

Approved October 10, 2019

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

POLICY COMMITTEE MEETING
September 12, 2019– 9:30 A.M.-12:00 P.M.

MINUTES

The meeting was called to order at 9:50 a.m.

Roll Call was taken and a quorum was established with 17 members present.

The minutes from our August 8, 2019 (POLICY COMMITTEE MEETING) were read.

M/S/C Ordoñez/Castillo to approve the minutes of August 8, 2019 (Policy Committee Meeting) as read.

Our Chairperson thanked everyone for the wonderful job we did representing Foundation as Policy Committee for the 2018-2019 school year. She reminded us that we are still considered as the Policy Committee Group until the new Policy Committee is elected and trained. She informed us that the P.C. Executive Committee met on Tuesday, September 3, 2019 to review all the 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 August 6, 2019 thru September 2, 2019.

The delegate to the County Policy Council provided her report.

The Parent Involvement Manager provided the Board of Directors report. The Delegate to the Board of Directors had to resign to her position because she is now employed with Foundation.

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 also reported that Pico Gardens and Ramona EHS are not quite ready to start as we are still awaiting licensing to give the final okay. Sunrise has already been set up, we just awaiting for licensing to come out. We have two EHS classrooms that will be opening in January 2020; we are currently in the process of getting the rooms ready. Classes have already begun at our other sites; children seem to be adjusting well. The site managers have been out in the field making sure the sites are running well and providing additional support to the teachers. The Director also talked to us about the changes in the Personnel Manual. She provided a summary to all the parents of the changes in the manual.

The Assistant Director provided her report. She reported on recruitment and enrollment for PY 2019-2020 and provided an unusual incident report for the month of August 2019.

We received and reviewed the Average Daily Attendance Report for the month of August 2019.

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We did not receive the Claim for Reimbursement Child and Adult Care Food Program for July 2019 because the children were on summer vacation.

We did not receive a Parent Volunteers Hours Report for the Month of July 2019; report will be presented at our next meeting.

We received and reviewed the Parent Meeting Calendar for the month of September. During the month of September, parents will be having their Parent Involvement Information/Elections Meeting.

The Parent Involvement Manager reviewed the process on how to become a Community Representative to the Policy Committee and passed out the application for Community Representative to those parents who are interested in becoming Community Representatives. Discussion took place.

We received and reviewed the Employee Handbook 2019-2020. Some of the proposed changes to the Employee Handbook included the following; Legal updates completed by the Lawyer, Program Corrections, Timekeeping updates, Clarify and condense sections of vacation and sick call outs, Update section on salaries and minor corrections in section regarding hiring process & orientation.

M/S/C Vigil/Ordoñez to approve the Employee Handbook 2019-2020.

We received and reviewed the Early Head Start Expansion Operational Budget for March 1, 2020 thru February 28, 2021.

M/S/C Vigil/Mena to approve the Early Head Start Expansion Operational Budget for March 1, 2020 thru February 28, 2021.

The Education Coordinator provided education updates. She explained that during the months of August and September parents would be receiving their parent orientations and having their first home visits with teachers. She also explained that each month parents would be invited to participate in Parent Planning Committees to help teachers do the Planning web for each month. The Education Coordinator also reminded the parents that on October 1, 2019 we would be having the “Be a Hero; Bring your Child to Preschool Day.”

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 2018-2019 Policy Committee. Members received a special certificate and a small gift for their hard work and dedication to the Head Start Program.

Announcements: The Parent Involvement Manager asked that anyone who wants to apply as Community Representative submit their application as soon as possible. We were also reminded that we are still considered the Policy Committee until the new group is elected and trained.

The meeting adjourned at 11:30 a.m.

Submitted by,

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P.C. Secretary