

Approved on March 5, 2020

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

POLICY COMMITTEE MEETING
February 13, 2020– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:40 a.m.

Roll Call was taken and a quorum was established with 20 member's present.

The minutes from our January 9, 2020 (POLICY COMMITTEE MEETING) were read.

M/S/C Carias/Sobrique to approve the minutes of January 9, 2020 (Policy Committee Meeting) as read.

Our Vice-Chairperson thanked everyone for being present at today's meeting. She informed us that the P.C. Executive Committee met on Tuesday, February 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 January 4, 2020 thru February 3, 2020.

The delegate to the County Policy Council provided her report. She provided the following information: Importance of the Census 2020, Food Handlers Training being offered through LACOE, the STEAM Inventor's Box, the Corona Virus and the parent-to-parent project, this project has been initiated by parents from the Policy Council to collect necessary daily hygiene items to donate to the families at the Union Rescue Mission in Downtown L.A.

The Delegate to the Board of Directors was not present at today's Policy Committee Meeting; however, the Parent Involvement Manager 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 received the quarterly monitoring report from LACOE for the period covered from October to December 2019. As of this time, the report indicates that Foundation continues on Standard Monitoring. The Director also discussed the Self-Assessment with the Policy Committee and received in-put from the parents. She spoke about upcoming projects that will be taking place at some of our sites and reviewed some of the changes for the Refunding Application for program year 2020-2021. The Director also informed the parents that Foundation is collaborating with the University of California-Riverside to offer staff and parents the opportunity to take some classes and earn credits towards an Associate Teachers Permit or Site Supervisor Permit. The classes will be provided at Foundation for Early Childhood Education and will be taught by qualified staff.

The Assistant Director was unable to be present at today's Policy Committee Meeting; however, the Parent Involvement Manager provided her report. She reported that attendance for the month of January was 83% for Head Start, 86% for Early Head Start and 83% for Early Head Start

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Expansion. She asked each delegate to please share this information with the parents at their site and talk to the parents about the importance of bringing their children to school each day. An ADA Analysis report was sent to LACOE stating why Head Start and Early Head Start Expansion attendance was below the 85%. There were five unusual incidents reported for the month of January. There was 1 outbreak, 3 injuries and 1 medical emergency. Enrollments for the 2019-2020 program year continue. We have approximately 365 possible returning children for the upcoming 2020-2021 program year: 349 Head Start and 16 Early Head Start.

We received and reviewed the Average Daily Attendance Report for the month of December 2019. The average daily attendance for the month of December was 84.75% for Head Start & 83.83% for Early Head Start. An ADA Analysis report was sent to LACOE to explain why the ADA for Head Start and Early Headstart was below 85%.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for December 2019. The Total number of meals served for the month of December was 20,105. Discussion took place.

We received the Parent Volunteers Hours Report for the Month of December 2019. Discussion took place.

We received the Parent Meeting Calendar for the month of February 2020. The School Readiness Goal for the month of February is **Cognition (ESTEAM)**.

We received a flyer for the Parent Involvement Academy that will be taking place on February 28, 2020. LACOE has invited each delegate agency to bring 6 parents and two staff members to this event. The names of the parents who are interested in attending will be placed in a lottery style drawing and those selected will be notified immediately.

We received and reviewed the Refunding Application for fiscal year 2020-2021. Discussion took place.

M/S/C Sobrique/Nuñez to approve the Refunding Application for fiscal year 2020-2021.

We received and reviewed BAR/RAA 39-250 Target funding for construction at La Mirada. The agency requests targeted funding not to exceed \$75,500. The request meets our Goal 1- demonstrating child & family outcomes to promote school readiness, Objective 1 to Objective 6. The funds are to be used for fencing at La Mirada (\$5,500) and to install a new playground at La Mirada (\$70,000). This installment will have a positive impact on the children's classroom and playground environments. Clean, safe environments promote increased activity in classrooms and boost enrollment.

M/S/C Quero/Vigil to approve BAR/RAA 39-250 Target funding for construction at La Mirada.

We received and reviewed BAR/RAA 39-278 Delayed Start Date for Sunrise and move two slots from Soto to Evans and Echo Park CDC. The agency is requesting to make changes to schedule I and K to reflect the for a late start date for Sunrise due to licensing delays. Sunrise LAUSD Collaboration classes started on December 4, 2019 with an end date of June 26, 2020. Additional changes include moving two slots from the Soto part day classes to full day classes, to better meet full enrollment. One slot was moved to Evans and the other slot to Echo Park CDC. Soto part day is difficult to fill, as families need full day care and early education.

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M/S/C Carias/Vigil to approve BAR/RAA 39-278 Delayed Start Date for Sunrise and move two slots from Soto to (1) Evans and (1) Echo Park CDC.

We received and reviewed the Annual Single Audit Report for the year ended June 30, 2019 on November 5, 2019. The audit was conducted by Vasin, Heyn & Company. Representatives for the firm reported no findings.

M/S/C Gutierrez/Sobrique to approve the Annual Single Audit Report for the year ended June 30, 2019.

We reviewed the Self-Assessment with the Director. Parent had the opportunity to discuss items on the Self-Assessment and provide input.

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

Announcements: A presentative from Alta Med talked to the parents about what Public Charge means and informed parents that if they do not have any medical insurance he would be glad to review their situation to see if they qualify for any services. The Parent Involvement Manager also informed us that the Fiscal Controls and Accountability Facility Management Team at LACOE are planning a training for parents from each agency interested in being on the LACOE HSEL Parent Safety Committee. She passed out a sign-up list for any parents who are interested. The names and contact information of the parents who sign up will then be forwarded to the designated person at LACOE. We were reminded that our next Policy Committee Meeting would take place on March 05, 2020.

The meeting adjourned at 11:57 a.m.

Submitted by,

P.C. Secretary