

Approved on December 4, 2019

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

POLICY COMMITTEE MEETING
November 14, 2019– 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 25 members present.

The minutes from our October 10, 2019 (POLICY COMMITTEE MEETING) were read.

M/S/C Sobrique/Rodriguez to approve the minutes of October 10, 2019 (Policy Committee Meeting) with corrections.

Our Chairperson thanked everyone for being present at today's meeting. He informed us that the P.C. Executive Committee met on Tuesday, November 5, 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 October 8, 2019 thru November 4, 2019.

The delegates to the County Policy Council presented their report. They reported that LACOE has been placed on a Program Improvement Plan as a result of being under enrolled 4 consecutive months for EHS CCP. LACOE has 12 months to resolve to avoid losing slots. They also reported that the Grantee Staff met to discuss parent and staff concerns/suggestions regarding the Non Federal Share Volunteer Form. A new form will be shared in January of 2020. LACOE is inviting agencies to send at least two representatives to receive training on supporting clean and safe school sites. Training will be held in January. Training will be held for the newly elected Policy Council Members on December 5 & 6, 2019. Finally, we were informed that the Head Start and Early Learning Division EHS Funding Application was approved. The next Policy Council Meeting will be held on December 10, 2019.

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 Sunrise has not been able to open its doors due to licensing issues. On November 6, 2019, Licensing is scheduled to go to Sunrise to review the site. The Director also informed us that LACOE did agency wide monitoring in preparation for the Office of Head Start review that should be taking place in January 2020. We will be receiving a written report with findings in approximately three weeks.

The Assistant Director provided her report. She reported that attendance was good for the month of October. No sites were below 80% and five sites were above 90%. There were nine unusual incidents reported for the month of October. There were three cases of lice, 2 cases of possible child abuse, 1 police activity and 3 injuries. Enrollments for the 2019-2020 program year continue. We are down five slots at Soto PD and five slots at Sunrise. FSAs continue to recruit to get the sites filled. FSAs also continue to follow up with those families who do not have a physicals and dentals.

We received and reviewed the Average Daily Attendance Report for the month of September 2019. The average daily attendance for the month of September was 87.73% for Head Start & 90.67% for Early Head Start.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for September 2019. The Total number of meals served for the month of September was 6,349. Discussion took place.

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

We received the Parent Meeting Calendar for the month of November 2019. The School Readiness Goal for the month of November is **Approaches to Learning**.

We were informed that 294 fathers/father figures participated in the “Be a Hero, Take your child to Preschool day” on October 1, 2019.

We received and reviewed BAR 39-188 Dosage Budget Realignment for Subs. Foundation proposes to realign the budget to increase the budget by \$14,050 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.

M/S/C Carias/Pacheco to approve BAR 39-188 Dosage Budget Realignment for Subs.

We received and reviewed BAR 39-189 Dosage Extension Budget Realignment. Foundation proposed to redirect funds within the budget to use salary and benefits savings to other budget items, in accordance with cost allocation plan.

M/S/C Sobrique/Vera to approve BAR 39-189 Dosage Extension Budget Realignment.

We received and reviewed BAR 39-190 Early Head Start Extension Budget Realignment. Foundation Proposed to redirect funds within the budget to cover over-expenditures with savings so far.

M/S/C Pacheco/Rodriguez to approve BAR 39-190 Early Head Start Extension Budget Realignment.

The Program Manager for Educational Services attended today’s Policy Committee meeting to provide an update on educational services. She spoke to us about the naptime policy. She clarified that according to regulations, children who attend a school program for a certain amount of hours must to be given a rest time. Children are not forced to take a nap. Children who do not wish to take a nap can participate in quiet table activities. Jocelyn also informed us that each parent received a Second Step Home Links booklet. This booklet contains activities to reinforce the learning practices taught in school at home. She also encouraged parents to participate in the Parent Planning Committee. During the first Monday of each month, parents are invited to participate in large group time to help plan the activities for the month and to work on the Web.

Financial Consultant, George P. Fraser attended our Policy Committee Meeting to provide us with a brief summary of the Financial Literary information they would like to present at some of our Head Start sites. Mr. Fraser also informed us that he is working with his colleagues to raise funds so that they can offer educational scholarships to teachers and parents.

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 December 12, 2019. The representative from Alta Med gave parents information on how parents can obtain medical insurance for their family.

The meeting adjourned at 12:00 p.m.

Submitted by,

P.C. Secretary