

Approved July 18, 2024

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

POLICY COMMITTEE MEETING
June 13, 2024– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:40 a.m.

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

The minutes from our May 9, 2024 (Policy Committee Meeting) were read.

M/S/C Maldonado/Marroquin to approve the minutes for May 9, 2024 (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, June 5, 2024 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 May 2024.

The delegate to the County Policy Council provided her report for the meeting that took place on May 14, 2024.

The Delegate to the Board of Director's gave her report for the meeting of May 15, 2024.

Our Director was not able to be present to provide her report, however, the Parent Involvement Coordinator gave the report. She provided the following information: A fair was conducted at our La Mirada site on June 4th, 2024. We had about 15 resource booths and over 100 parents present. The Assistant Director of Education held two Transition to Kindergarten Workshops (one in the am and one in the pm), where she invited principals of schools located near to our sites to talk to parents of what they can expect when they transition to elementary school. The principals also talked about what type of programs they offer that can benefit the children. Each school offers a variety of programs to meet each child's needs. They also had a few teachers come talk to the parents on what they can do to help prepare their children for their first day of class. The Parent Involvement Coordinator informed us that there are still a few facility projects in progress: Garden on Progress is getting a new roof, Echo Park is in the process of getting a new roof (waiting on permits). We have a few projects pending at some of the LAUSD sites, as they have their own protocols they must follow before completing a project. The Human Resource Department has a goal to make their hiring process much easier and accessible for those seeking employment with Foundation. The applications can now be filled out and submitted on line. Foundation received a letter from LACOE officially informing us that year 1 funding application for the 5 year grant cycle has been accepted. Foundation will be meeting with parents and staff to complete the Self-Assessment. As we near the end of the school year, each department is making sure to enter all their PIR (Program Information Report) to be reviewed by our Grantee. Lastly, the Parent Involvement Coordinator informed us that staff will be receiving a 6% salary increase for the 2024-2025 program year.

The Assistant Director of Family Services, Health and Nutrition presented her report. She informed parents that we had 10 unusual incidents to report for the month of May. Five of the unusual incidents were injuries (Pico Gardens, Soto, ELAOC, Gregory Park and Ramona Gardens), Two were epidemic/Outlook (Garden of

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Progress and Ramona Head Start, One medical emergency (Euclid) and two community gas leaks (Ramona Gardens and Ramona Head Start. She reported that attendance for the month of May was a little bit low for Head Start and Early Head Start. Enrollment was at 82% for Head Start and 83% 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 2024-2025 program year, we still need 75 slots to fill for Head Start and 9 slots to fill in Early Head Start. The Assistant Director also reviewed the Self-Evaluation Results with the parents. Overall the State Self-Evaluation went well and it was submitted on June 3, 2024. Different tools are used as part of the Self-Evaluation. The tools used in the State Self-Evaluation are the following: (1) Program Instrument (there were 2 findings out of 20 items from the self-evaluation tool. (2) Parent Survey Results (The parents were very satisfied with the program and felt that their children were safe and happy at the State Preschool Sites. (3) Environmental Scale (overall the review of the site environments was found to be appropriate, safe and inviting for children to create a rich learning environment. (4) Desired Results Developmental Profile (The children are assessed 3 times by their teachers. This information is then shared with all parents during the home visits and/or parent conferences. Overall the children thrived in the following domains: Approaches to Learning Self-Regulation and Physical Development.

Educational Announcements: The Assistant Director of Education, Jocelyn Tucker provided her report. She informed parents that we had 1 new referral for the Regional Center and 3 for LAUSD. Foundation is required to serve 10% of children with special needs based on the number of funded enrollment. We currently serve 15% for Early Head Start and 18.9% for Head Start of children with special needs. We had 47 IEP meetings during the month of May. A mental health newsletter went out to all the parents giving tips and resources on how to deal with children who have suffered or are suffering through a traumatic event. For our Mental Health Department, we had 28 referrals for the year and three parents receiving mental health support. The Assistant Director informed us that the two workshops they conducted on Transition to Kindergarten on May 30, 2024 were very successful. We had great guest representing various school in the Los Angeles and Hollywood areas. Upcoming Events: “When Families Come Together Club” on Thursday, June 13, 2024, “Exclusive Inclusive Club” on Thursday, June 20, 2024, Parent Training for Conscious Discipline – 2-hour training on June 21, 2024, Jamboree/Male Engagement on June 26 and last day for children – Summer backpack and certificate distribution.

We received and reviewed the Average Daily Attendance Report for the month of April 2024. The average daily attendance for the month of April was 81% for Head Start and 75% 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 April 2024.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for April 2024. The total number of meals served for the month of April was 20,867. 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 June 2024. During the month of June Parent Involvement staff organizes special topic meetings for the parents. The topics selected depend on what evolved during the year and are geared to help parents who may be experiencing certain issues.

The Parent Involvement Coordinator shared a slide show of the “TRANSITIONING to better health, better finances and strong children and families” fair that took place at La Mirada Head Start. We had over 100 families attend the event. The Education Department provided a Transition to Kindergarten meeting to parents and we have 11 resource booths to provide their services to our parents.

We received and reviewed the COLA (Cost of Leaving Adjustment) Funding Summary.

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M/S/C Arevalo/Maldonado to approve the COLA (Cost of Leaving Adjustment) Funding Summary.

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 July 18, 2024. The Policy Committee Meeting will take place on the third Thursday of the month for the month of July. We will be having a country western theme, so if anyone wishes to participate, they can come dressed in Country Western attire.

The meeting adjourned at 11:56 a.m.

Submitted by,

Reina Mendez

P.C. Secretary