

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.  
3450 E Sierra Madre Blvd, Pasadena CA 91107

**PC EXECUTIVE COMMITTEE MEETING**

**May 7, 2025– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:34 a.m.

Roll Call was taken and a quorum was established with 9 members present.

The minutes from our April 2, 2025 (PC Executive Committee Meeting) and April 10, 2025 (Policy Committee Meeting) were read.

M/S/C Bachler/Maldonado to approve the minutes for April 2, 2025 (PC Executive Committee Meeting) with corrections.

M/S/C Arevalo/Maldonado to recommend the approval of the minutes for April 10, 2025 (Policy Committee Meeting) with corrections.

Our Chairperson thanked everyone for attending today's P.C. Executive Committee Meeting.

Our Treasurer gave her report. She reported all expenditures incurred for the month of April 2025.

The delegates to the County Policy Council did not have a report to present at this time. The Policy Council Meeting is set to take place on May 13, 2025. A report will be provided at our next Policy Committee Meeting.

The Delegate to the Board of Directors provided her report for April 16, 2025.

Our Director, Marcie Houchen, provided her report. She provided the following information. She provided fact based information regarding what has been happening since President Trump took office in February. She informed parents that until now there has not been any changes to funding for Head Start. There were some concerns earlier regarding the funding system, but as of now, there have not been any changes to the budget. There were, however, cuts to federal staff. Office of Head Start had 10 Regional Offices and they had to close 5 of those Regional Offices, which included our Regional Office in San Francisco. The Director also informed us that we have projects going at the following sites: Ramona Early Head Start will be getting a new playground and surfacing, CDC and Fountain will be getting a new playground. Foundation is also continuing working on some fencing at some sites. Marcie informed parents that LACOE offered additional funding to its delegate agencies for additional projects. Foundation put in a request to receive some of that funding for three things; Flexible funding accounts for staff in program year 2025-2026, a request for stipends and a request for money for substitutes for Early Head Start. LACOE approved funding for all three requests.

The Assistant Director of Family Services, Health and Nutrition provided her report. She provided the following information: There were five unusual incidents to report for the month of April. There was one outbreak at La Mirada and four minor injuries (Gregory Park, Garden of Progress, Pico Gardens and Soto). Our attendance was at 78% for Early Head Start and 85% 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 99% enrolled in Head Start and 100% enrolled in Early Head Start. The Family Service Associates are working on returning enrollment, attending community events and prepping for the upcoming school year. In June all the returning families will be receiving a summer packet, which talks about the different events that are happening in the summer, different programs and resources for the children to attend such as reading and sports programs. For the children that

will not be returning next year, they will be receiving a different kind of packet that has their immunization records, information about any allergies and medications for them to take to their new elementary schools.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker presented her report. She provided the following information. We received a grant for a gardening project at Estrada Head Start. We will be meeting with the Estrada Courts Staff to talk about how we can include the project with the community. We will also be having an event on May 28 at Estrada Head Start to begin the gardening project at the site. Everyone is invited to attend. During the month of April, we had 4 new referrals for EHS and 1 new referral for Head Start. We currently have 15 open cases for EHS and 52 for Head Start. In mental Health we have 4 children referrals, 1 parent referral and 3 staff referrals. **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, Teachers will be having a Professional Development day on Friday, May 16, 2025 and there will not be any classes on that day, When Families Come Together club on May 15, 2025, Exclusive Inclusive club on May 22, 2025 and Transition to Kindergarten Meeting on May 29, 2025.

We received and reviewed the Average Daily Attendance Report for Head Start and Early Head Start for the month of March 2025. The average daily attendance for the month of March was 82.6% for Head Start and 78% 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 March.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for March 2025. The total number of meals served for the month of March was 22,069. 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 May 2025. Head Start will be having a workshop on Transition to Kindergarten.

We received and reviewed BAR/RAA 44-415 Extra Funding for EHS.

M/S/C Paz/Maldonado to recommend the approval of BAR/RAA 44-415 Extra Funding for EHS.

We received and reviewed BAR/RAA 44-422 Stipend – Head Start Basic \$317,252K.

M/S/C Arevalo/Bachler to recommend the approval of BAR/RAA 44-422 Stipend – Head Start Basic \$317,252K.

We received and reviewed BAR/RAA 44-423 Stipend – Early Head Start Basic \$101,511K.

M/S/C Arevalo/Bachler to recommend the approval of BAR/RAA 44-423 Stipend – Early Head Start Basic \$101,511K.

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

We planned and prepared our agenda for May 8, 2025. Responsibilities were distributed.

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

The meeting adjourned at 11:46 a.m.

Submitted by,

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Crystal Rodriguez  
P.C. Secretary