

Le Jardin Community Center, Inc.
Early Learning Academy
Annual Report 2017-2018
Planting Seeds for the Future



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This report is published in accordance with the Head Start Reauthorization Act of 2007. The Act states that: “Each Head Start agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual child or parent:

- A) The total amount of public and private funds received and the amount for each source
- B) An explanation of budgetary expenditures and proposed budget for the fiscal year.
- C) The total number of children and families served, the average monthly enrollment (as a percentage of funded en-rollment), and the percentage of eligible children served.
- D) The results of the most recent review by the Secretary and the financial audit.
- E) The percentage of enrollment children that received medical and dental exam.
- F) Information about parent involvement activities.
- G) The agency’s efforts to prepare children for kindergarten.
- H) Any other information required by the Secretary.”

This report is prepared to comply with the Head Start Program Performance Standards 45 CFR Chapter XIII September 2016,

Sec. 1302.101(D)(2)

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MESSAGE FROM CHIEF EXECUTIVE
OFFICER

Dear Friend of Le Jardin,

As the Executive Director of Le Jardin Community Center, Inc., I am pleased to present the 2017 – 2018 Annual Report.

Le Jardin was established in 1986 and is dedicated to improving the quality of life for children and families. Since those early years we have taken on a more holistic approach. We seek to achieve a vision of strong learners, engaged families, high quality comprehensive services and vibrant communities through education services, partnerships, and advocacy. Le Jardin strives to help families to create healthier, happier and stronger values. Le Jardin is committed to excellence and continuous quality improvement. We are committed to working with our community partners to improve and enhance early childhood services in our local community.

The content of the annual report will provide specific required information to the public and highlight the major accomplishments over the past year for all our programs. These accomplishments have been the result of tireless work and the ongoing efforts of our Board of Directors, Policy Council, Policy Committee, Staff, Parents and Stakeholders

On behalf of Le Jardin, we thank you for your commitment to this effort. Together, we can build stronger children and families in our vibrant community.

Sincerely,

Eduardo Berrones

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About Le Jardin



Le Jardin is an Early Learning organization with six locations in Homestead / Florida City, Florida. Le Jardin opened in 1986 and since then has grown to 6 Centers and one administration office, employing approximately 200 employees, providing services year-round under Head Start, Early Head Start, Voluntary Pre-k, School Readiness, and Parenting programs. Currently, Le Jardin annually serves over 800 children from birth to 5 years of age and their families. The families come from diverse backgrounds, but all have incomes falling below the Federal Poverty guidelines.

Le Jardin is a nonprofit, 501(c)(3) corporation that is governed by an elected Board of Directors. The Board provides strategic leadership and fiduciary oversight as it works to ensure progress toward organizational goals. The vision of Le Jardin is to incorporate a process that provides vision for growth and sustainability. Our mission of Le Jardin is dedicated to improving the quality of life for children and families, by providing high quality education, recreational and cultural activities and comprehensive services in a safe, caring and nurturing environment.

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2017-2018 Enrollment

*144 Early Head Start
Grantee

*480 Head Start Delegate

*32 Early Head Start
Delegate

*32 Early Head Start
CCP Partnership

OUR MISSION STATEMENT

Enriched by the diversity of our community, Le Jardin Community Center, Inc. is dedicated to improving the quality of life for children and families. We provide high quality educational, recreational and cultural activities and comprehensive service in a safe, caring and nurtur-ing environment. As a private not-for-profit corporation, Le Jardin seeks opportunities, part-nerships and resources to meet changing community needs.

VALUE STATEMENT

As an organization, Le Jardin promotes the following values as our guide in all relationships:

Honesty through integrity, trust and accountability

Respect and sensitivity to diversity

Open-mindedness

Creativity

Open and clear communication

Professionalism

Caring and understanding

QUALITY STATEMENT

Le Jardin Community Center, Inc. is composed of a diverse team of professionals whom maximize resources to involve parents in a partnership that completes a circle of mutual support and to open the world to the inquisitive minds of children.

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AWARDS and HONORS

- Le Jardin Community Center, Inc. was awarded a highly competitive Early Head Start Expansion grant to serve 144 children as an Early Head Start grantee, in addition to its existing delegate and partnership programs.
- Le Jardin Community Center, Inc. was awarded a prestigious grant from the Children's Trust for \$102,200 to implement a parenting curriculum program for 100 Early Head Start parents.
- Le Jardin successfully participated in a Focus Area One Monitoring Review by the Federal Government with no areas of concerns or questions
- Le Jardin received an award from the Early Learning Coalition of Miami-Dade and Monroe County.
- Region IV Program Manager, Captain Robert "Bob" Balias, along with the

Regional Program Specialist visited the Early Head Start grantee program and spent time with children and staff.

