

*Approved on August 14, 2025*

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

155 N Occidental Blvd., Los Angeles, CA 90026

**POLICY COMMITTEE MEETING**

**July 10, 2025– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:53 a.m.

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

The minutes from our June 12, 2025 (Policy Committee Meeting) were read.

M/S/C Bachler/Nuñez to approve the minutes for June 12, 2025 (Policy Committee Meeting) with corrections.

Our Chairperson thanked everyone for attending today's Policy Committee Meeting. She informed us that the P.C. Executive Committee met on Wednesday, July 9, 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 June 2025.

The delegate to the County Policy Council provided her report for the meeting that took place on June 10, 2025 and July 8, 2025.

The Delegate to the Board of Director's gave her report for the meeting of June 18, 2025.

Our Director was not able to be present to present her report, however, the Parent Involvement Coordinator presented her report. She provided the following information: Ramona Gardens finally has a new playground. It took a while to get all the permits needed to complete the project, however, it was worth the wait. If anyone recalls the playground was vandalized and was in need of repairs. We still, however, have many renovation projects pending to complete. Many of those have been getting completed this summer, such as interior painting, cabinet replacements and flooring. We try to get as many projects completed during the summer while there are no children and staff in the classroom. It has been a little tight this year because both Head Start and Early Head Start sites will be starting school in August. Foundation's Management staff have also been working on PIR (Program Information Report), which is due in August. The Office of Head Start report (OHS) provides comprehensive data on services, staff, children, and families served by Head Start programs. Once Foundation completes the PIR report, it is sent to LACOE to review and then LACOE sends it back with corrections. Once it is completed, the information is entered into the Head Start Enterprise System, which is a Federal data base. The Parent Involvement Coordinator also informed us that the site rosters, which state what sites the teaching staff have been assigned to has been completed. There were minimal changes to staff placement, as we have hired many new teaching staff this year. We continue to recruit for more teaching staff to fill all vacancies. Site assignments have already been sent out by our Human Resources Coordinator. Foundation is preparing for pre-service. Teaching staff will be returning to work on August 1<sup>st</sup> to receive the required trainings and to prepare their classrooms. Early Head Start will begin classes on August 11<sup>th</sup> and Head Start will begin on August 12<sup>th</sup>, 2025.

The Assistant Director of Family Services, Health and Nutrition was not present to provide her report, however, the Parent Involvement Coordinator provided her report. She informed parents that we had 4 unusual incidents to report for the month of June. One of the unusual incidents was GI symptoms at Lincoln Heights, 1 child injury (child tripped running at Santa Monica), 1 Facility repair (replacement of playground) at Ramona Gardens and 1 report of child abuse at Gregory Park. She reported that attendance for the month of June was a little bit low for Head Start and Early Head Start. Enrollment was at 76% for Head Start and 77% for Early Head Start. An analysis report was sent to LACOE to explain the reasons reported for the excessive absences. In terms of enrollment for the 2025-2026 program year, we are 87% enrolled in Head Start with 51 remaining slots to fill and 97% enrolled in Early Head Start, with 3 slots to fill. The Family Service Associates continue to recruit by attending community

*Approved on August 14, 2025*

events, leaving flyers in doors, building community partnerships and passing out flyers at super markets, laundromat and parks. A survey was sent out to parents whose children attend State Preschool funded slots. Top two responses from parents on items they would like to see improvement in our program were interaction with other parents and more Parent Involvement. The agency asked follow up questions to families to determine what they would like to see for Interaction with other parents and more Parent Involvement. Parents responded that they would like for Foundation to provide quarterly events on weekends or evenings so that families can come together and more Parent Involvement by providing trainings or workshops on the weekend.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker was unable to attend our meeting. Mrs. Tucker is currently attending a Conference in Montana, however she sent a video with a quick overview of the Education Department Reports for June 2025, highlighting trends, progress, and a few areas to keep an eye on, as we wrap up the year and prepare for what is up ahead. In the Disabilities Department there was a decrease in new referrals from both the Regional Center and LAUSD. Both Regional Center and LAUSD did not have any new referrals for the month of June. This is typical for the month of June, but it is something that the Education Department will be monitoring closely. EHS ended the year with 22 open cases. The actual enrollment for children with disabilities remains slightly above our funded percentage at 14.9%, in Head Start as we closed the year with 60 open cases. Our enrollment for children with disabilities remains high and above 10%, which meets the federal requirement. There were no changes of placements in June. In our Mental Health Services, we saw a significant drop in referrals during the month of June. Only 1 child was referred, compared to 3 in May and 24 back in November. There were 2 parent referrals and 3 staff referrals. The Education Department has been busy wrapping up the school year. In June many of our classes held end-of-year celebrations, transitions, and summer send-offs. Classes will resume in August 2025.

We received and reviewed the Average Daily Attendance Report for the month of May 2025. The average daily attendance for the month of May was 84% for Head Start and 83% 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 May 2025.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for May 2025. The total number of meals served for the month of May was 22,781. Discussion took place.

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

We did not receive a Parent Meeting Calendar for the month of July 2025. The children are currently on Summer break.

We reviewed and approved BAR/RAA 44-462 Budget Alignment Head Start.

M/S/C Maldonado/Marroquin to approve BAR/RAA 44-462 Budget Alignment- Head Start.

We reviewed and approved BAR/RAA 44-463 Budget Alignment – Early Head Start.

M/S/C Maldonado/Marroquin to approve BAR/RAA 44-463 Budget Alignment- Early Head Start.

We reviewed and approved the Chefables Contract Renewal 2025-2026 Final Year.

M/S/C Paz/Ramirez to approve the Chefables Contract Renewal 2025-2026 Final Year.

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 August 14, 2025.

The meeting adjourned at 11:57 a.m.

Submitted by,

---

Crystal Rodriguez  
P.C. Secretary