

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

POLICY COMMITTEE MEETING
May 14, 2026– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:47 a.m.

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

The minutes from our April 9, 2026 (Policy Committee Meeting) were read.

M/S/C Calel/Arevalo to approve the minutes for April 9, 2026 (Policy Committee Meeting) with corrections.

Our president could not be present at today's meeting, so the Treasurer presided over today's Policy Committee meeting. She thanked everyone for attending today's Parent Committee meeting. She informed us that the PC Executive Committee met on Wednesday, May 13, 2026, to review all the documents and reports for today's meeting. They have made their recommendations for all the items on today's agenda and will present them to us for approval.

Our Treasurer gave her report. She reported all expenditures incurred for the month of April 2026.

The delegates to the County Policy Council provided their reports for the month of April 14, 2026 and May 12, 2026.

The Parent Involvement Coordinator provided the report for the Board of Directors Meeting that took place on April 22nd, 2026. The parent that represented the Policy Committee at the Board of Directors meetings resigned from her position. We will be holding elections at today's Policy Committee Meeting to elect a new Delegate to the Board of Directors.

Director's Report – Marcie Houchen

Director Marcie Houchen provided the following updates: We are nearing the end of the program year for several of our sites, and many are celebrating with their annual Mini Olympics events. In addition, Friday will be a non-child day, during which we will hold our staff end-of-year appreciation event. We have two Budget Adjustment Requests (BARs) related to budget realignment. These BARs do not involve requesting additional funding; rather, they allow us to shift funds from one budget line item to another. This is a common practice near the end of the school year, as we reallocate funds from vacant positions to areas where expenditures exceeded projections, such as substitute staffing and consultant services. Another important activity currently underway is our annual Self-Assessment process. We are required to complete one Self-Assessment for the federal government and another for the state. These reports will be presented to the Board and Policy Committee sometime in June. Summer is always a busy time for the Foundation. During this period, we focus on updating policies and procedures, preparing classrooms, and getting ready for the upcoming program year. We will also be vacating the Soto site and redistributing materials and resources to other locations where Early Head Start enrollment is increasing. At this time, we do not have any active facility projects, as we have not received additional funding from LACOE. However, we remain hopeful that a few projects can still be completed before the June 30 deadline, as there is still some time remaining. We are also in the process of issuing a Request for Proposals (RFP) for our food services program. While Chefables is our current provider, state program requirements mandate that we solicit competitive bids every five years. To meet this requirement, the RFP will be advertised on

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our website, published in local newspapers, and distributed directly to known food service vendors. This process ensures that we secure the best possible contract and service for our program.

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 April. There was one GI outbreak and one injury at Echo Park CDC, one site closure at Santa Monica and one Child Abuse call made at Gregory Park. Our attendance was at 85% for Early Head Start and 84% 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. The Family Service Associates completed calling returning families for their commitment for next year. Head Start has 198 returning enrollment applications completed/pending to be accepted, 78 preapplications completed and 62 children needed. For Early Head Start we have 61 applications to be completed in June and 44 preapplications completed and need 20 children. The FSA's continue 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. The Assistant Director also informed us that the CACFP review was completed and there were no findings to report.

Educational Announcements

Assistant Director of Education, **Jocelyn Tucker**, presented her report and shared the following updates for April 2026. In the area of Disabilities Services, there were three Regional Center referrals for Early Head Start (EHS) and no referrals to LAUSD. Seven assessments were completed for Head Start, with no assessments conducted through the Regional Center. Current open-case rates are 31.7% for Early Head Start and 12.5% for Head Start. During the month, a total of 13 IEP/IFSP meetings were held. Foundation Head Start and Early Head Start programs continue to exceed the federal requirement that at least 10% of enrolled children have active IEPs or IFSPs. The Disabilities Department held its Inclusive Club meeting on April 23, featuring a guest speaker who presented on Autism and inclusion practices. In the Wellness Department, there were four new referrals for children and no new referrals for parents or staff. The department facilitated its ongoing **Well in 30** sessions, which provide staff with a 30-minute opportunity to discuss wellness-related topics. Additionally, the **When Families Come Together** event featured a special presentation focused on children's behavior and positive guidance strategies. The Education Department conducted a variety of activities throughout the month, including staff trainings, library visits, education meetings, Conscious Discipline sessions, interviews, and Transition to Kindergarten activities. Mrs. Tucker also reviewed the Spring 2026 DRDP results and compared them with the Fall 2025 results. Both Early Head Start and Head Start demonstrated significant growth across all developmental domains. To provide additional context, Mrs. Tucker shared a video presentation with the Policy Committee that offered a more detailed explanation of the DRDP results. Finally, Mrs. Tucker encouraged parents participating in the Conscious Discipline series, *Handling Upset*, to attend through at least the third or fourth session. This will allow for a more meaningful discussion of the topic at the next Policy Committee meeting.

We received and reviewed the Average Daily Attendance Report for Head Start and Early Head Start for the month of March 2026. The average daily attendance for the month of March was 81% for Head Start and 85% 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.

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We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for March 2026. The total number of meals served for the month of March was 21,439. 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 2026. Head Start will be having a workshop on Summer Safety Tips.

We received and reviewed BAR/RAA 280 EHS Enhance Funding – Sub & Consultant -\$280K.

M/S/C Calel/Arevalo to approve BAR/RAA 280 EHS Enhance Funding – Sub & Consultant -\$280K.

We received and reviewed BAR/RAA 292 EHS Enhance Funding – Health & Insurance - \$110K.

M/S/C Calel/Arevalo to approve BAR/RAA 292 EHS Enhance Funding – Health & Insurance - \$110K.

We received and reviewed BAR/RAA 293 HS Stipend – \$308,111K.

M/S/C Ramirez/Mendez to approve BAR/RAA 293 HS Stipend – \$308,111K.

We received and reviewed BAR/RAA 294 EHS Stipend -\$110K.

M/S/C Ramirez/Mendez to approve BAR/RAA 294 EHS Stipend -\$110K.

We received and reviewed BAR/RAA 309 EHS Budget Realignment.

M/S/C Arevalo/Ramirez to approve BAR/RAA 309 EHS Budget Realignment.

We received and reviewed BAR/RAA 311 HS Budget Realignment.

M/S/C Arevalo/Ramirez to approve BAR/RAA 311 HS Budget Realignment.

Elections were held to elect a new Delegate to the Board of Directors: Sarahi Rivas was elected as the new Delegate to the Board of Directors.

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 June 11, 2026.

The meeting adjourned at 11:18 a.m.

Submitted by,

Maria Arevalo
P.C. Secretary