

Approved August 8, 2019

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

POLICY COMMITTEE MEETING
July 11, 2019– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:48 a.m.

Roll Call was taken and a quorum was established with 18 members present.

The minutes from our June 13, 2019 (POLICY COMMITTEE MEETING) were read.

M/S/C Castillo/Pacheco to approve the minutes of June 13, 2019 (Policy Committee Meeting) with corrections.

Our new Chairperson thanked everyone for being present at today's meeting. She informed us that the P.C. Executive Committee met on Tuesday, July 9, 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 June 3, 2019 thru June 30, 2019.

The delegates to the County Policy Council provided their report.

The Delegate to the Board of Directors provided her report.

Our Director could not be present in today's meeting; however, the Parent Involvement Manager 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 Foundation has filled the Program Manager Position and that we have been receiving many applications for vacant positions. Interviews for teaching staff and support staff is ongoing. We are pending contract from LACOE for Head Start/Early Head Start/Dosage PY 2019-2020. Foundation is working on completing many site projects. Some sites have been converted from Head Start to Early Head Start for our 2019-2020 program year. We hope to get the Early Sites licensed and ready by the start date.

The Assistant Director was unable to attend today's Policy Committee Meeting; however, the Parent Involvement Manager provided her report. She reported that attendance for Head Start was at 83.52% for the month of June and 90.91% for Early Head Start. There was 1 unusual incident report for the month of June. Enrollments for the 2019-2020 program year continue. Family Service Associates have been participating in community events and continue to recruit around the schools. Parents are asked to let us know if they are interested in helping to recruit please contact your Family Services Associate.

We received and reviewed the Average Daily Attendance Report for the month of June 2019. The average daily attendance for the month of June was 83.52% for Head Start & 90.91% for Early Head Star.

Approved August 8, 2019

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for May 2019. The Total number of meals served for the month of May was 16,749. Discussion took place.

We received the Parent Volunteers Hours Report for the Month of May 2019.

We reviewed the Fiscal “Preliminary” Final Cost Report for 2018-2019.

We received and reviewed BAR 38-431 Basic Budget Alignment Program Year 2018-2019. The agency is requesting to redirect funds within the budget to cover over-expenditures with savings in the end of fiscal year 2018-2019.

M/S/C Vigil/Ordoñez to approve BAR 38-431 Basic Budget Alignment Program Year 2018-2019.

We received and reviewed BAR 38-432 Construction Carryover Budget Alignment Program Year 2018-2019. The agency is requesting to redirect funds within the budget to cover over-expenditures with savings in the end of fiscal year 2018-2019.

M/S/C Castillo/Vigil to approve BAR 38-432 Construction Carryover Budget Alignment Program Year 2018-2019.

We received and reviewed BAR 38-433 Duration/Dosage Budget Alignment Program Year 2018-2019. The agency is requesting to redirect funds within the budget to cover over-expenditures with savings in the end of fiscal year 2018-2019.

M/S/C Sosa/Castillo to approve BAR 38-433 Duration/Dosage Budget Alignment Program Year 2018-2019.

We reviewed the following Policies and Procedures for PY 2019-2020: FECE Health Manual, FECE Nutrition Manual, Employee Orientation, Professional Development and Training Policy and Procedure and Family and Community Engagement Policy and Procedure.

M/S/C Castillo/Pacheco to approve the FECE Health Manual.

M/S/C Castillo/Vigil to approve the FECE Nutrition Manual.

M/S/C Vigil/Castillo to approve the Employee Orientation, Professional Development and Training Policy and Procedure.

M/S/C Pacheco/Castillo to approve the Family and Community Engagement Policy and Procedure.

We received and reviewed the revised Reimbursement Policy- Policy Committee.

M/S/C Castillo/Pacheco to recommend the approval of the revised Reimbursement Policy – Policy Committee.

We reviewed changes to the Employee Handbook.

M/S/C Vigil/Castillo to approve the changes to the Employee Handbook.

Approved August 8, 2019

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 on August 8, 2019.

The meeting adjourned at 11:45 a.m.

Submitted by,

Acting P.C. Secretary