



Foundation for Early Childhood Education  
3450 E. Sierra Madre Blvd.  
Pasadena, California 91107



## BOARD OF DIRECTORS MEETING AGENDA

**Date:** July 24th, 2024

**Time:** **New Time: 1:00 - 3:00 PM Virtual**

**Location:** [Zoom Meeting Link](#)

Meeting ID: 815 6594 1151

Passcode: 449828

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Time	Item
1:00 PM	<b>1. Call Meeting to Order</b> <ul style="list-style-type: none"><li>a. Roll Call</li></ul>
	<b>2. Order of the Agenda</b> <ul style="list-style-type: none"><li>a. Changes to the Agenda</li><li>b. Items to be added to the agenda</li></ul>
	<b>3. Communications/ Announcements</b> <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>
	<b>4. Approval of Minutes</b> <ul style="list-style-type: none"><li>a. Minutes of Board of Directors' Meeting June 18<sup>th</sup>, 2024</li></ul>
	<b>5. Recommendations for Approval</b> <ul style="list-style-type: none"><li>a. Budget Realignment<ul style="list-style-type: none"><li>i. BAR43-521 HSB</li><li>ii. BAR43-522 HS Duration</li><li>iii. BAR43-523 Early HS</li></ul></li><li>b. Fiscal Policy &amp; Procedure FY24-25</li><li>c. Contracts over \$250,000 (require BOD Approval)<ul style="list-style-type: none"><li>i. Substitute Agencies – Child Care Careers &amp; Alite &amp; Cross Country &amp; Teach LA &amp; Inyon</li><li>ii. Meal vendor – Chefables</li><li>iii. Program Supply vendors – Lakeshore &amp; Amazon</li><li>iv. Health Insurance Provider – Charterlife</li></ul></li></ul>

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Time	Item
	<ul style="list-style-type: none"><li>v. Business Insurances – Liability, D&amp;O, automobile &amp; WC</li><li>vi. Main Office Lease (BSA)</li><li>vii. Janitorial Supplies (Peerless)</li></ul>
	<b>6. Funding Source Updates &amp; Communication</b> <ul style="list-style-type: none"><li>a. CDE- State Preschool</li><li>b. LACOE<ul style="list-style-type: none"><li>i. Payable Note – BOD to LACOE, see letter</li></ul></li><li>c. Administration for Children and Families (ACF) / Office of Head Start (OHS) communication<ul style="list-style-type: none"><li>i. OHS Governance Screener</li></ul></li></ul>
	<b>7. Reports &amp; Informational Items</b> <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)</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>
	<b>8. Adjournment</b>