

Approved March 13, 2025

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

**POLICY COMMITTEE MEETING**  
**February 13, 2025– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:36 a.m.

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

The minutes from our January 16, 2025 (Policy Committee Meeting) were read.

M/S/C Arevalo/Marroquin to approve the minutes for January 16, 2025 (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, February 12, 2025 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 January 2025.

The delegate to the County Policy Council provided her report for the meeting that took place on February 11, 2025.

The Delegate to the Board of Directors did not have a report to provide at this time. The report will be given at our next Policy Committee Meeting.

Our Director presented her report. She provided the following information: The Director informed us that she and other Head Start staff from other agencies, attended a conference in Washington, DC to support the Head Start Program. They talked about how the recent freeze to federal funds affected the staff and families in the program. In lieu of this, Foundation received a visit at Echo Park CDC by Congressman Jimmy Gomez. Congressman Gomez took a tour of the classroom and spoke to staff and parents. The news media was also present at the site and there was a featured story on various news channels. The Director also reviewed the Refunding Application for PY 2025-2026. Foundation hopes to serve 494 children for the upcoming school year. There are going to be some changes to the program to align with community needs. One of the major changes is that both Head Start and Early Head Start programs will begin classes at the same time in August.

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 January. There were two Gastrointestinal (GI) outbreak at Garden of Progress and Lincoln Heights and two closures due to fires. Our attendance was at 66% for Early Head Start and 71% for Head Start. An Analysis report was sent to LACOE to identify the reasons for the low attendance. Recruitment continues for the 2024-2025 program year. Foundation is currently at 97% 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.

**Educational Announcements:** The Assistant Director of Education, Jocelyn Tucker presented her report. Mrs. Tucker informed the parents the following information. In Disabilities we had 3 new referrals in January for the Early Head Start, 15 for Head Start and 15 Assessment Plans. So far, we have 18.6% toddlers with IFSP's and 15.2% children with IEP's. Our required percent is 10% and we are way above that. We also had 2 changes of placements to

Approved March 13, 2025

report for the month of January. Mrs. Tucker also informed us that the name Disabilities will be changed to Inclusion for the upcoming PY 2025-2026. Which means that any employee titles that have the word Disabilities on it, will change to Inclusion, for example Inclusion Coordinator and Inclusion Specialist. The same will happen for Mental Health. Mental Health will be known as Wellness, so any titles that formerly said Mental Health, will be changed to Wellness, for example Wellness Coordinator and Wellness Consultant. For Mental Health we had 11 new referrals for children, no new referrals for parents and 2 new referrals for staff in January. Jocelyn reviewed the Mental Health Newsletter that goes out to all the parents. It will now be called the Wellness Newsletter. She informed the parents that if they have not received the newsletter, to please speak to their teachers or supervisors. **Educational Events** –we are having the Go, Grow, Glow Nutrition Trainings in the classrooms, minimum day for children was on February 4<sup>th</sup> and Professional Development day for teachers was on February 7<sup>th</sup>. **Upcoming Events:** Schools will be closed on February 17<sup>th</sup> for Presidents Day, the final Conscious Discipline workshop will be held on February 19<sup>th</sup>, 2025, the Exclusive Inclusive Club will meet on February 27, 2025, the club “When Families Come Together” will meet on February 20<sup>th</sup>, Read Across America week will be the week of March 2<sup>nd</sup> to the 7<sup>th</sup>, there will be a minimum day and a Transition/Recruitment/Resource Fair for parents and the community on March 4<sup>th</sup> and a Male Engagement activity on March 6<sup>th</sup>, 2025.

We received and reviewed the Average Daily Attendance Report for Head Start and Early Head Start for the month of December 2024. The average daily attendance for the month of December was 78.64% for Head Start and 72.26% 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 December.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for December 2024. The total number of meals served for the month of December was 14,218. 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 February 2025. Head Start will be having a workshop on School Readiness Goal #1, Language and Literacy/DLL.

We received and reviewed the Refunding Application for PY 2025-2026.

M/S/C Paz/Smith to approve the Refunding Application for PY 2025-2026.

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

Elections were held for a new Delegate to the Policy Council representing Early Head Start.

M/S/C Maldonado/Arevalo to approve Lissette Paz as the new Delegate to the Policy Council representing Early Head Start.

Announcements: We were reminded that our next Policy Committee Meeting will take place on March 13, 2025.

The meeting adjourned at 12:00 p.m.

Submitted by,

---

Crystal Rodriguez  
P.C. Secretary