- The University of Florida Institute of Food and Agricultural Studies, partnered with Le Jardin Community Center to bring nutrition training to children and fresh farm produce to families.
- Four Le Jardin Centers are accredited by National Association for the Education of Young Children (NAEYC) and Apple. Two new centers will apply for NAEYC and Apple at the end of their first year.
- The Executive Director, Eduardo Berrones, was recognized as the "Above and Beyond: Administrator of the Year" by the Miami-Dade County Community Action and Human Services Department, Head Start and Early Head Start Division.

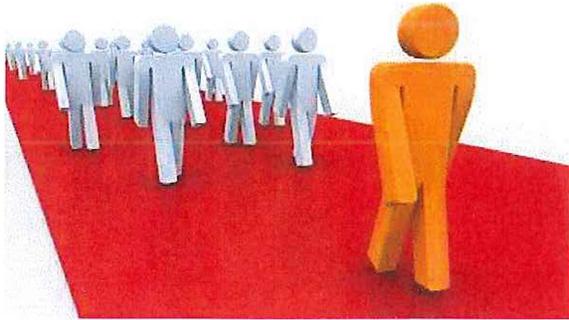
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Executive Team

Eduardo Berrones

Executive Director

Audelia Martinez

Chief Operating Officer / Chief Financial Officer

Heather Garcia

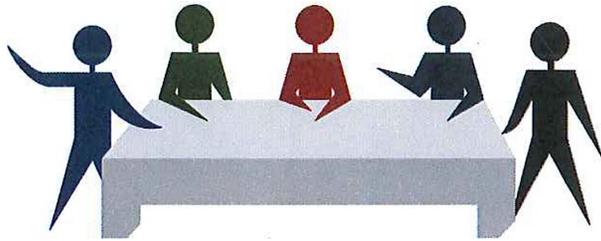
Director of Human Resources

Dr. Cathleen Armstead

Program Manager

Abdon Martinez

Facilities Manager



BOARD OF DIRECTORS

Martin Murphy
Norma Brieler

Chairman
Secretary

MEMBERS

Eugene McAllister
Maria Gonzalez
Opal Winebrenner
Paola Usquelis
Darosh Ibarra Husband
Imaris Munoz
Yadira Hernandez
Virginia M. Aponte
Daryl Greenfield
Karin Gerardin

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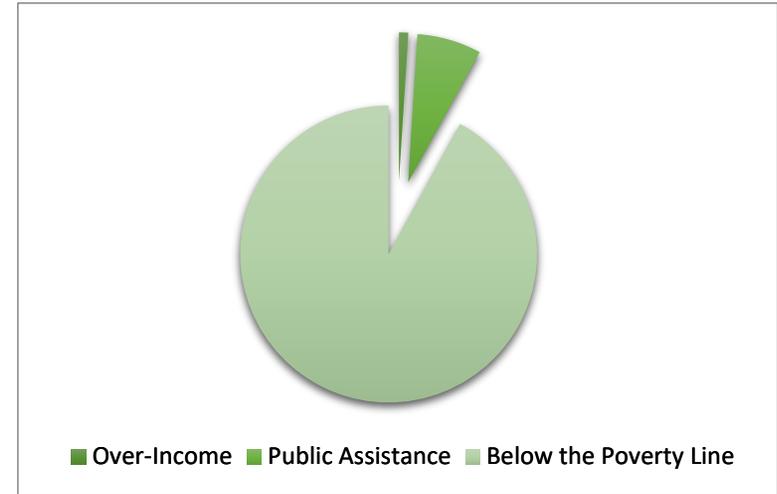
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Head Start and Early Head Start Enrollment

