

Approved on June 11, 2020

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

POLICY COMMITTEE TELECONFERENCE CALL MEETING
May 14, 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 member's available via teleconference call.

The minutes from our April 2, 2020 (POLICY COMMITTEE MEETING) & April 29, 2020 (POLICY COMMITTEE SPECIAL CALL MEETING) were read.

M/S/C Pacheco/Sobrique to approve the minutes for April 2, 2020 (Policy Committee Meeting) as read.

M/S/C Vera/Guerrero to approve the minutes for April 29, 2020 (Policy Committee Meeting) as read.

Our Chairperson thanked everyone for calling in to today's Policy Committee Meeting. He informed us that the P.C. Executive Committee met via teleconference call on Tuesday, May 5, 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 April 14, 2020 thru May 4, 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 Parent Involvement Manager provided the Director's report. She reported on LACOE Communication, she provided a summary of the monitoring activities LACOE conducted in Quarter 3 of the 2019-20 program year. She also informed us that teaching staff continue working remotely with families via phone, email, text and online platforms, as available to enrolled families. FSA's also continue to contact families on a weekly basis to check in on the family's needs and to provide reminders on health, dental needs and family partnership agreements. Foundation plans to open a month earlier, August 2020, contingent on additional funding. Some families who self-identified need for supplies and goods received donations from Baby2Baby.

The Assistant Director provided her report. She reported the attendance for the month of March 2020. She also informed parents that the Family Service Associates have sent out re-enrollment packets for returning children for part-day, full-day and dosage sites. We have 250 children eligible to return for the 2020-2021 program year. Once we receive the completed enrollment packets, parents will be notified that we have received their packet. The Assistant Director asked the PC Executive Committee for ideas on how the agency can recruit family into the program, as we are not able to visit homes due to the Covid-19. Some ideas included the use of social media to attract parents and holding raffles for those parents who refer families into the program. Each

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parent who refers a family to the program will get their name put into a drawing and prizes will be awarded to the winners, the prizes include two tablets, and a chrome book. The Assistant Director also spoke about Transition to Kindergarten.

We received and reviewed the Average Daily Attendance Report for the month of March 2020. The average daily attendance for the month of March was 83.96% for Head Start, 82.98% for Early Head Start & 64.58% for Early Head Start Expansion. An ADA Analysis report was sent to LACOE to explain why the ADA for Early Head start Expansion was below 85%.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for March 2020. The Total number of meals served for the month of March was 12,162. Discussion took place.

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

We did not receive the Parent Meeting Calendar for the month of May 2020. Classes have been postponed and meetings have been canceled until further notice due to Covid-19/Corona virus. Discussion took place.

We received and reviewed the Mental Health Specialist job description. Discussion took place.

M/S/C Vigil/Sobrique to approve the Mental Health Specialist job description.

Educational Announcements by Jocelyn Tucker. Ms. Tucker informed the Policy Committee that teachers have been communicating with families on a weekly basis to provide guidance to parents on how to work with their children at home. Teachers will be sending home a calendar of activities for each family. She informed us that parents will have an opportunity to pick up their child's belongings at the sites. Each child will be mailed a certificate of completion from Head Start for program year 2019-2020. The Education Coordinator also informed us that during the month of May, teachers will be working closely with families of children transitioning into Kindergarten. Helping them navigate the web and fill out applications and forms to enroll their children in the nearest home school in their district.

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 June 11, 2020. We received a worksheet on Safe Food Handling Practices during COVID-19, how to wash your hands properly and information from WIC on how to obtain free food for families affected by COVID-19.

The meeting adjourned at 11:22 a.m.

Submitted by,

P.C. Secretary