



# Foundation For Early Childhood Education, Inc.

3360 Flair Drive, Suite 100,

El Monte, California 91731

## **Board of Director's Meeting AGENDA**

**September 18, 2019**

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The full agenda is available at the Foundation for Early Childhood Education office located at the above address. Copies of any document related to an item on the Board of Director's Agenda is available for public review at the Foundation Office, Monday through Friday 8:30 am to 5:00 p.m. and the day of the Board of Meeting in the meeting room. To request a disability related accommodation under the ADA, please contact the Foundation for Early Childhood Education office at 626-572-5107 at least 48 hours in advance.

**5:30 p.m.**

- 1. BOARD DINNER/SOCIALIZATION**
- 2. BOARD FUNDRAISING MEETING – EVERY MEMBER TO BRING POTENTIAL DONORS, ACTIVITIES, ETC.**

**6:00 p.m.**

- 3. CALL MEETING TO ORDER**
    - a. Roll Call
  - 4. ORDER OF THE AGENDA**
    - a. Changes to the Agenda
    - b. Items to be added to the Agenda
  - 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)
    - DA Board Training November 7, 2019 at LACOE
    - Required Certification of Signatures – BOD Signatures for LACOE, mailed August 16<sup>th</sup>
  - 6. APPROVAL OF MINUTES:**
    - a. Minutes of August 21, 2019 Board of Directors Meeting
  - 7. RECOMMENDATIONS FOR APPROVAL:**
    - a. Employee Handbook
    - b. Policy & Procedure – Record Keeping
    - c. March 1, 2020 – February 28, 2021 EHS Expansion Operational Budget
    - d. Fiscal Policy & Procedure
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- e. Job Description – Child Development Center Manager
- f. BAR-RAA; Change Start Dates, Sites Pending Licensing

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

- a. Quarterly Systems Monitoring PY 19-20 Qtr 1; Expected October 2019

**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
- e. Assistant Director Report
  - i. Average Daily Attendance (ADA) Report
  - ii. UI Report
  - 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 – *None Available*

**10. ADJORNMENT**

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