

Approved November 13, 2025

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

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

**MINUTES**

The meeting was called to order at 9:44 a.m.

Roll Call was taken and a quorum was established with 22 members present.

The President welcomed and thanked everyone for joining today's Policy Committee meeting.

We received and reviewed the Policy Committee Summer Activities Report. The report included all of the activities incurred from July to September, so that the new Policy Committee can continue with their functions.

The minutes from our September 11, 2025 (Policy Committee Meeting) and September 29 & 30, 2025 (Policy Committee Training) were read.

M/S/C Maldonado/Paz to approve the minutes for September 11, 2025 (Policy Committee Meeting) with corrections.

M/S/C Arevalo/Paz to approve the minutes for September 29, 2025 (Policy Committee Training) as read.

M/S/C Arevalo/Maldonado to approve the minutes for September 30, 2025 (Policy Committee Training) as read.

We received and reviewed BAR/RAA 45-112 One-Time Funding - \$11,800.

M/S/C Maldonado/Ramirez to approve BAR/RAA 45-112 One-Time Funding - \$11,800.

Our Director presented her report. She thanked all the Policy Committee members for attending today's meeting. The Director stated that she is looking forward to working with each and every one of us. She said that the Policy Committee has a very important job in communicating all the information that is shared with the Parent Committee at their sites. The Policy Committee will be approving items such as the 2026-2027 Refunding Application for next program year. The application for next year will not have many changes, as we will be receiving flat funding. Flat funding means that we will be receiving the same amount of money next year as we did this year. There will not be any opportunity for increased funding. This may be a challenge as we work on next year's funding application because as cost of living increase our budget will remain the same. The Director also informed us that the Office of Head Start will be doing their second year review of LACOE and its delegate agencies. We do not have any dates set for when they will be coming. More information will be provided as it is received.

The Assistant Director of Family Services, Health and Nutrition presented her report. She informed parents that we had 5 unusual incidents to report for the month of September. One of the unusual incidents was GI symptoms at Euclid, 3 child injury (Euclid, Gregory Park), and 1 site closure at Flores del Valle. She reported that attendance for the month of September was 88% for Head Start and 87% for Early Head Start. In terms of enrollment for the 2025-2026 program year, we are 87% enrolled in Head Start with 52 slots remaining to fill and 100% enrolled in Early Head Start. The Family Service

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Associates continue to recruit by attending community events, leaving flyers in doors, building community partnerships and passing out flyers at super markets, laundry mats and parks.

We reviewed the duties and responsibilities of the Officers, which include the Chairperson, Vice-Chairperson, Secretary, Treasurer and Parliamentarian, County Delegates and Delegate to the Board of Directors.

We reviewed the procedures for nominations and elections.

The 2024-2025 P.C. Executive Committee stepped down from their positions and the Parent Involvement Coordinator declared all the positions vacant.

Elections took place. We elected our Officers, Delegate to the Board of Directors and Delegates to the County Policy Council.

Those elected were:

Kristen Zurn, Chairperson  
Stephanie Ramirez, Vice-Chairperson  
Maria Arevalo, Secretary  
Lissette Paz, Parliamentarian  
Reina Mendez, Treasurer

Rocio Calel, Delegate to the Policy Council Representing Early Head Start  
Heydi Duarte, Delegate to the Policy Council Representing Head Start

Marbella Covarubias, Delegate to the Board of Directors

The Parent Involvement Coordinator welcomed and introduced the new P.C. Executive Committee 2025-2026. The P.C. Executive Committee will receive training on October 29, 2025.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker, presented her report. In Disabilities, we had 3 referrals in September for the Regional Center in EHS and 2 referrals for LAUSD in HS. We had 24 open cases in EHS and 45 in HS during the month of September, and there were no placement changes to report for September. In the Wellness department, we had 9 referrals for children, 2 referrals for parents, and 5 referrals for staff in September. **Educational Events – RIF** Orientation/Conference, Teacher Interviews, CalFresh Workshop at Estrada, CalFresh Workshop for teachers, Professional development for teachers, home visits in EHS, home visits in HS, and Education Staff Workshop. **Upcoming Events** – October 16, The Big Shake-Out, October 30, Male Engagement/Book Distribution, October 31, Teacher Professional Day, and November 24-28, Thanksgiving break.

Announcements: The training for the new Policy Committee Officers, Delegate to the Board of Directors and Delegates to the County will be Wednesday, October 29, 2025. Our next P.C. meeting will be November 13, 2025.

The meeting adjourned at 12:06 p.m.

Submitted by,

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P.C. Secretary