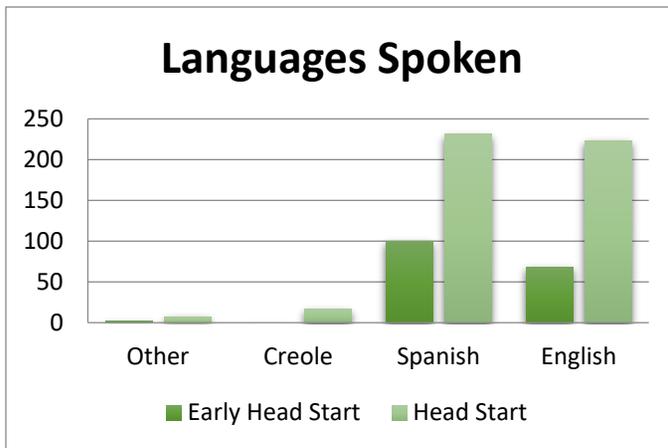
Le Jardin currently serves 688 children through four different funding streams. Le Jardin is fully enrolled throughout the year; the average monthly enrollment is 688. Attendance rates are strongly correlated with success in school and life. Le Jardin educates parents on the importance of attendance resulting in attendance rates higher than the mandated rate of 85%

Program	Funded Enrollment	Average Daily Attendance
Head Start - Delegate	480	88.10%
Early Head Start - Delegate	32	86.20%
Early Head Start - Partner	32	89%
Early Head Start - Grantee	144	85.60%



Family Demographics

Le Jardin's children and families reflect the population in the surrounding community. This diverse cultural and linguistic community provides children with the resources to engage with others in mutually respectful and culturally appropriate ways. Within Le Jardin, there is a significant number of Hispanic children and families coming from many different counties in Central and South America as well as the Carribean.



	Early Head Start	Head Start
Hispanic – Asian	0	0
Hispanic Black	2	7
Hispanic- White	160	327
Non-Hispanic Asian	0	2
Non-Hispanic Black	60	171
Non-Hispanic White	7	3
Other/Multi-Racial	5	10

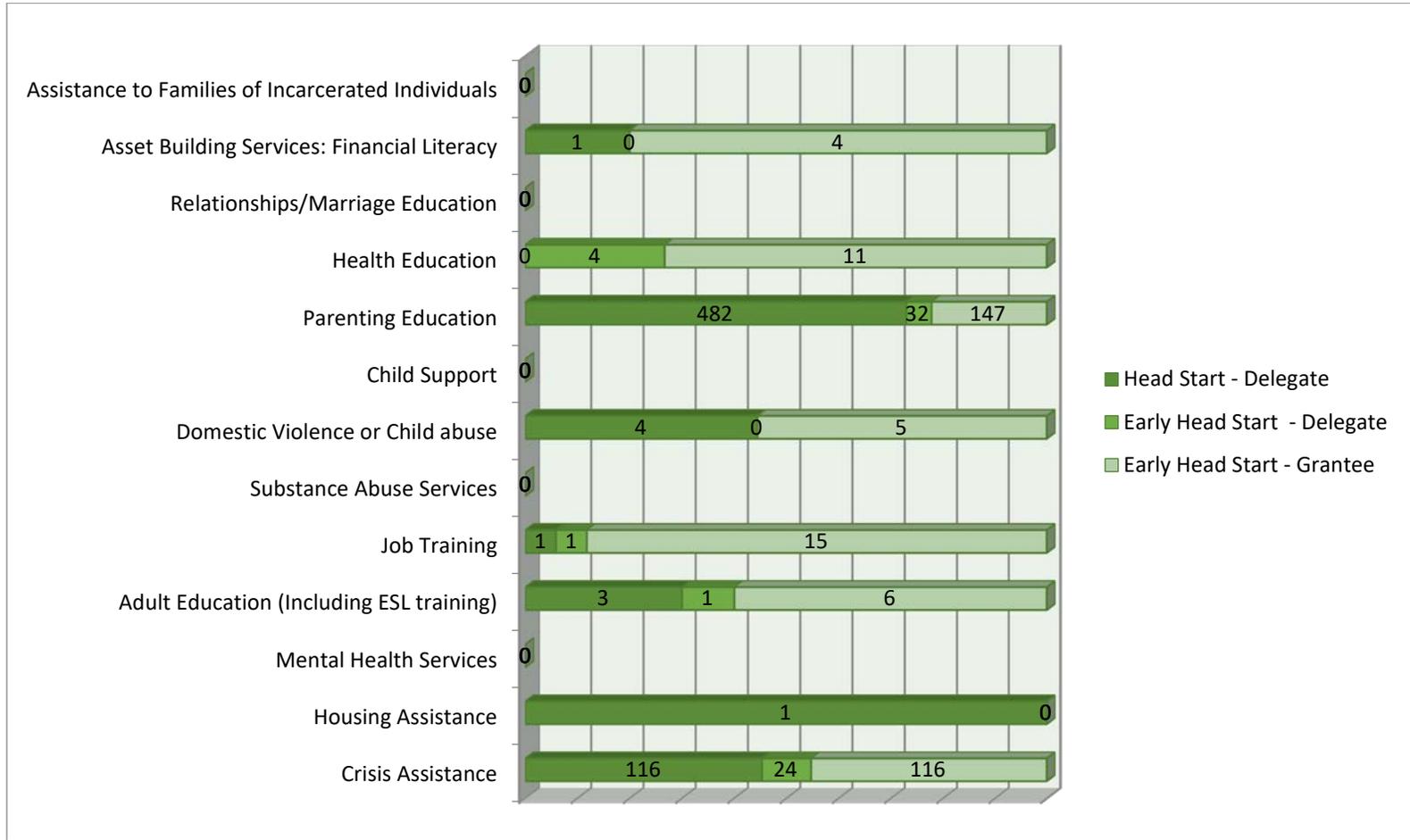
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Le Jardin employs thirteen family workers to ensure families receive the necessary resources to build their confidence, their competence and their skills through a variety of parent activities. Family workers provide families with resources, connect families to resources in the community, and assist families in advocating for their children and themselves. The following activities occurred at Le Jardin in 2017-2018



