



Board of Directors Meeting Minutes

Date: July 24th, 2024

Time: 5:30PM- 7:30PM

Location: Foundation for Early Childhood Education
3450 E Sierra Madre Blvd
Pasadena CA 91107

<p>1) Call Meeting to Order</p> <p>Time: 1:10PM</p>	<p>Roll Call: Patrick Arcadi, Kevin Kumar, Nichol Maldonado, George Yeboah</p>
<p>2) Order of the Agenda</p> <ul style="list-style-type: none"> a. Changes to the Agenda b. Items to be added to the agenda 	<p>Comments: none</p>
<p>3) Communications/ Announcements</p> <ul style="list-style-type: none"> a. President Remarks b. Fundraising Activity Discussion (<i>see Fiscal Report for BOD Account Fund summary</i>) c. BOD Bank Account transition, WF to Cathay d. BOD Election – New Member <u>e.d.</u> Board Member General Information Sharing & Discussion <u>f.e.</u> Public Comment (Members of the public will have three (3) minutes to address the Board) 	<p>Comments:</p> <ul style="list-style-type: none"> b. funds are in from fundraising trip and a few donation letter responses, discussed consulting a fundraising expert c. completing the transition between banks
<p>3)4) Approval of minutes</p> <ul style="list-style-type: none"> a. Minutes of Board of Directors’ June 18th, 2024 Meeting 	<p>Comments:</p> <p>First: George Yeboah Second: Kevin Kumar</p>
<p>4)5) Recommendations for Approval</p> <ul style="list-style-type: none"> a. Budget Realignment <ul style="list-style-type: none"> i. BAR43-521 HSB ii. BAR43-522 HS Duration iii. BAR43-523 Early HS b. Fiscal Policy & Procedure FY24-25 	<p>Comments:</p> <ul style="list-style-type: none"> a. First: Nichol Maldonado Second: George Yeboah All in Favor b. First: George Yeboah Second: Nichol Maldonado



Foundation for Early Childhood Education, Inc.

CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services



<ul style="list-style-type: none"> c. Contracts over \$250,000 (require BOD Approval) <ul style="list-style-type: none"> i. Substitute Agencies – Child Care Careers & Alite & Cross Country & Teach LA & Inyon ii. Meal vendor – Chefables iii. Program Supply vendors – Lakeshore & Amazon iv. Health Insurance Provider – Charterlife v. Business Insurances – Liability, D&O, automobile & WC vi. Main Office Lease (BSA) d. Janitorial Supplies (Peerless) 	<p style="text-align: center;">All in Favor</p> <p>c. First: Nichol Maldonado Second: Kevin Kumar</p> <p style="text-align: center;">All in Favor</p>
<p><u>5/6</u> Funding Source Updates & Communication</p> <ul style="list-style-type: none"> a. CDE- State Preschool b. LACOE <ul style="list-style-type: none"> i. Payable Note – BOD to LACOE, see letter c. Administration for Children and Families (ACF) / Office of Head Start (OHS) communication <ul style="list-style-type: none"> i. OHS Governance Screener 	<p>Comments:</p>
<p><u>6/7</u> Reports & Informational Items</p> <ul style="list-style-type: none"> a. Policy Committee Report b. BOD Fiscal Committee Report/Treasurer Report c. Assistant Director Reports <ul style="list-style-type: none"> ◆ Health, Nutrition, ERSEA & Family Services <ul style="list-style-type: none"> ● Average Daily Attendance (ADA) Report ● UI Report, including COVID. ● Recruitment & Enrollment Activity Updates & Status for PY 23-24 ◆ Education, Mental Health & Disabilities d. Human Resources Officer’s Report (includes detail of agency vacancies) <ul style="list-style-type: none"> ● Workplace Violence Prevention e. Fiscal Officer’s Monthly Financial Status Report <ul style="list-style-type: none"> i. Monthly Credit Card Statement 	<p>Comments:</p>



Foundation for Early Childhood Education, Inc.

CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services



<p>f. Executive Director's Written Report g. Program & School Readiness Reporting Summaries</p>	
<p>7/8) Adjourment Time: 2:25</p>	<p>Comments: First: George Yeboah Second: Kevin Kumar</p>