



*Supporting documentation is available upon request at the Administrative Office. Persons with disabilities, who require special accommodations, should contact the Governance and Communication Specialist at least 72 hours prior to the meeting.*

**Board of Directors Meeting**

**Wednesday, June 21, 2023**

**10:30 a.m.**

**AGENDA**

- I. Call to Order Debbie McBee, Chairperson
- II. Roll Call Marek Glinski, Secretary
- III. Order and Approval of Agenda Debbie McBee, Chairperson
- IV. Public Comment Debbie McBee, Chairperson
- Public Comment is the appropriate time for individuals to address the Board of Directors by oral presentation concerning any subject that lies within the responsibility of the Agency.
  - Public Comment request cards will be available at the registration table and are to be presented to the Board Chairperson prior to the start of the meeting.
- V. Policy Committee (PC) Updates and Recommendations – PC Chairperson
- VI. Action Items - The following items will be presented for approval/disapproval:
- A. Board of Directors Meeting Minutes Dated May 20, 2023
  - B. Policies and Procedures
    - 1. Personnel
    - 2. Procurement – RFP Timelines
  - C. Job Descriptions
    - 1. Head Start/Early Head Start Substitute Teacher
    - 2. Bookkeeper Technician
  - D. Columbia Lease Amendment #2
  - E. Ratifications:
    - 1. Use of Unrestricted Funds
      - a. LACOE Payment
      - b. UCC Fee for Electronic Fund Transfers
- VII. Reports
- A. Administrative Monthly Status – May 2023
    - 1. Executive Director
    - 2. Program Services
    - 3. Education and School Readiness
    - 4. Fiscal
  - B. Governance
- VIII. Announcements and Upcoming Events
- A. June 21, 2023 - End of Year Close Out for Staff, Crossroads Admin Office, 1:30 p.m.
  - B. June 30, 2023 – End of Year Close Out for Staff, Maizeland, 1:30 p.m.- 3:30 p.m. for Apollo 01-04, Columbia 03-12, East Whittier 02, El Sereno 02, Lincoln 03, Maizeland 05-15, Magnolia 02, Pio Pico 02-03, Rancho 01-02, Washington 02, West Whittier 02, Meneses FCC, EHS HB
  - C. July 3, 2023 – First Day for Early Head Start Home Base
  - D. July 4, 2023 – Agency Closed in Observance of Independence Day
  - E. July 5, 2023 – First Day of Class for Apollo 01-02, Maizeland 06-15
  - F. July 18, 2023 – Policy Committee Meeting, LACOE – Room 109, 9:30 a.m.
  - G. July 22, 2023 – Board of Directors, Crossroads Admin Office, 8:30 a.m.
- IX. Adjournment