

Approved on October 10, 2024

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

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

**MINUTES**

The meeting was called to order at 9:51 a.m.

Roll Call was taken and a quorum was established with 16 members present.

The minutes from our August 8, 2024 (Policy Committee Meeting) were read.

M/S/C Carranza/Maldonado to approve the minutes for August 8, 2024 (Policy Committee Meeting) with corrections.

Our Chairperson 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, September 4, 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 August 2024.

The delegate to the County Policy Council provided her report for the meeting that took place on August 13, 2024.

The Delegate to the Board of Director's gave her report for the meeting of August 21, 2024.

Our Director presented her report. She provided the following information: The Director informed the Policy Committee that all staff have now reported back to work and are receiving training, organizing their classrooms and preparing for open house. We are all looking forward to a productive new year. We were informed that the project we had pending for the ELAOC site has begun. The project has been in the works for some time now, however, because this site is located in the LAUSD premises we had to wait until we received permission from LAUSD to start. We are currently working on getting bids from some companies to see who will give us the best deal to put up a mesh around the Fountain site. Gregory Park received a new kitchen and flooring. LACOE has informed us that there is opportunity to apply for additional funding. This funding would be used to beautify the sites. The Director is working with the Fiscal Department and Assistant Director's to make a list of what is needed and where, so that we can submit some BARs to LACOE and request funding. The Policy Committee will receive more information once the BARs have been created. There is a need for a specific amount of enrollment, as that is one of the agreements that LACOE has with the Office of Head Start. We are looking at placing slots where needed, shifting slots to classes where we need more space, and reducing slots at sites, such as Estrada, that are having struggles becoming fully enrolled, to reach 100 % Enrollment.

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 August. There were 2 injuries reported at Fountain, 1 case of Covid at Pico Gardens and 1 case of Covid at William Mead. She reported that attendance for the month of August was 86% at Early Head Start. Recruitment continues for the 2024-2025 program year. Foundation is currently at 94% enrolled in Head Start and 100% enrolled in Early Head Start. We ask for the Policy Committee's help to join our recruitment efforts by spreading the word to other families in their communities.

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**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker presented her report. Mrs. Tucker informed the parents we have three new referrals from the Regional Center. We have 17.6% open cases in Early Head Start based on the number of funded enrollment. For Mental Health we have one child referral and one parent receiving parent support. Mrs. Tucker informed parents that teachers have returned to work. They are currently attending pre-service training. Teaching staff will be receiving training on some of the following topics: CC Cloud/Lesson Plans/Ready Rosie/Home Visits, DRDP/Child Plus Online, Care and Supervision/Zoning/Incident Reports/Ouch Reports/Unusual Incidents, Foster Grandparent Program, Sign in and out, Conscious Discipline, ASQ/MH-Disability Referral/Mental Health Specialist, CLASS, The Reggio Emilia Approach, Health & Nutrition

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

We do not have a Claim for Reimbursement Child and Adult Care Food Program for July 2024 because the children were on summer break.

We received the In-kind report that includes parent volunteer hours, report was included with Fiscal Report.

We received a Parent Meeting Calendar for the month of September 2024. Head Start children will be having their Parent Orientations on the week of August 24 & 25, 2024. Early Head Start Sites will be having their Parent Involvement Information/Elections Meeting.

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

The Policy Committee received a special presentation on “You are Important. Lead with Compassion”, which was provided by Joseph Garza from the Violence Intervention Program (VIP).

Announcements: We were reminded that our next Policy Committee Meeting will take place on October 10, 2024. We were also given some flyers to attend the Early Childhood Education Career fair that is going to be hosted by LACOE on Saturday, October 5, 2024. The Policy Committee was also provided with various flyers of events taking place in the community to receive free information on Health, After School Programs, Deaf Awareness, Art and Music Festival and much, much more.

The meeting adjourned at 12:18 p.m.

Submitted by,

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Reina Mendez  
P.C. Secretary