

Approved on April 2, 2020

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

POLICY COMMITTEE MEETING
March 5, 2020– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:54 a.m.

Roll Call was taken and a quorum was established with 18 member's present.

The minutes from our February 13, 2020 (POLICY COMMITTEE MEETING) were read.

M/S/C Sobrique/Rodriguez to approve the minutes of February 13, 2020 (Policy Committee Meeting) as read.

Our Chairperson thanked everyone for being present at today's meeting. He informed us that the P.C. Executive Committee met on Tuesday, March 3, 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 February 4, 2020 thru March 2, 2020.

The delegates to the County Policy Council did not have a report to present at this time as their meeting is scheduled for March 10.

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 the LACOE Refunding Application for Head Start Basic, Dosage and Early Head Start has been submitted for approval. Some of the changes include: Euclid changed from 60 part day to 30 full day slots, Soto conversion of part day slots to Early Head Start, Sunrise-LAUDS Collaboration site will receive duration funding, meets 1020 service hour requirements and a salary increase of at least one step to all staff. The Director also informed us that both the Policy Committee and Board of Directors provided input on the Self-Assessment. Foundation continues to work on filling vacancies, holding panels and recruiting children for the 2020-2021 program year.

The Assistant Director provided her report. She reported the attendance for the month of February. 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 eight unusual incidents reported for the month of February. There were two child abuse cases, 4 minor injuries, 1 medical emergency and 1 site was closed down for plumbing issues. Returning enrollments will begin on May 11th – May 31st. This is for children who will be returning for a second or third year with Foundation.

We received and reviewed the Average Daily Attendance Report for the month of January 2020. The average daily attendance for the month of January was 83.12% for Head Start, 85.69% for Early Head Start &

Approved on April 2, 2020

82.19% for Early Head Start Expansion. An ADA Analysis report was sent to LACOE to explain why the ADA for Head Start and Early Headstart Expansion was below 85%.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for January 2020. The Total number of meals served for the month of January was 25,340. Discussion took place.

We received the Parent Volunteers Hours Report for the Month of January 2020. Discussion took place.

We received the Parent Meeting Calendar for the month of March 2020. The School Readiness Goal for the month of March is **Perceptual, Motor & Physical Development** to teach parents new skills to use at home to get children to practice healthy behaviors and safety practices and improve their perception, physical coordination and control.

We received a flyer for the Annual Parent/Community Resource Fair that will be taking place on Friday, March 13, 2020. We were encouraged to attend and invite all the parents from our sites. There will be approximately 30 Resource Booths available for parents to visit. Some of the resources include the LA Work Source, Playhouse Dental, One America, Alta Med, Benjamin Franklin Library, Evans Adult School, etc.

We received and reviewed BAR/RAA 39-284 Head Start Basic Budget Realignment. Foundation proposes to realign the budget to increase the budget \$190,000 for substitutes. The agency is going to move funds from teaching salaries budget line item and use some salary savings from the vacant positions to substitute budget line item. Due to teaching staff vacancies, the budgeted salaries are not being used to pay permanent staff members; therefore, they are available to use to pay subs who are working in place of teaching staff. Teaching substitutes are necessary to ensure teacher: child ratios are maintained.

M/S/C Carias/Pacheco to approve BAR/RAA 39-284 Head Start Basic Budget Realignment.

We received and reviewed BAR/RAA 39-285 Head Start Dosage Budget Realignment. Foundation proposes to realign the budget to increase the budget \$34,000 for substitutes. The agency is going to move funds from teaching salaries budget line item and use some salary savings from the vacant positions to substitute budget line item. Due to teaching staff vacancies, the budgeted salaries are not being used to pay permanent staff members; therefore, they are available to use to pay subs who are working in place of teaching staff. Teaching substitutes are necessary to ensure teacher: child ratios are maintained.

M/S/C Sobrique/Rodriguez to approve BAR/RAA 39-285 Head Start Dosage Budget Realignment.

We received and reviewed BAR/RAA 39-287 Early Head Start Basic Budget Realignment. Foundation proposes to realign the budget to increase the budget \$68,000 for substitutes. The agency is going to move funds from teaching salaries budget line item and use some salary savings from the vacant positions to substitute budget line item. Due to teaching staff vacancies, the budgeted salaries are not being used to pay permanent staff members; therefore, they are available to use to pay subs who are working in place of teaching staff. Teaching substitutes are necessary to ensure teacher: child ratios are maintained.

M/S/C Sobrique/Jimenez to approve BAR/RAA 39-287 Early Head Start Basic Budget Realignment.

We received and reviewed BAR/RAA 39-288 Early Head Start Expansion Basic Budget Realignment. Foundation proposes to realign the budget to increase the budget \$60,000 for substitutes and increase \$60,000 for Child & Family Service Supplies. The agency is going to move funds from teaching salaries budget line item and use some salary savings from the vacant positions to substitute budget line item. Due to teaching staff vacancies, the budgeted salaries are not being used to pay permanent staff members; therefore, they are available to use to pay subs who are working in place of teaching staff. Teaching substitutes are necessary to ensure teacher: child ratios are maintained.

Approved on April 2, 2020

M/S/C Sobrique/Pacheco to approve BAR/RAA 39-288 Early Head Start Expansion Basic Budget Realignment.

We received and reviewed BAR/RAA 39-289 Head Start Dosage Expansion Budget Realignment. Foundation proposes to realign the budget to increase the budget \$15,000 for substitutes and increase \$1,000 for Child Services Consultants. The agency is going to move funds from teaching salaries budget line item and use some salary savings from the vacant positions to substitute budget line item. Due to teaching staff vacancies, the budgeted salaries are not being used to pay permanent staff members; therefore, they are available to use to pay subs who are working in place of teaching staff. Teaching substitutes are necessary to ensure teacher: child ratios are maintained.

M/S/C Carias/Sobrique to approve BAR/RAA 39-289 Head Start Dosage Expansion Budget Realignment.

We received and reviewed BAR/RAA 39-300 Early Head Start Expansion Contract Period Feb. 1, 2020 to June 30, 2020 (\$140,000). This is a Grantee-Generated BAR for \$140,000 to provide supplemental funding for the operations to extend to June 2020.

M/S/C Sobrique/Carias to approve BAR/RAA 39-300 Early Head Start Expansion Contract Period Feb. 1, 2020 to June 30, 2020 (\$140,000).

We received and reviewed BAR/RAA 39-304 Dosage X Recuperation. Grantee-initiated Q2 execution rate recapture BAR (\$454,254)

M/S/C Sobrique/Rodriguez to approve BAR/RAA 39-304 Dosage X Recuperation.

Educational Announcements by Jocelyn Tucker.

Pathways LA – Violet Lugo, Resource & Referral Specialist provided a presentation.

Announcements: We were reminded that our next Policy Committee Meeting would take place on April 16, 2020.

The meeting adjourned at 12:15 p.m.

Submitted by,

P.C. Secretary