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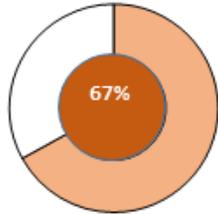
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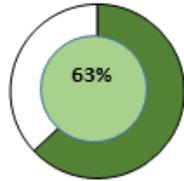
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Background of Families

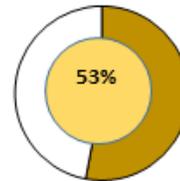
**67% EHS Parents
Employed**



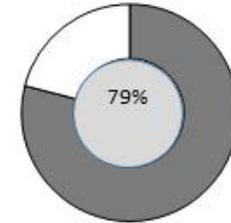
**63% EHS Parents
Have High School or
Higher Education**



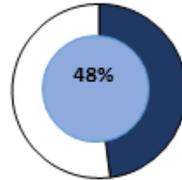
**53% of EHS parents
are single-parent
households**



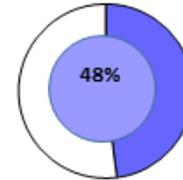
**79% HS Parents
Employed**



**48% HS Parents Have
High School or Higher
Education**



**48% of HS parents are
single-parent
households**



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Education Program



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Child Screening and Assessments

Assessments provide staff with important information about a child's strengths and areas of need. The data collected helps track a child's progress. At Le Jardin Community Center, the assessment process is ongoing that includes daily observations, which are tracked in the ATI Galileo system. The results support staff in planning, instructional strategies, implementation of resources and material, and individualizing lesson plans and their families are prepared and ready in every aspect when entering kindergarten through activities held during the year including:



Assessments also help Le Jardin Community Center, Inc. embrace and identify ongoing support for teachers by providing mentor and coaching support, professional development, support for English Language Learners and children with special needs, and meaningful parent engagement in their child's education.

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- ◆ The ongoing child assessments support learning across the Early Head Start and Head Start domains. For both the delegate and grantee Early Head Start, teachers use the Ages and Stages Questionnaires (ASQ), while the Head Start program assesses children with the Preschool Language Scale (PLS-5), the Devereux Early Childhood Assessment (DECA), and the Galileo assessment tool (ACUSCREEN).

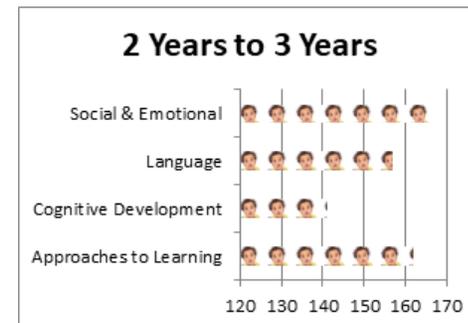
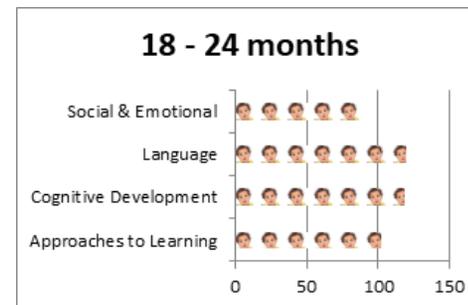
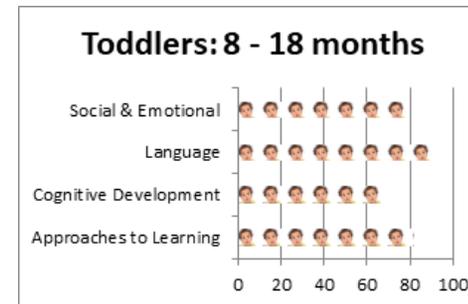
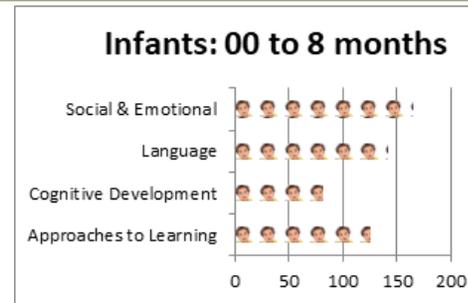


