



**AGENDA**

**Posted:  
6/15/23**

- I. Call to Order Maria Riley, Chairperson
- II. Pledge of Allegiance Leslie Olague, Parliamentarian
- III. Roll Call Liliana Guereca, Secretary
- IV. Order and Approval of Agenda Maria Riley, Chairperson
- V. Public Comment Maria Riley, Chairperson
  - Public Comment is the appropriate time for individuals to address the Policy Committee by oral presentation concerning any subject that lies within the responsibility of the Agency.
  - Public Comment request cards will be available at the registration table and are to be presented to the PC Chairperson prior to the start of the meeting.
- VI. Action Items - The following items will be presented for approval/disapproval:
  - A. Policy Committee Meeting Minutes Dated May 16, 2023
  - B. Policies and Procedures
    - 1. Personnel
    - 2. Procurement – RFP Timelines
    - 3. Update to PG05 – PC Reimbursement for Mileage, Childcare, Travel
  - C. Job Descriptions
    - 1. Head Start/Early Head Start Substitute Teacher
    - 2. Bookkeeper Technician
  - D. Columbia Lease Amendment #2
- VII. Reports
  - A. Governance Updates
  - B. Administrative Monthly Status –May 2023
    - 1. Executive Director
    - 2. Program Services
    - 3. Education and School Readiness
    - 4. Fiscal
    - 5. Preliminary Self-Assessment – Continuous Quality Improvement Plan Feedback
  - C. LACOE Policy Council
- VIII. Announcements
  - A. June 21, 2023
    - 1. Board of Directors Meeting, Crossroads Admin Office, 10:30 a.m.
    - 2. End of Year Close Out for Staff, Crossroads Admin Office, 1:30 p.m. for Bloomfield
  - B. June 30, 2023 – Close out for Apollo 01-04, Columbia 03-12, East Whittier 02, El Sereno 02, Lincoln 03, Maizeland 05-15, Magnolia 02, Pio Pico 02-03, Rancho 01-02, Washington 02, West Whittier 02, Meneses FCC, EHS Home Base
  - C. July 3, 2023 – First Day for Early Head Start Home Base
  - D. July 4, 2023 – Agency Closed in Observance of Independence Day
  - E. July 5, 2023 – First Day of Class for Apollo 01-02, Maizeland 06-15
  - F. July 18, 2023 – Policy Committee Meeting, LACOE – Room 109, 9:30 a.m.
  - G. July 22, 2023 – Board of Directors, Crossroads Admin Office, 8:30 a.m.
- IX. Adjournment
 

*Supporting documentation is available upon request at the Administrative Office located at 13300 Crossroads Pkwy N., City of Industry, CA 91746. Persons with disabilities, who require special accommodations, should contact Maggie Salas at [msalas@pdlr.org](mailto:msalas@pdlr.org) at least 72 hours prior to the meeting.*