

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

3450 E Sierra Madre Blvd., Pasadena CA 91107

PC EXECUTIVE COMMITTEE MEETING

July 17, 2024– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:38 a.m.

Roll Call was taken and a quorum was established with 7 members present.

The minutes from our June 5, 2024 (PC Executive Committee Meeting) and June 13, 2024 (Policy Committee Meeting) were read.

M/S/C Rodriguez/Maldonado to approve the minutes for June 5, 2024 (PC Executive Committee Meeting) with corrections.

M/S/C Bachler/Sanchez to recommend the approval of the minutes for June 13, 2024 (Policy Committee Meeting) with corrections.

Our Chairperson welcomed everyone thanked them for attending today's P.C. Executive Committee Meeting.

Our Treasurer gave her report. She reported all expenditures incurred for the month of June 2024.

The delegate to the County Policy Council provided her report for the meeting that took place on June 11, 2024.

The Delegate to the Board of Director's gave her report for the meeting of June 19, 2024.

Our Director presented her report. She provided the following information: During the month of July it is the only month of the year that all the sites are closed. However, the office staff, which includes all of us that are Administration, management and 12 month employees, remain working to prepare for the upcoming school year. All 12-month staff work on closing up what happened last year, we have final reports to submit, to show that all our spending was done, to make sure that anything that needed corrections for compliance gets done and at the same time prepare for the upcoming school year. We had an Administration planning meeting yesterday. Enrollment is looking fantastic for EHS, I think we are fully accepted, which is the terminology they use to say that the children are ready to start, but we haven't opened our doors yet. Early Head Start is full and we have a waiting list, just in case anyone changes their mind, moves out of county, we have other children we can enroll to take their place. Head Start is a little slower, however we do have a little more time to keep recruiting for children, as their classes do not begin until September. We are reaching out to parents to help us spread the word of our program. We have noticed in the past that a lot of the children we get, is because someone has referred them to us or has told them about our program. The sites that we are having the most problems with are Estrada, Garden of Progress, ELAOC and Euclid. The Director also informed the parents that on a good note, Lincoln Heights is ready to open. The classrooms have been prepared, we have been enrolling children and we are all set to start. We are also finishing up some projects at the sites: Gregory Park is getting a new kitchen, ELAOC and Evans are in the process of getting some things fixed, the Director has been in talks with LACOE to see how we can get LAUSD to approve starting on the projects. Start dates for EHS and HS have been set, parents should be receiving a letter by mail informing them of the start date and which classroom their children will be in.

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 June. One of the unusual incidents was GI

symptoms at ELAOC, 1 Hand, Foot and Mouth-Ramona Head Start, 1 child injury (child tripped running at Euclid), 1 Medical Emergency at Fountain and 1 parent concern at Euclid. She reported that attendance for the month of June was a little bit low for Head Start and Early Head Start. Enrollment was at 78% for Head Start and 74% 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 65 slots to fill for Head Start and we are fully enrolled in Early Head Start. The Family Service Associates continue to recruit by attending community events, leaving flyers in doors, building community partnerships and passing out flyers by markets, laundry mats and parks.

Educational Announcements: The Assistant Director of Education, Jocelyn Tucker presented her report. Mrs. Tucker informed the parents that there was 1 new referral done to the regional center and 4 to LAUSD. Based on the number of funded enrollment, Early Head Start had 25% open cases and Head Start had 22.3%. Out of services provided, 85 were for speech and language and 24 were for autism. For our Mental Health Department, we had 30 referrals done for the 2023-2024 program year, 5 parents and three staff members received individual support from our Mental Health Consultant and we had 25 open cases. In Education, teachers and parents received coaching on Conscious Discipline. We had our End of the Year Jamboree/Male Engagement Activity, where many fathers'/father figures participated. Mrs. Tucker shared a slide show of the event from some of the sites. The children also received their last book of the year from the RIF program, where they got to choose a book of their choice. On the last day of class all children received a Celebration of Learning Event-Backpack to take home for the summer. It was a very eventful year. Some sites even participated in the Go, Glow, Grow Nutrition Lessons. **Upcoming Events:** We will be holding an Open House for children starting Early Head Start on August 8, 2024. Mrs. Tucker also informed parents that there was going to be a free used furniture giveaway on Friday, July 26, 2024.

We received and reviewed the Average Daily Attendance Report for the month of May 2024. The average daily attendance for the month of May was 82% 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 2024.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for May 2024. The total number of meals served for the month of May was 22,992. 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 2024. The children are currently on Summer break.

We reviewed and approved BAR/RAA 43-521 Budget Alignment Head Start Basic.

M/S/C Rodriguez/Bachler to recommend the approval of BAR/RAA 43-521 Budget Alignment- Head Start Basic.

We reviewed and approved BAR/RAA 43-522 Budget Alignment - Duration.

M/S/C Rodriguez/Bachler to recommend the approval of BAR/RAA 43-522 Budget Alignment- Duration.

We reviewed and approved BAR/RAA 43-523 Budget Alignment- Early Head Start.

M/S/C Rodriguez/Bachler to recommend the approval of BAR/RAA 43-523 Budget Alignment- Early Head Start.

We received and reviewed the Monthly Fiscal Report on the Head Start Account.

We planned and prepared our agenda for July 18, 2024. Responsibilities were distributed.

Announcements: We were reminded that our next Policy Committee Meeting will take place on July 18, 2024.

The meeting adjourned at 11:37 a.m.

Submitted by,

Reina Mendez
P.C. Secretary