Le Jardin promotes school readiness by providing high-quality early learning experiences with caring and nurturing teachers. High-quality learning experiences entail engaging, challenging, and rewarding environments that are individualized for each child. Caring and nurturing teachers use language in all of its formats (rhymes, songs, words) to communicate continually with children.

For the 2017-2018 school year, the Le Jardin Early Head Start program measured child outcomes through a highly sophisticated, scientifically valid Galileo web-based assessment system.

There is no one single score that determines whether a child is ready for pre-school or kindergarten. Children develop individually and at their own rate. Infant and toddler development is particularly varied across children throughout the different domains of child development. Le Jardin Early Head Start programs measure children's growth as an indicator of readiness to progress to another level.

The measurement of growth is through a concept termed the developmental level. The developmental level is a highly reliable and valid measurement of children's growth. Children who progress more than fifty points in a year are demonstrating remarkable progress. Le Jardin's children are progressing and surpassing this developmental milestone at all ages; and in all areas of child development.

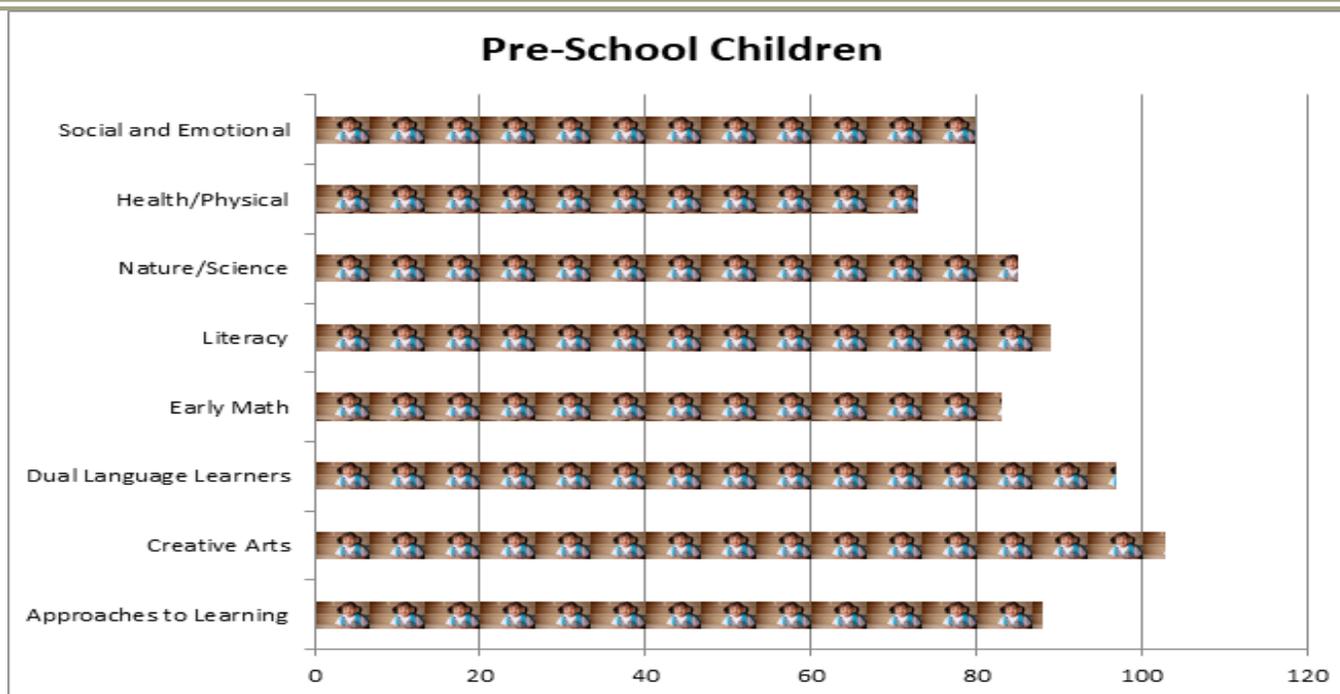


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The ATI Galileo program is an observational tool that allows teachers to assess children from birth to five. The tool measures cognitive, physical, and social emotional skills and development. Teachers complete a baseline within the first 45-days of enrollment and then support children through on-going observations, children's sample work, group projects, parent input, individualized instruction, and support from other key staff. Anecdotal notes are also maintained in the system and there is a Parent Portal where parents can also view their child's progress.

