

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
3360 Flair Drive, Suite 100, El Monte, CA 91731

POLICY COMMITTEE TELECONFERENCE CALL MEETING

August 13, 2020– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:50 a.m.

Roll Call was taken and a quorum was established with 19 members available via teleconference call.

The minutes from our July 9, 2020 (Policy Committee Meeting) were read.

M/S/C Carrias/Guerrero to approve the minutes of July 9, 2020 (Policy Committee Meeting) as read.

Our Vice Chairperson thanked everyone for calling in to today's Policy Committee Meeting. She informed us that the P.C. Executive Committee met via teleconference call on Tuesday, August 4, 2020 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 from July 1, 2020 thru August 3, 2020.

The delegate to the County Policy Council presented her report.

The Delegate to the Board of Directors provided her report.

Our Director presented her report. She reported on LACOE Communication; The Director informed us that Foundation received the LACOE HSEL Quarterly Report 4; the report indicated that we are currently in good standing. Foundation remains in Standard Monitoring at this time. We received the CDE Funding Approval Letter Q4 Funding PY 2019-2020. The letter stated that Foundation would be able to use the remaining CDE funds to fund the DVL program for the remaining PY 2019-2020. Foundation is currently waiting for the CDE Funds approval letter for PY 2020-2021. We also received the LACOE Contract #C-20323 PY 2020-2021 Head Start & Early Head Start. The Early Head Start program will resume classes on August 11, 2020 and Head Start will resume classes on September 9, 2020. Teachers will be returning to work sooner so that they can discuss and plan for safety measures upon the return of the children to class. Foundation received information that they will now be allowed to have 12 children in class. Safety measures will be put in place to insure the safety of the children and staff. Meal pick up is being arranged and is scheduled to begin on August 17, 2020 for Early Head Start families.

The Assistant Director provided her report. She informed us that we are still actively recruiting children for both Early Head Start and Head Start. We are currently missing 14 children in Early Head Start and approximately 257 in Head Start. We are looking for different ways to recruit, as the Family Service Associates have not been able to visit homes in person due to the high risk of contracting the COVID-19. Foundation is reaching out to local businesses in our service areas to display flyers and finding new and creative ways to advertise for our program. She is also asking

Approved on September 10, 2020

for parents help. If any parents have relatives, friends or neighbors that work in businesses that will allow us to promote our program to please let us know.

The Average Daily Attendance Report for the month of June 2020 was not available due to the COVID-19 pandemic.

The Claim for Reimbursement Child and Adult Care Food Program for June 2020 was not available due to the COVID-19 pandemic.

The Parent Volunteers Hours Report for the Month of June 2020 was not available due to the COVID-19 pandemic.

We received and reviewed the revised Policy Committee By-Laws 2020-2021.

M/S/C Carias/Sobrique to approve the revised Policy Committee By-Laws 2020-2021.

We received and reviewed the Policy Committee Schedule of Meetings for PY 2020-2021.

M/S/C Carias/Jimenez to approve the Policy Committee Schedule of Meetings for PY 2020-2021.

We received and reviewed the revised Reimbursement Policy & Procedure for PY 2020-2021.

M/S/C Vera/Sobrique to approve the revised Reimbursement Policy & Procedures for PY 2020-2021.

Educational Announcements by Norma Juarez. Mrs. Juarez informed us that Center Managers have returned to work and prepared materials for the Educational Staff Training that occurred on August 5, 6, & 7, 2020. Staff will receive material so that they can work remotely with their families. Mrs. Juarez informed the Policy Committee that Early Head Start classes began on August 11, 2020 through Distance Virtual Learning (DVL). Classrooms consist of eight children and two teachers. Foundation hired two teachers for Early Head Start. We will be holding interviews to hire additional staff next week. Foundation will be starting the Grab-n-go meals at the sites on August 17, 2020 for those families wishing to participate. The families will be receiving five days' worth of food for their enrolled child, including half a gallon of milk. Teachers will be using class Dojo to communicate with parents, as well as email and text. Teachers will be having two DVL contacts with families per week. One of the contacts will be through zoom and the other contact may be through text, call or email.

We received and reviewed the Monthly Financial Status Report on the Head Start Account. Discussion took Place.

Announcements: We were reminded that our next Policy Committee Meeting would take place through remote participation via Conference call, due to the "Safer at Home" orders given by Governor Gavin Newsom due to COVID-19. Next Policy Committee Meeting will take place on September 10, 2020.

The meeting adjourned at 11:30 a.m.

Submitted by,

P.C. Secretary