

**POLICY COMMITTEE MEETING**  
**December 4, 2019– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:45 a.m.

Roll Call was taken and a quorum was established with 15 member's present.

The minutes from our November 14, 2019 (POLICY COMMITTEE MEETING) were read.

M/S/C Carias/Villagrana to approve the minutes of November 14, 2019 (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, December 3, 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.

Elections were held for a new Delegate to the Policy Council. Tania Urbina was elected as the new Delegate to the Policy Council.

Our Treasurer gave her report. She reported all expenditures incurred from November 5, 2019 thru December 2, 2019.

The delegates to the County Policy Council did not have a report to present at this time because the Policy Council Meeting will take place on December 10, 2019. The report will be provided at the next Policy Committee Meeting.

The Delegate to the Board of Directors provided her report.

Our Director was not present at today's PC Meeting; however, the Parent Involvement Manager provided 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 Head Start opened its doors today. The Director also informed us that Echo Park CDC EHS and Gregory Park EHS are in the process of becoming licensed and should be ready to open its doors mid-January. The Refunding Application is currently being worked on. The Director will be meeting with staff and parents to review the Refunding Application and should have it ready to send to LACOE in February 2020.

The Assistant Director provided her report. She reported that attendance for Head Start was good for the month of November. No sites were below 80% and seven sites were above 90%.

Attendance for Early Head Start was low, with 82%. There were four unusual incidents reported for the month of November. There was 1 outbreak at La Mirada, 1 plumbing issue and 2 injuries. Enrollments for the 2019-2020 program year continue. Agency continues to struggle with Soto, Euclid and La Mirada.

We received and reviewed the Average Daily Attendance Report for the month of October 2019. The average daily attendance for the month of October was 88.91% for Head Start & 87.90% for Early Head Start.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for October 2019. The Total number of meals served for the month of October was 31,235. Discussion took place.

We received the Parent Volunteers Hours Report for the Month of October 2019. Discussion took place.

We received the Parent Meeting Calendar for the month of December 2019. The School Readiness Goal for the month of December is **Language and Literacy/DLL**.

We received and reviewed BAR 39-203 Targeted Funding. The agency requests targeted funding not to exceed \$1,141,380. The request meet Foundation goals. Goal 1-demonstrating child & family outcomes to promote school readiness, Goal 3—leveraging resources to create innovative program delivery system and space, and Goal 5-designing compelling marketing & messaging to attract & retain staffs & family.

M/S/C Vera/Rodriguez to approve BAR 39-203 Targeted Funding.

We received and reviewed BAR/RAA 39-212 Delayed Start Date for Sunrise. Sunrise Head Start/LAUSD Collaboration Classroom will open December 4, 2019. Delayed start date due to Licensing. LAUSD has provided services to children with IEPs who will be dually enrolled in Head Start. Foundation also proposes to move 2 slots, one from Soto 02 and one from Soto 03. Then add one each to Little Friends and Evans. Soto is struggling to be fully enrolled in the part day classes.

M/S/C Sobrique/Gutierrez to approve BAR/RAA 39-212 Delayed Start Date for Sunrise.

We received and reviewed the revised ERSEA Manual. Changes made to the ERSEA Manual were based on recommendation made by LACOE Service Area Monitor. Language was added to the manual that explained the process of how Attendance is being processed and monitored.

M/S/C Carias/Sobrique to approve the revised ERSEA Manual.

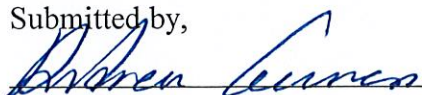
The Program Manager for Educational Services and Mental Health/Disabilities Coordinator attended our Policy Committee Meeting on December 4, 2019 to provide a special presentation to parents on Special Education. They spoke about who qualifies for special education and why it is important. They also informed the parents that the Mental Health/Disabilities department will be hosting a training in January on the IEP Process. Everyone will be invited to attend, parents with children who currently have an IEP or are in the process of obtaining an IEP are strongly encouraged to attend.

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 January 9, 2020. Beatriz Pacheco shared with all the parents that on December 14, 2019, King Taco would be hosting a holiday celebration and will be distributing gifts to all the children.

The meeting adjourned at 12:00 p.m.

Submitted by,

  
P.C. Secretary