Le Jardin Community Center has established an expectation that children will progress, as measured through the developmental level, fifty points during the year. In all domains of child development, Le Jardin Head Start children are meeting and exceeding this level of growth. Some examples of skills children have learned include:

- 87% of four-year old children can write their names

- 92% of four-year old children can name more than 11 letters

- 89% of four-year old children can add and subtract to a group more than five

- 78% of four-year old children can sort by two different categories (e.g. size and shape)

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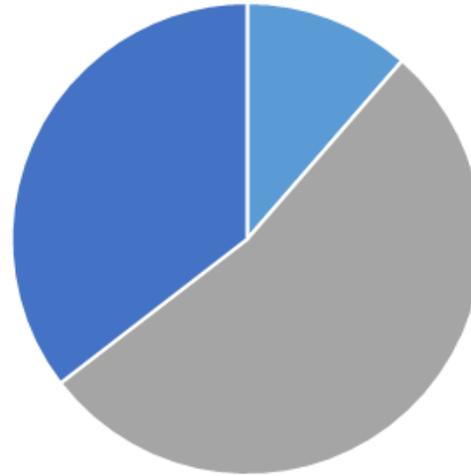
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Children with Disabilities Served



Children with Disabilities



- Early Head Start- Delegate- 9 Children
- Head Start Delegate- 42 Children
- Early Head Start- Grantee- 28 Children

134 Child Mental Health Consultations Completed



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Staff Certifications

- Pyramid Model Train the Trainer Certificates completed by Jackie Gaunt, Maria Motta and Ada Rosado for Infant and Toddler Social Emotional Development.
- ASQ-3 and ASQ: SE-2 Training of Trainers completed by Jackie Gaunt.

Topics-

- Developmental Milestones
- Social/Emotional literacy
- Substance Abuse
- Child Abuse
- Feelings Chart
- Tips for talking to children after traumatic events
- Toilet Training
- Problem Solving
- Nurturing Your Child
- Postpartum Depression
- Helping young children channel their aggression

Training Provided to Parents



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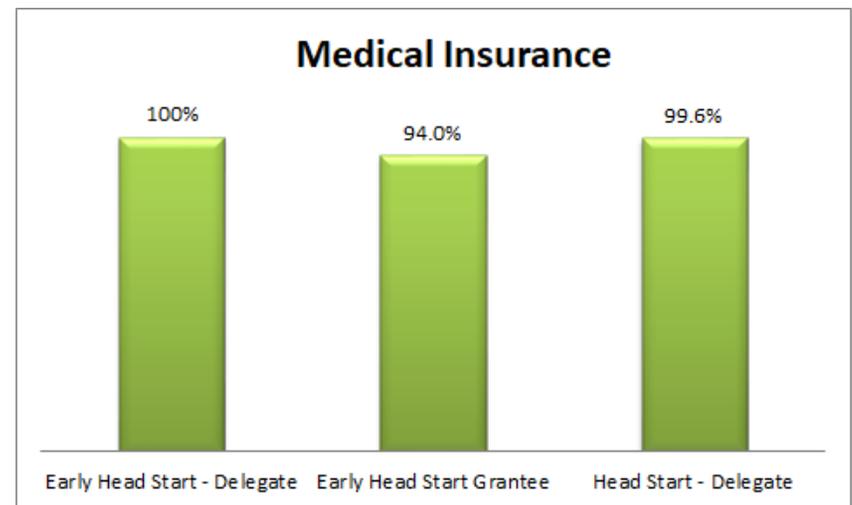
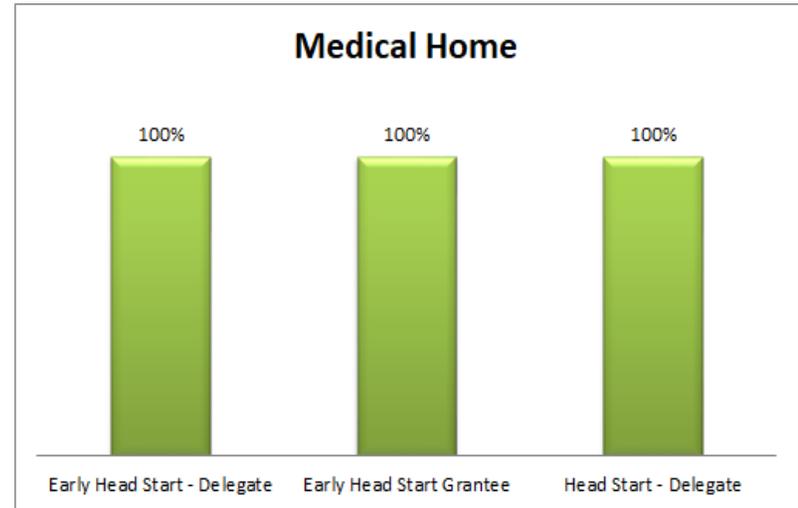
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HEALTH AND NUTRITION

