



# Board of Directors Meeting Minutes

**Date:** Aug 21<sup>st</sup>, 2024  
**Time:** 1:00PM -3:00PM  
**Location:** Foundation for Early Childhood Education  
3450 E Sierra Madre Blvd  
Pasadena CA 91107

<p><b>1) Call Meeting to Order</b></p> <p><b>Time:</b> 1:07PM</p>	<p><b>Roll Call:</b> Patrick Arcadi, Kevin Kumar, Nichol Maldonado, George Yeboah</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. BOD Bank Account transition, WF to Cathay</li> <li>d. Board Member General Information Sharing &amp; Discussion</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' July 24<sup>th</sup>, 2024 Meeting</li> </ul>	<p><b>Comments:</b></p> <p><b>First:</b> George Yeboah <b>Second:</b> Nichol Maldonado</p> <p><b>All in Favor</b></p>
<p><b>5) Recommendations for Approval</b></p> <ul style="list-style-type: none"> <li>a. Job Description- Office Assistant II (ERSEA, Health, and Nutrition)</li> </ul>	<p><b>Comments:</b></p> <ul style="list-style-type: none"> <li>a. <b>First:</b> Kevin Kumar <b>Second:</b> George Yeboah</li> </ul> <p><b>All in Favor</b></p>



# Foundation for Early Childhood Education, Inc.

CHILD DEVELOPMENT CENTERS

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<p><b>6) Funding Source Updates &amp; Communication</b></p> <ul style="list-style-type: none"><li>a. CDE- State Preschool</li><li>b. LACOE<ul style="list-style-type: none"><li>i. RAN Updates- LACOE Mandated Guidance for Parents</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 &amp; 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. Human Resources Officer's Report (includes detail of agency vacancies)<ul style="list-style-type: none"><li>• Workplace Violence Prevention</li></ul></li><li>e. Fiscal Officer's Monthly Financial Status Report<ul style="list-style-type: none"><li>i. Monthly Credit Card Statement</li></ul></li><li>f. Executive Director's Written Report</li><li>g. Program &amp; School Readiness Reporting Summaries</li></ul>	<p><b>Comments:</b></p>
<p><b>8) Adjournment</b></p> <p>Time: 2:00PM</p>	<p><b>Comments:</b></p> <p><b>First:</b> George Yeboah <b>Second:</b> Kevin Kumar <b>All in Favor</b></p>