



FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

September 18, 2019

1. BOARD DINNER/SOCIALIZATION

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

3. CALL MEETING TO ORDER – 6:35 pm

a. Roll Call

Present: Patrick Arcadi, Abdi Ahmed, Simon Ho

Via Phone: Pablo Ocasio

Absent: Diana Aguilar, Angelica Orozco, Rose Crupper

4. ORDER OF THE AGENDA

a. Changes to the Agenda

a. CNIPS Application

b. Items to be added to the Agenda

Comments:

Special Guest, Bea, from LACOE gave an opening speech about how well Foundation has been doing.

5. COMMUNICATIONS/ANNOUNCEMENTS

- President Remarks - *None*
- Board Member Remarks - *None*
- Board of Directors Discussion - *None*
- 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 16th

Comments:

Angelica and Abdi will attend the DA Board Training on November 7, 2019 at LACOE.

6. APPROVAL OF MINUTES:

- ##### a. Minutes of August 21, 2019 Board of Directors Meeting

First: Abdi Ahmed

Second: Pablo Ocasio

Comments:

None

7. RECOMMENDATIONS FOR APPROVAL:

a. Employee Handbook

First: Abdi Ahmed

Second: Simon Ho

Comments:

None

b. Policy & Procedure – Record Keeping

First: N/A

Second: N/A

Comments:

Not required to be approved annually.

c. March 1, 2020 – February 28, 2021 EHS Expansion Operational Budget

First: N/A

Second: N/A

Comments:

Not ready yet for approval.

d. Fiscal Policy & Procedure

First: Abdi Ahmed

Second: Pablo Ocasio

Comments:

None

e. Job Description – Child Development Center Manager

First: Abdi Ahmed

Second: Patrick Arcadi

Comments:

None

f. BAR-RAA; Change Start Dates, Sites Pending Licensing

First: Simon Ho

Second: Abdi Ahmed

Comments:

None

g. CNIPS Application

First: Patrick Arcadi

Second: Simon Ho

Comments:

None

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

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

Comments:

None

9. REPORTS & INFORMATIONAL ITEMS

- a. Policy Committee Report
- b. BOD Fiscal Committee Report/Treasurer Report – *See Attached*
- 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 – *See Attached*
 - 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*

Comments:

Item 9.b.: See attached. Discussion over credit card expense, took place.

Item 9.d.: execution rate at 11%.

10. ADJORNMENT – 8:05 pm

First: Abdi Ahmed

Second: Simon Ho

Comments:

None