Le Jardin effectively supports children in the following areas:

- Assists families with finding a medical and dental home
- Partners with community providers to locate sources of funding for health and dental services including Medi-caid and private insurance
- Connects families to sources of medical care
- Tracks and monitors health and nutrition services
- Offers opportunities for parent training to promote overall health in areas such as child health, nutrition, development, prenatal care, gardening, and environmental hazards



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COMPREHENSIVE SERVICES

Le Jardin provides the following additional services to infants and children enrolled in the program:

- Developmental screenings for vision, hearing, and growth are provided to identify areas of concern regarding the child's development and sensory skills. These screenings are done while remaining sensitive to the child's cultural and linguistic background.
- Individual Health Plans provide accommodations in the classrooms to meet specific health and nutrition needs of all children. The plan takes into consideration all aspects of the child's development. In addition, all children with nutritional concerns, such as allergies, receive modified menus with food substitutions.
- Follow up services including free eye glasses and referrals to hearing specialists are provided through partnerships with local community health professionals.

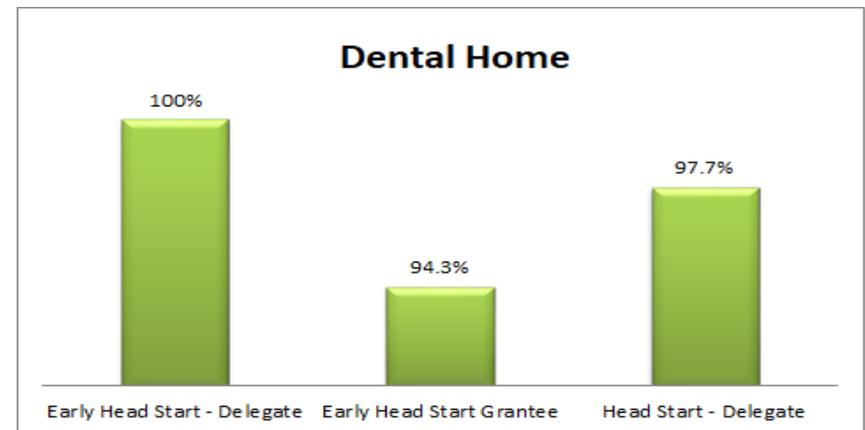
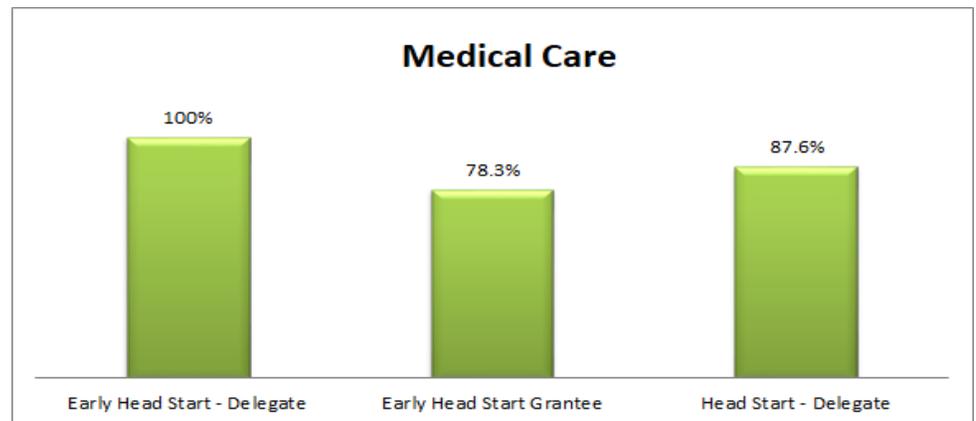


