

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

3360 Flair Drive, Suite 100, El Monte, CA 91731

**POLICY COMMITTEE TELECONFERENCE CALL MEETING**

**October 8, 2020– 2:00 P.M.-4:00 P.M.**

**MINUTES**

The meeting was called to order at 2:17 p.m.

Roll Call was taken and a quorum was established with 18 members available via teleconference call.

The minutes from our September 10, 2020 (Policy Committee Meeting) were read.

M/S/C Vera/Sobrique to approve the minutes for September 10, 2020 (Policy Committee Meeting) with corrections.

Our Chairperson thanked everyone for calling in to today's Executive Committee Meeting. He informed us that the P.C. Executive Committee met via teleconference call on Tuesday, October 6, 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 September 1, 2020 thru October 5, 2020.

The delegate to the County Policy Council presented her report.

The Delegate to the Board of Directors provided her report.

Our Director presented her report. She reported on LACOE Communication; The Director informed us that Foundation is working on a target day to re-open some of the sites. We do not have a target date yet, however the Director in talks with LACOE. The FSA's are speaking with parents to see how they feel about their children returning into the classroom. The FSA's are also speaking to full day parents who already have their children attending class at the sites to find out what they feel could have been done better, so that we can improve our services prior to the reopening of other classes. The Director informed us that she is currently working on the Funding Application for both State Preschool and HS 2021-2022. The information will be brought to PC and Board for review and approval prior to submitting to LACOE. We were informed that LACOE has made some funding available to agencies for specific projects. The application for the funding is due by Friday, October 11, 2020. Foundation will be submitting a BAR to request some of the funding. We have funds that have been rolled over from last year to complete some pending work at ELAOC and Soto. The Director notified us that October is Breast Cancer awareness month. Foundation will be honoring both Breast Cancer Awareness and Domestic Violence during this month.

The Assistant Director provided her report. She informed us that we are still actively recruiting children for both Early Head Start and Head Start. We need everyone's help to become fully enrolled. She informed us that we had a case at one of our sites with someone testing positive for COVID-19. Site was closed for quarantine immediately and parents were notified. Site is set to reopen on Monday, October 19, 2020. The classes will be fully sanitized to make sure it is ready for children and staff to return. The Family Service Assistant will contact families to inform them about the grab and go cancellation until classes resume. We still have 190 slots open for enrollment. The Family Service Associates have been contacting local agencies to drop off flyers

and have been holding events outside of the sites for recruitment. Recruitment events have been limited due to recent fires and poor air quality.

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

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for August 2020.

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

We received and reviewed the Parent Meeting Calendar for the month of October 2020. During the month of October Parent Involvement will be having the Parent Involvement Information/Elections Meeting at each site.

We received and reviewed the Application for Community Representative 2020-2021. The Parent Involvement Manager explained the process on how we can become Community Representatives.

Educational Announcements by Norma Juarez. Mrs. Juarez informed us that we had the Parent Orientations on September 24, 2020 for the Full Day sites and on September 29, 2020 for DVL classes. The Education Department has continued to meet during the month of September regarding the teacher monitoring and to touch base on what the classroom needs. We have been planning on which items can be sent as activities. The Early Head Start children will be receiving a kit with soft balls, books and soft toys that were donated by LACOE. The kits will be distributed during grab and go. Teachers had an ASQ zoom training during the month of September 2020. The Education Department also met with other service areas during MDT and MTSS meetings that are conducted every month to discuss the Second Step Curriculum and to discuss children's needs in the classroom. Panel interviews took place during the month of September for Teachers and Assistant Teachers for HS and EHS. A collaboration meeting was held with Sunrise Staff to discuss the on-going collaboration with LAUSD.

We received and reviewed the Monthly Financial Status Report on the Head Start Account. Discussion took Place.

The Policy Committee Members were recognized for their participation in the 2019-2020 Policy Committee. Members received a special certificate and a small gift for their hard work and dedication to the Head Start Program.

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 November 12, 2020.

The meeting adjourned at 4:13 p.m.

Submitted by,

---

P.C. Secretary