

Approved on May 8, 2025

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

**POLICY COMMITTEE MEETING**  
**April 10, 2025– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:46 a.m.

Roll Call was taken and a quorum was established with 14 members present.

The minutes from our March 13, 2025 (Policy Committee Meeting) were read.

M/S/C Paz/Marroquin to approve the minutes for March 13, 2025 (Policy Committee Meeting) with corrections.

Our Chairperson presided over today's meeting. She thanked everyone for attending today's Policy Committee Meeting. She informed us that the P.C. Executive Committee met on Wednesday, April 2, 2025 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 March 2025.

The delegates to the County Policy Council provided their report for the Policy Council meeting that took place on April 8, 2025.

The Delegate to the Board of Directors provided her report for March 19, 2025.

Our Director was unable to be present at the Policy Committee Meeting, however, the Parent Involvement Coordinator provided her report. The following information was provided: She informed us that LACOE is doing a Comprehensive Review of Foundation ECE. LACOE has many activities, visits and monitoring staff continued monitoring, visits and reviews on CLASS and ELO (Early Learning). **Communication from LACOE:** Foundation continues to be on Standard Monitoring. We also received information from LACOE that the Male Engagement event that was supposed to take place on May 22, 2025 was cancelled until further notice. **Human Resources:** Foundation currently has 18 vacancies in total. Out of the 18 vacancies, 14 are teaching staff and 4 are non-teaching staff. Numbers are constantly changing as we have on-going recruiting throughout the year and panel interviews are being held as needed.

The Assistant Director of Family Services, Health and Nutrition could not be present to provide her report, however, the Parent Involvement Coordinator provided her report. She provided the following information: There were eleven unusual incidents to report for the month of March. There were two Gastrointestinal (GI) outbreaks at Garden of Progress and (pink eye) at Euclid, one child abuse case at ELAOC, one other, which was due to a stranger who walked in at Gregory Park, five minor injuries (Ramona Gardens, Lincoln Heights, Garden of Progress, Fountain, and Santa Monica), 1 visitor from the Department of Children and Family Services at Fountain, and one parent concern at Garden of Progress. Our attendance was at 78% for Early Head Start and 83% for Head Start. An Analysis report was sent to LACOE to identify the reasons for the low attendance. Recruitment continues for the 2025-2026 program year. Foundation is currently at 98% enrolled in Head Start and 100% enrolled in Early Head Start.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker was not able to be present to give her report, however, the Education Coordinator (Ana Mendez) presented her report. She provided the following information. In Disabilities we had 1 new referral in March for the Early Head Start and 10 for Head Start. For Mental Health we had 3 new referrals for children, 1 new referral for parents and 2 new referrals for staff. We had "Read Across America" during the month of March.

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Children had an opportunity to choose a book to take home. We had our annual fair, "TRANSITIONING to better health, better finances and strong children and families". The fair was successful, we had over 100 families and 25 resource booths attend the fair. During the month of March, Teacher's had their professional development day, where they received a great training on Conscious Discipline. We have asked the consultant to please return to provide the same training to our Head Start families. **Upcoming Events:** The Conscious Discipline training for parents will be given as a three-day training. The training will be on Tuesday, June 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup>, from 9:30 to 11:30 am. We will be sending out a flyer for the Conscious Discipline training to parents in May. Spring break is coming up, it will take place the week of April 14<sup>th</sup> through April 18<sup>th</sup>. Teachers will be having a Professional Development day on Monday, April 21, 2025 and there will not be any classes on that day. We were informed that Parent Conferences for Early Head Start will be taking place during late April and early May. Head Start will be having their parent conferences in May 2025. She asked that each parent get in contact with their teacher to schedule their parent conference. Mrs. Tucker also informed us that she is working on putting together the last Transition to Kindergarten workshop. Last year we invited teachers and principals from schools around our service areas to come and speak to parents about the services that their elementary school offers. We will also be having our Inclusive Exclusive Club on April 24<sup>th</sup>, 2025.

We received and reviewed the Average Daily Attendance Report for Head Start and Early Head Start for the month of February 2025. The average daily attendance for the month of February was 81.6% for Head Start and 77.4% 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 February.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for February 2025. The total number of meals served for the month of February was 19,464. 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 April 2025. Head Start will be having a workshop on School Readiness Goal #4, Perceptual, Motor and Physical Development.

Elections were held for a new Parliamentarian to the PC Executive Committee.

By majority vote Reina Mendez was elected as the new Parliamentarian to the PC Executive Committee.

Elections were held for a new Treasurer to the PC Executive Committee.

By majority vote Stephanie Ramirez was elected as the new Treasurer to the PC Executive Committee.

We received and reviewed the revised Selection Criteria for PY 2025-2026. The only revision made to the Selection Criteria for PY 2025-2026 was that there was a section added for Children of delegate staff.

M/S/C Arevalo/Maldonado to approve the revised Selection Criteria for PY 2025-2026.

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

We had a special presentation on Mental Health Services from clinicians from the Violence Intervention Program.

Announcements: We were reminded that our next Policy Committee Meeting will take place on May 8, 2025.

The meeting adjourned at 12:03 p.m.

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Submitted by,

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Crystal Rodriguez

P.C. Secretary