

Approved on August 13, 2020

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

POLICY COMMITTEE TELECONFERENCE CALL MEETING
July 9, 2020– 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 14 members available via teleconference call.

The minutes from our June 11, 2020 (Policy Committee Meeting) and July 1, 2020 (Policy Committee Special Call Meeting) were read.

M/S/C Guerrero/Jimenez to approve the minutes of June 11, 2020 (Policy Committee Meeting) as read.

M/S/C Guerrero/Sobrique to approve the minutes of July 1, 2020 (Policy Committee Special Call Meeting) as read.

Our Vice Chairperson thanked everyone for calling in to today's Executive Committee Meeting. She informed us that the P.C. Executive Committee met via teleconference call on Tuesday, July 7, 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 June 2, 2020 thru June 30, 2020.

The delegate to the County Policy Council presented her report.

The Delegate to the Board of Directors provided her report.

Our Director was unable to be present at today's Policy Committee Meeting; however, the Parent Involvement Manager presented her report. She reported on LACOE Communication; Message from Dr. Bergeron, OHS Director & OHS Monitoring Review, provided Tier I & Tier II Monitoring updates provided an update on QIP and PIR. The Parent Involvement Manager informed us that Foundation is continuing to make changes to program operations due to everything that is happening with Covid-19. Foundation sent out a survey to families from Head Start and Early Head Start to obtain information pertaining to how parents feel about children returning to the classroom. Some of the changes that will be taking place once children return will include having families fill out daily health surveys, health checks will be conducted outside of the classroom, children's temperature will be taken upon arrival, etc. She also informed us that selection of families enrolling into the program would begin next week. Applications that are completed will be processed. The parents will receive a postcard with information of their enrollment status. The Parent Involvement Manager notified us that PC would be receiving some BARs today for approval for the redirection of funds. Office of Head Start (OHS) conducted their monitoring review via zoom; the report reflects positive feedback with no areas of concern.

The Assistant Director provided her report. She informed us that we would be renewing our contract with Chefables for the 2020-2021 PY. The price per meal will increase by 30 cents because meals will now require individual wrapping due to the Covid-19 pandemic. The

Approved on August 13, 2020

Assistant Director informed us that Foundation is working on a plan to provide meals to families who will be participating in distance learning. This is the last year we will be able to renew our contract with Chefables. Next year we will open up bids for other vendors as stated in our policy. The Assistant Director also informed us that classes would resume on August 11, 2020 for Early Head Start and September 9, 2020 for Head Start. We still have slots available at Little Friends, Estrada, La Mirada and William Mead. She asked for parents help in getting the word out to neighbors, family members and friends. She also informed us that it is very important to remember that when buying hand sanitizer we must make sure that it contains ethanol and not methanol. Research has shown that methanol may be unsafe and harmful to your health.

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

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

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

We did not receive the Parent Meeting Calendar for the month of July 2020. Children are in summer break.

We received and reviewed BAR/RAA 39-463 End of Year Budget Alignment – Basic. The agency is requesting to redirect funds within the budget to cover over-expenditures of some budget line item with savings in the end of fiscal year 2019-2020.

M/S/C Sobrique/Jimenez to approve BAR/RAA 39-463 End of Year Budget Alignment – Basic.

We received and reviewed BAR/RAA 39-464 End of Year Budget Alignment – EHS (Early Head Start). The agency is requesting to redirect funds within the budget to cover over-expenditures of some budget line item with savings in the end of fiscal year 2019-2020.

M/S/C Sobrique/Jimenez to approve BAR/RAA 39-464 End of Year Budget Alignment – EHS (Early Head Start).

We received and reviewed BAR/RAA 39-465 End of Year Budget Alignment – Dosage. The agency is requesting to redirect funds within the budget to cover over-expenditures of some budget line item with savings in the end of fiscal year 2019-2020.

M/S/C Sobrique/Jimenez to approve BAR/RAA 39-465 End of Year Budget Alignment – Dosage.

We received and reviewed BAR/RAA 39-466 End of Year Budget Alignment – EHS X Startup. The agency is requesting to redirect funds within the budget to cover over-expenditures of some budget line item with savings in the end of fiscal year 2019-2020.

M/S/C Sobrique/Jimenez to approve BAR/RAA 39-466 End of Year Budget Alignment – EHS X Startup.

We received and reviewed BAR/RAA 39-467 End of Year Budget Alignment – EHS X (Early Head Start Expansion) The agency is requesting to redirect funds within the budget to cover over-expenditures of some budget line item with savings in the end of fiscal year 2019-2020.

Approved on August 13, 2020

M/S/C Sobrique/Jimenez to approve BAR/RAA 39-467 End of Year Budget Alignment – EHS X (Early Head Start Expansion).

We reviewed the revised Fiscal Policy & Procedure Manual for PY 2020-2021. Discussion took place.

M/S/C Jimenez/Sobrique to approve the revised Fiscal Policy & Procedure Manual for PY 2020-2021.

We reviewed the Contract for Chefables PY 2020-2021. Discussion took place.

M/S/C Jimenez/Guerrero to approve the Contract for Chefables PY 2020-2021.

Educational Announcements by Jocelyn Tucker. Ms. Tucker informed the Policy Committee that classes for Early Head Start ended on June 29, 2020. We had a distribution of books, materials and activities for parents to pick up from the site, so that parents can continue working with their children during summer vacation. Classes for Early Head Start are scheduled to resume in August. If the Covid-19 virus continues to spread, we might have to veer towards distance learning. Ms. Tucker also congratulated Edith Nunez, Yulissa Carias and Claudia Rodriguez for completing the online classes offered by Foundation. Parents earned college units. We were also informed that classes might be offered again during fall.

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 August 13, 2020. Nancy Ballardo from WIC announced that WIC would begin to issuing \$28 vouchers to families during the summer to be used at Farmers Markets. Beatriz Pacheco provided parents with the address to MLK Medical Center. The MLK Medical Center is providing free COVID-19 testing for anyone interested.

The meeting adjourned at 11:25 a.m.

Submitted by,

P.C. Secretary