



FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

August 21, 2019

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**1. BOARD DINNER/SOCIALIZATION**

**2. BOARD FUNDRAISING MEETING – EVERY MEMBER TO BRING POTENTIAL DONORS, ACTIVITIES, ETC.**

**3. CALL MEETING TO ORDER – 6:06 pm**

a. Roll Call

*Present: Patrick A., Pablo O. and Angelica O.*

*Via Phone: Rose C.*

*Absent: Simon H.*

**4. ORDER OF THE AGENDA**

- a. Changes to the Agenda – *approval items first. Starting with number 7.*
- b. Items to be added to the Agenda
- c. Board Fundraising Activities

Comments: Changing items that need approval to the beginning of the meeting.

**5. COMMUNICATIONS/ANNOUNCEMENTS**

- President Remarks
- Board Member Remarks
- Board of Directors Discussion
- Public Comment (Members of the public will have three (3) minutes to address the Board)

Comments: \_\_\_\_\_

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**6. APPROVAL OF MINUTES:**

- a. Minutes of July 17, 2019 Board of Directors Meeting

First: \_\_\_\_\_ Pablo O. \_\_\_\_\_

Second: \_\_\_\_\_ Angelica O. \_\_\_\_\_

Comments: No comments. All in favor.

**7. RECOMMENDATIONS FOR APPROVAL:**

a. Policy Committee By-Laws

First: \_\_\_\_\_ Pablo O. \_\_\_\_\_

Second: \_\_\_\_\_ Rose C \_\_\_\_\_

Comments: All in favor.

b. Request for Policy Committee Reimbursement

First: \_\_\_\_\_ Angelica O \_\_\_\_\_

Second: \_\_\_\_\_ Rose C. \_\_\_\_\_

Comments: Items that are reimbursable by Foundation were reviewed; such as babysitting, and travel is part of the reimbursement process. All in favor.

c. Impasse Procedure

First: \_\_\_\_\_ Angelica O. \_\_\_\_\_

Second: \_\_\_\_\_ Pablo O./Rose C. \_\_\_\_\_

Comments: all in favor.

d. Job Description – Child Development Specialist Supervisor

First: \_\_\_\_\_ Rose C. \_\_\_\_\_

Second: \_\_\_\_\_ Angelica O. \_\_\_\_\_

Comments: Job description was changed to include driving license, insurance and car as a requirement.

e. Early Head Start Expansion Grant – LACOE Contract (C19398)

First: \_\_\_\_\_ Rose C. \_\_\_\_\_

Second: \_\_\_\_\_ Pablo O. \_\_\_\_\_

Comments: Refunding application was approved by BOD already. This is the contract is ready to go. All in favor.

f. Early Head Start/Head Start – LACOE Contract (C19475)

First: \_\_\_\_\_ Angelica O \_\_\_\_\_

Second: \_\_\_\_\_ Rose C. \_\_\_\_\_

Comments: All in favor.

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g. Management Systems Policies and Procedures

First: \_\_\_\_\_ NA \_\_\_\_\_

Second: \_\_\_\_\_ NA \_\_\_\_\_

Comments: This item is postponed and will be brought back at a future meeting.

h. Fiscal Policies and Procedures Manual – Edits Pending

First: \_\_\_\_\_ NA \_\_\_\_\_

Second: \_\_\_\_\_ NA \_\_\_\_\_

Comments: Board requested to hold approval of this item until final edits are completed. This item will be brought back to at a future date.

- i. BAR-RAA #39-091; Change EHS start date from August 12, 2019 to August 23, 2019

First: \_\_\_\_\_Rose C. \_\_\_\_\_

Second: \_\_\_\_\_Pablo O. \_\_\_\_\_

Comments: Conversation about the BAR-RAA took place. BAR-RAA used day that program starts, July 1<sup>st</sup>, 2019 which reflects fiscal year July 2019 to June 2020. All in favor.

**8. LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE) COMMUNICATION:**

- a. Quarterly Systems Monitoring PY 18-19 Qtr. 4, Dated July 23, 2019

Comments: No management system marked less than standard.

- b. “Public Charge” Information

Comments: Information was provided to the board.

- c. Self-Assessment Report

Comments: This item will be brought back at the next meeting.

**9. REPORTS & INFORMATIONAL ITEMS**

- a. Policy Committee Report
- b. BOD Fiscal Committee Report/Treasurer Report
- c. Director’s Written Report
  - i. Program Updates
- d. Fiscal Officer’s Monthly Financial Status Report
  - i. Fiscal Policies and Procedures Manual
- e. Assistant Director Report – ***Hard Copy Distributed***
  - i. Average Daily Attendance (ADA) Report – Non-Available – No Services in July
  - ii. UI Report – None Available – No Services in July
  - iii. Recruitment & Enrollment Status for PY 2019-20
  - iv. Recruitment & Enrollment Activity Updates & Status for 2019-20

- f. Administration for Children and Families/Office of Head Start Communication – ***None Available***
- g. Board & Administrator Newsletter
- h. Delegate Agency Board Composition Verification Form
- i. Board Member Contact Information – PY 2019-2020
- j. Certification of Signatures

Comments: No comments

**10. ADJORNMENT – 6:45 pm**

First: \_\_\_\_\_ Angelica O. \_\_\_\_\_

Second: \_\_\_\_\_ Patrick A. \_\_\_\_\_

Comments:

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