

Approved on April 10, 2025

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
155 N Occidental Blvd., Los Angeles, CA 90026
POLICY COMMITTEE MEETING
March 13, 2025– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:48 a.m.

Roll Call was taken and a quorum was established with 15 members present.

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

M/S/C Arevalo/Maldonado to approve the minutes for February 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, March 5, 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 February 2025.

The delegates to the County Policy Council provided their report for the Policy Council meeting that took place on March 11, 2025.

The Delegate to the Board of Directors provided her report for February 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 we would be having our year 1 review of the 5 year grant cycle. LACOE is doing a Comprehensive Review of Foundation ECE. LACOE has many activities, visits and monitoring planned for the month March 2025. All of the Administrative team will be participating in the Comprehensive Review, which will consist of interviews, site visits, file reviews and one on ones with corresponding monitors. LACOE Staff are scheduled to be onsite from 8:00am-4:30pm on March 11th and 12th. We will also be having an introductory meeting on March 11, 2025 at 9:30 am in the main office. Each Assistant Director and Coordinator will present a brief summary of their department and describe their ongoing monitoring activities. Other monitoring, visits and reviews will be conducted by LACOE on CLASS and ELO (Early Learning). Facilities & Fiscal will continue to do their independent monitoring. LACOE will not monitor or visit any sites on March 4th, as they have been told we have an all agency event Resource Fair that day. The Parent Involvement Coordinator also informed us that the Head Start/Early Head Start funding application is in process with LACOE. All forms and sections have been completed and reviewed. We were informed that Foundation's Delegate Liaison Team Leader, Jael Ovalle, and Marcie are working with LACOE's legal expert on Immigration– Freddy Ruiz to present to parents via zoom. **Communication from LACOE:** We received and discussed LACOE Admin Policy Council Report with parents. Foundation continues to be on **Standard Monitoring** (Regular, ongoing desk and onsite reviews to meet performance standards.) **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 provided her report. She provided the following information: There were four unusual incidents to report for the month of February. There were two Gastrointestinal (GI) outbreak at Gregory Park and Echo Park CDC, one closure at Echo Park CDC due to electrical issues at the site and 1 other. Our attendance was at 76% for Early Head Start and 82% for Head Start. An Analysis report was sent to LACOE to identify the reasons for the low attendance. Recruitment continues for the 2024-2025 program year. Foundation is currently at 97% enrolled in Head Start and 100% enrolled in Early Head Start. We are asking help from our Policy Committee to join our recruitment efforts by helping to go out and recruit with our Family Service Associates and by spreading the word to other families in their communities.

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Educational Announcements: The Assistant Director of Education, Jocelyn Tucker presented her report. Mrs. Tucker informed the parents the following information. In Disabilities we had 3 new referrals in January for Early Head Start and 11 for Head Start. So for the month of February we had 8 new referrals for children, 1 new referral for parents and 4 new referrals for staff. We met and exceeded our required 10% of children with special needs for PY 2024-2025. Mrs. Tucker also reviewed the Mental Health Newsletter that goes out to all the parents. The newsletter includes many exciting things to read and practice. The newsletter includes an area where it focuses on the importance of self-care, another area focuses on important dates to remember and it provides parents with many resources for the family. Mrs. Tucker informed the parents that if they have not received the newsletter, to please speak to their teachers or supervisors.

Educational Events –we continue having the Cal Fresh Go, Grow, Glow Nutrition Trainings in the classrooms, minimum day for children was on February 4th and we completed the Conscious Discipline classes for parents.

Upcoming Events: The children’s Spring Break will be from April 14 through April 18th. The Exclusive Inclusive Club will meet on April 24th, 2025. Classroom observations will be taking place from March 30th through April 4th, 2025. Jocelyn also shared a video with Policy Committee highlighting the Transition/Recruitment/Resource Fair for parents and the Community that took place on March 4th and the Male Engagement activity that took place at the sites on March 6th, 2025.

We received and reviewed the Average Daily Attendance Report for Head Start and Early Head Start for the month of January 2025. The average daily attendance for the month of January was 65.9% for Head Start and 70.8% 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 January 2025. The total number of meals served for the month of January was 16,338. 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 March 2025. Head Start will be having a workshop on School Readiness Goal #2, Cognition.

We received and reviewed the BAR/RAA 44-340 Flexible Spending Account Head Start Basic (FSA).

M/S/C Maldonado/Marroquin to approve BAR/RAA 44-340 Flexible Spending Account Head Start Basic (FSA).

We received and reviewed the BAR/RAA 44-341 Flexible Spending Account Early Head Start Basic (FSA).

M/S/C Maldonado/Marroquin to approve BAR/RAA 44-341 Flexible Spending Account Early Head Start Basic (FSA).

We received and reviewed the BAR/RAA 44-352 Budget Realignment for HSB LCE (low-cost extension).

M/S/C Arevalo/Maldonado to approve BAR/RAA 44-352 Budget Realignment for HSB LCE (low-cost extension).

We received and reviewed the BAR/RAA 44-353 Budget Realignment for Duration/Dosage LCE.

M/S/C Arevalo/Maldonado to approve BAR/RAA 44-353 Budget Realignment for Duration/Dosage LCE.

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 April 10, 2025.

The meeting adjourned at 12:18 p.m.

Submitted by,

Crystal Rodriguez
P.C. Secretary