coordinator announced that Mrs. Tucker may be offering a Saturday class during the month of May on "The Growing Brain". The class would be seven weeks long and the participants would be able to obtain a certificate once the course is completed.

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We received and reviewed the Average Daily Attendance Report for Early Head Start for the month of December 2023. The average daily attendance for the month of December was 76.6% for Head Start and 73.3% 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 December.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for November 2023. The total number of meals served for the month of November was 14,403. 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 January 2024. Head Start will be having a workshop on School Readiness Goal #1, Language and Literacy/DLL.

We received and reviewed BAR/RAA 43-275 Early Head Start Budget Alignment.

M/S/C Bachler/Sanchez to approve BAR/RAA 43-275 Early Head Start Budget Alignment.

We received and reviewed BAR/RAA 43-276 Head Start Duration Budget Alignment.

M/S/C Bachler/Sanchez to approve BAR/RAA 43-276 Head Start Duration Budget Alignment.

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 February 8, 2024.

The meeting adjourned at 11:43 a.m.

Submitted by,

Reina Mendez

P.C. Secretary