

Approved on September 12, 2024

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

155 N Occidental Blvd., Los Angeles, CA 90026

POLICY COMMITTEE MEETING

August 8, 2024– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:49 a.m.

Roll Call was taken and a quorum was established with 13 members present.

The minutes from our July 18, 2024 (Policy Committee Meeting) were read.

M/S/C Maldonado/Marroquin to approve the minutes for July 18, 2024 (Policy Committee Meeting) with corrections.

Our Chairperson could not be present at today's Policy Committee meeting, however, the Parliamentarian presided over today's meeting. She thanked everyone for attending today's Policy Committee Meeting. She informed us that the P.C. Executive Committee met on Wednesday, August 7, 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 July 2024.

The delegate to the County Policy Council provided her report for the meeting that took place on July 9, 2024.

The Delegate to the Board of Director's gave her report for the meeting of July 17, 2024.

Our Director was not able to be present to provide her report, however, the Parent Involvement Coordinator presented her report. She provided the following information: We have some facility projects being wrapped up. We currently are working on finishing up the playground at Santa Monica Charter. The Director informed us that they are working on bid contracts to put up a mesh up around the Fountain site. She also informed us that Foundation received a letter from LACOE stating that they have additional funding available for site beautification. Any Delegate Agency that is interested in applying for site beautification funds must submit a BAR with Board and Policy Committee approval. We received and reviewed the Governance, Leadership, and Oversight Capacity Screener. Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program. The Director informed us that as part of the 5 year grant cycle, LACOE and its delegate agencies will be having visits from the RAN team to review program operations. The Director will be meeting with the Administration Team to discuss what to expect during the RAN review.

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 provided the following information: There were no unusual incidents or attendance to report for the month of July, as the children were off during the summer break. Recruitment continues for the 2024-2025 program year. Foundation is currently at 90% enrolled in Head Start and 100% enrolled in Early Head Start. We are asking help from our Policy Committee to join our recruitment efforts by helping to go out and recruit with our Family Service Associates and by spreading the word to other families in their communities. The sites that need the most help in recruiting children are Estrada, ELAOC, Garden of Progress and Euclid.

Educational Announcements: The Assistant Director of Education, Jocelyn Tucker presented her report. Mrs. Tucker informed the parents that they are working on site assignments. They sent education staff a survey to find out the reasons why teaching staff would choose to change sites. The majority of the reasons that teaching staff gave was because of location. They preferred to be closer to home and also to expand their knowledge. The school set ups are almost complete, however, Santa Monica Charter school playground has not been completed. Mrs.

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Tucker also informed us that on Friday, July 26, 2024 Foundation had a furniture giveaway at Soto Head Start. There was a lot of furniture in good condition given away. Many parents came and picked up some pieces for their home. They were thankful for the opportunity to obtain the items given. The Assistant Director also shared a video with parents of the end of the year Jamboree, as well as, backpack and certificate distributions at the sites.

We do not have an average daily attendance report for the month of July because the children are currently on summer break.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for June 2024. The total number of meals served for the month of June was 18,146. 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 August 2024. The children for Early Head Start will be having their open house on August 8 and will be having their first official class day on August 9, 2024. Parents will be invited to attend a virtual Parent Orientation on August 20, 2024. There will be two sessions open for the Parent Orientation, one in English and one in Spanish.

We received and reviewed the Governance, Leadership, and Oversight Capacity Screener. The screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

M/S/C Arevalo/Maldonado to approve the Governance, Leadership, and Oversight Capacity Screener.

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 September 12, 2024.

The meeting adjourned at 11:26 a.m.

Submitted by,

Reina Mendez
P.C. Secretary