



# Board of Directors Meeting Minutes

**Date:** Wednesday, Aug 16, 2023  
**Time:** 6:00PM- 8:00PM  
**Location:** Foundation for Early Childhood Education  
3450 E Sierra Madre Blvd  
Pasadena, CA 91107

<p><b>1) Call Meeting to Order</b></p> <p style="text-align: center;">6:15 PM</p>	<p><b>Roll Call:</b> Patrick, Claudia, George</p>
<p><b>2) Order of the Agenda</b></p> <ul style="list-style-type: none"> <li>a. Changes to the Agenda</li> <li>b. Items to be added to the agenda</li> </ul>	<p><b>Comments:</b> None</p>
<p><b>3) Communications/ Announcements</b></p> <ul style="list-style-type: none"> <li>a. President Remarks</li> <li>b. Fundraising Activity Discussion (<i>see Fiscal Report for BOD Account Fund summary</i>)</li> <li>c. Board Member General Information Sharing &amp; Discussion</li> <li>d. Board Member Nominations &amp; Elections</li> <li>e. Public Comment (Members of the public will have three (3) minutes to address the Board)</li> </ul>	<p><b>Comments:</b></p>
<p><b>4) Approval of minutes</b></p> <ul style="list-style-type: none"> <li>a. Minutes of Board of Directors' Meeting 7/19/23</li> </ul>	<p><b>Comments:</b></p> <p><b>First:</b> Claudia                      <b>Second:</b> George</p>
<p><b>5) Recommendations for Approval</b></p> <ul style="list-style-type: none"> <li>a. BARS- none</li> </ul>	<p><b>Comments:</b></p>



<p><b>6) Funding Source Updates &amp; Communications</b></p> <ul style="list-style-type: none"><li>a. CDE- State Preschool</li><li>b. LACOE<ul style="list-style-type: none"><li>• LACOE PC Admin Report (Monthly)</li></ul></li><li>c. Administration for Children and Families (ACF) / Office of Head Start (OHS) communication</li></ul>	<p><b>Comments:</b></p>
<p><b>7) Reports and Informational Items</b></p> <ul style="list-style-type: none"><li>a. Policy Committee Report</li><li>b. BOD Fiscal Committee Report/Treasurer Report</li><li>c. Assistant Director Reports<ul style="list-style-type: none"><li>◆ Health, Nutrition, ERSEA &amp; Family Services<ul style="list-style-type: none"><li>• Average Daily Attendance (ADA) Report</li><li>• UI Report, including COVID.</li><li>• Recruitment &amp; Enrollment Activity Updates &amp; Status for PY 23-24</li></ul></li><li>◆ Education, Mental Health &amp; Disabilities</li></ul></li><li>d. Executive Director's Written Report<ul style="list-style-type: none"><li>• <b>Program of Excellence</b></li></ul></li><li>e. Program &amp; School Readiness Reporting Summaries</li><li>f. Fiscal Officer's Monthly Financial Status Report</li><li>g. Human Resources Officer's Report (includes detail of agency vacancies)</li></ul>	<p><b>Comments:</b></p>
<p><b>8) Adjournment</b></p> <p>7:31 PM</p>	<p><b>Comments</b></p> <p><b>First:</b> George                      <b>Second:</b> Claudia</p>