

*Approved on July 9, 2020*

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

**POLICY COMMITTEE TELECONFERENCE CALL MEETING**  
**June 11, 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 19 members available via teleconference call.

The minutes from our May 14, 2020 (POLICY COMMITTEE MEETING) were read.

M/S/C Vera/Sobrique to approve the minutes for May 14, 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, June 2, 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. The Vice-Chairperson asked for a motion to add an item to the agenda; Elections for a representative to the Policy Council to represent Early Head Start.

M/S/C Jimenez/Carias to approve adding item to the agenda; Elections for a representative to the Policy Council to represent Early Head Start.

Mariana Garcia was elected by the Policy Committee to represent Foundation's Early Head Start Program in the Policy Council Meetings at LACOE.

Our Treasurer gave her report. She reported all expenditures incurred from May 5, 2020 thru June 1, 2020.

The delegate to the County Policy Council presented her report.

The Delegate to the Board of Directors provided her report.

Our Director was not available to provide her report, however the Education Coordinator, Jocelyn Tucker provided the report. She reported on LACOE Communication, provided Tier I & Tier II Monitoring updates provided an update on QIP and PIR. She also informed us that LACOE has put together a task force that has been meeting to plan for the opening of the new PY 2020-2021. Class size will be reduced to 10 students per class for Head Start and 8 students per class for Early Head Start. Priority will be given to four year olds and children with Special needs. Some children with special medical conditions may benefit more from distance learning. Children enrolled in the distance-learning program will receive a kit to help them perform the activities provided by the teacher. More information will be provided as it becomes available. The Director also informed us that we received and reviewed the new contract for the CDE-CSPP State Preschool Contract PY 2020-2021.

The Assistant Director provided her report. She informed us that we currently have 246 children that are returning to the program. We have 152 applications, 80 applications we have not

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received back and 50 families who chose not to return to our program. We still have 142 slots available. The Family Service department has been mailing out flyers to the surrounding communities so that we may bring and enroll more children into our program. We have 17 children who will be transitioning from Early Head Start to Head Start. Priority will be given to children that are four years old to help prepare them for Kindergarten. We will have approximately 207 children enrolled in the distance-learning program.

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 June 2020. Children are in summer break.

We received and reviewed BAR/RAA 39-396 HS Basic – Projects Carryover to Fiscal Year 2020/2021. The COVID-19 pandemic in LA County included a County Safe At Home order, and in conjunction with LACOE directives, and Board of Director resolution all Foundation sites transitioned to a distance delivery service model. The impact on the agency resulted in site closures, as of March 13, 2020, but also affected the agency's operations in being able to complete purchases and projects. Some of the agency's minor facility projects will not be able to be completed by June 30, 2020, from local vendors, therefore, the agency request the carryover of funds to Fiscal Year 2020-2021 in the amount of \$296,700.

M/S/C Guerrero/Jimenez to approve BAR/RAA 39-396 HS Basic – Projects Carryover to Fiscal Year 2020/2021.

We received and reviewed BAR/RAA 39-409 HS Basic – Carryover II – Projects Carryover to Fiscal Year 2020/2021. The COVID-19 pandemic in LA County included a County Safe At Home order, and in conjunction with LACOE directives, and Board of Director resolution all Foundation sites transitioned to a distance delivery service model. The impact on the agency resulted in site closures, as of March 13, 2020, but also affected the agency's operations in being able to complete purchases and projects. Some of the agency's minor facility projects will not be able to be completed to complete by June 30, 2020, from local vendors, therefore, the agency request the carryover of funds to Fiscal Year 2020-2021 in the amount of \$43,640.

M/S/C Guerrero/Rodriguez to approve BAR/RAA 39-409 HS Basic – Carryover II – Projects Carryover to Fiscal Year 2020/2021.

We received and reviewed BAR/RAA 39-411 HS Dosage Expansion Startup – Projects Carryover to Fiscal Year 2020/2021. The COVID-19 pandemic in LA County included a County Safe At Home order, and in conjunction with LACOE directives, and Board of Director resolution all Foundation sites transitioned to a distance delivery service model. The impact on the agency resulted in site closures, as of March 13, 2020, but also affected the agency's operations in being able to complete purchases and projects. Some of the agency's minor facility projects will not be able to be completed to complete by June 30, 2020, from local vendors, therefore, the agency request the carryover of funds to Fiscal Year 2020-2021 in the amount of \$129,900.

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M/S/C Vigil/Sobrique to approve BAR/RAA 39-411 HS Dosage Expansion Startup – Projects Carryover to Fiscal Year 2020/2021.

We received and reviewed BAR/RAA 39-433 EHS Carryover II – Projects Carryover to Fiscal Year 2020/2021. The COVID-19 pandemic in LA County included a County Safe At Home order, and in conjunction with LACOE directives, and Board of Director resolution all Foundation sites transitioned to a distance delivery service model. The impact on the agency resulted in site closures, as of March 13, 2020, but also affected the agency's operations in being able to complete purchases and projects. Some of the agency's minor facility projects will not be able to be completed to complete by June 30, 2020, from local vendors, therefore, the agency request the carryover of funds to Fiscal Year 2020-2021 in the amount of \$108,000.

M/S/C Rodriguez/Jimenez to approve BAR/RAA 39-433 EHS Carryover II – Projects Carryover to Fiscal Year 2020/2021.

We received and reviewed the revised Selection Criteria for PY 2020-2021. Discussion took place.

M/S/C Vera/Jimenez to approve the revised Selection Criteria for PY 2020-2021.

Educational Announcements by Jocelyn Tucker. Ms. Tucker informed the Policy Committee that classes would be ending at the end of the month for Full Day, Dosage and Early Head Start. Parents will be contacted by their teachers to set up a pick up date for their children's belonging. They will also be receiving a backpack with fun activities to do during the summer and a certificate of completion. If parents cannot attend on their scheduled pick up date, they can contact their FSA so that they can arrange to pick up their belongings at the main office. Any sites that are located on the LAUSD campuses will have a specified pick up location. Due to COVID-19 safety measures, LAUSD is not allowing anyone on their premises at this time.

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 Zoom Meeting, due to the "Safer at Home" orders given by Governor Gavin Newsom due to COVID-19. Next Policy Committee Meeting will take place on July 9, 2020.

The meeting adjourned at 11:34 a.m.

Submitted by,

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P.C. Secretary