

Approved on September 12, 2019

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

POLICY COMMITTEE MEETING
August 8, 2019– 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 15 members present.

The minutes from our July 11, 2019 (POLICY COMMITTEE MEETING) were read.

M/S/C Aguilar/Castillo to approve the minutes of July 11, 2019 (Policy Committee Meeting) as read.

Our Chairperson thanked everyone for being present at today's meeting. She informed us that the P.C. Executive Committee met on Tuesday, August 6, 2019 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, 2019 thru August 5, 2019.

We received and reviewed the proposal for the use of parent education funds for PY 2019-2020.

M/S/C Mena/Castillo to approve the proposal for the use of parent education funds for PY 2019-2020.

The delegates to the County Policy Council did not have a report to present at today's meeting, as the meeting is scheduled to take place next week. The report will be provided at our next Policy Committee Meeting.

The Delegate to the Board of Directors provided her report.

Our Director presented her report. She reported on LACOE Communication, provided Tier I & Tier II Monitoring updates provided an update on QIP and PIR. She informed us that we are preparing to open all the Early Head Start classrooms. A lot of work has been completed, but we still need to be given the okay by the fire department and licensing. The classrooms are being set up and new furniture is being delivered at Ramona Gardens and Pico. This will bring us to 32 Toddlers and 586 preschoolers come August 2019. In January 2020, we will open up two more Early Head Start Classrooms, one at Gregory Park and the other at Echo Park CDC. Foundation has also been hiring many new staff; Teachers, Assistant Teachers, classroom aids and a new coordinator. The Director informed us that staff will be coming in for pre-service on Monday, August 19 and will receive training on all mandated reporting; blood borne pathogens, pesticides, cleaning requirements, medications, etc.

The Assistant Director was unable to attend today's Policy Committee Meeting; however, the Parent Involvement Manager provided her report. She reported that we are currently fully enrolled for the Early Head Start Program and that there still a few Head Start sites that are struggling with enrollment; Sunrise, La Mirada, Gregory Park, Park Place & Soto. The Parent Involvement Manager asked parents to share any events that are happening in their community; so that we can have, the Family Service Associates attend to pass out flyers.

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We did not receive the Average Daily Attendance Report for the month of July because the children are currently in summer break.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for June 2019. The Total number of meals served for the month of June was 5,769. Discussion took place.

The Parent Volunteers Hours Report for the Month of May 2019 will be presented at our next meeting.

We received and reviewed BAR 39-091 Change in Start Date for Early Head Start. The agency is requesting to revise the schedule I and K to reflect a change in the start date for EHS, in order to meet full enrollment. The agency is proposing to start on August 23, 2019. Prior approved start date was August 12, 2019. Agency requests additional time to continue to fill three Early Head Start Teacher vacancies to ensure primary caregiving, primarily by permanent staff.

M/S/C Rodriguez /Aguilar to approve BAR 39-091 Change in Start Date for Early Head Start. The agency is requesting to revise the schedule I and K to reflect a change in the start date for EHS, in order to meet full enrollment.

We reviewed the following Policies and Procedures for PY 2019-2020: FECE Impasse Procedure, FECE P.C. By-Laws, Board Oversight Policy for Foundation Shared Decision Making, Care & Supervision and Education Policies & Procedures.

M/S/C Sosa/Mena to approve the FECE Impasse Procedure.

M/S/C Mena/Ordonez to approve the FECE P.C. By-Laws.

M/S/C Sosa/Mena to approve the Board Oversight Policy for Foundation Shared Decision Making.

M/S/C Rodriguez/Aguilar to approve the Care & Supervision Policy and Procedure.

M/S/C Rodriguez /Aguilar to approve the revised Education Policies & Procedures.

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

Announcements: We were reminded that our last Policy Committee Meeting for the 2018-2019 PC group would take place on September 12, 2019. The Parent Involvement Manager asked everyone to please be at the last meeting, as each member would be receiving a certification of participation and a small token of appreciation. The WIC Representative also gave an update on the new WIC cards.

The meeting adjourned at 11:15 a.m.

Submitted by,

P.C. Secretary