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Nutrition

Le Jardin Community Center, Inc. provides 2/3 of the daily nutritional needs of the enrolled children, including baby food and formula for infants and toddlers. Meals are high in nutrients, low in fat, sugar and salt, while remaining delicious. We serve a variety of food that is culturally appropriate, and expands children's experiences with foods. The cost of food is reimbursed through the Child Care and Adult Food Program from the U.S. Department of agriculture. The chart below delineates the number of meals served throughout the year 2017-2018.

Program	Number of Children	Breakfast	Lunch	Snacks
Head Start Program - Delegate	480	74,946	73,757	69,541
Early Head Start Program - Delegate	32	5,072	5,051	4,770
Early Head Start Program - Partnership	32	6,396	6,395	6,268
Early Head Start Program - Grantee	144	26,891	27,202	25,478

In addition to providing meals to children, Le Jardin Head Start/Early Head Start provides children with nutrition activities. Children experiment with food in a classroom setting, creating art through food, and learning about temperature, number, texture and colors.

Le Jardin also partnered with the University of Florida, Food and Agricultural Studies (U.F.F.A.S.) in a unique endeavor to bring fresh fruit and vegetables to families living in a community that lacks access to fresh produce. UFFAs, through "Give Me Five" brought child-friendly presentations to the classroom where children learned the importance of five fruits and vegetables daily. Then the parents and children visited a Farmer's Market in the parking lot of their own center!

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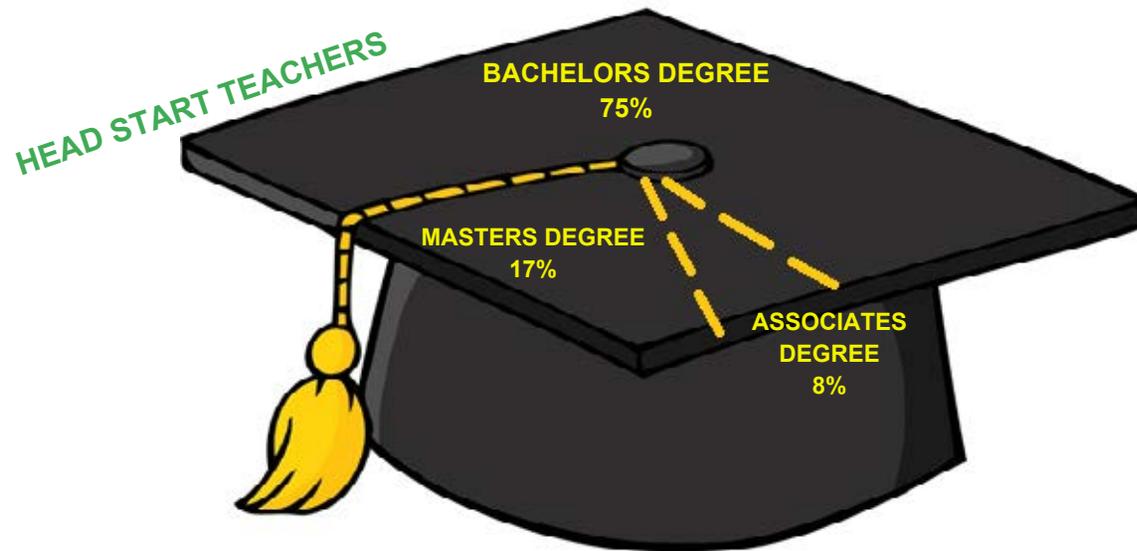
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Staff Qualifications

Le Jardin Community Center, Inc. Head Start/Early Head Start Program understands the importance of having qualified staff. Of the 24 Head Start Teachers, 92% have a Bachelor's Degree or higher in Early Childhood Education or another field with equivalent coursework in Early Childhood Education; the 2 HS Teachers with an Associate's Degree are within a year of completion for the Bachelor's degree. Of the 24 Head Start Teacher Assistants, 46% have an Associate's Degree or higher, and of the HS Teacher Assistants with a National Child Development Credential, more than half are in progress towards completion of an Associate's Degree. Of the 56 Early Head Start Teachers, 84% have a National Child Development Associate Degree (NCEC) specializing in infants and toddlers or higher.



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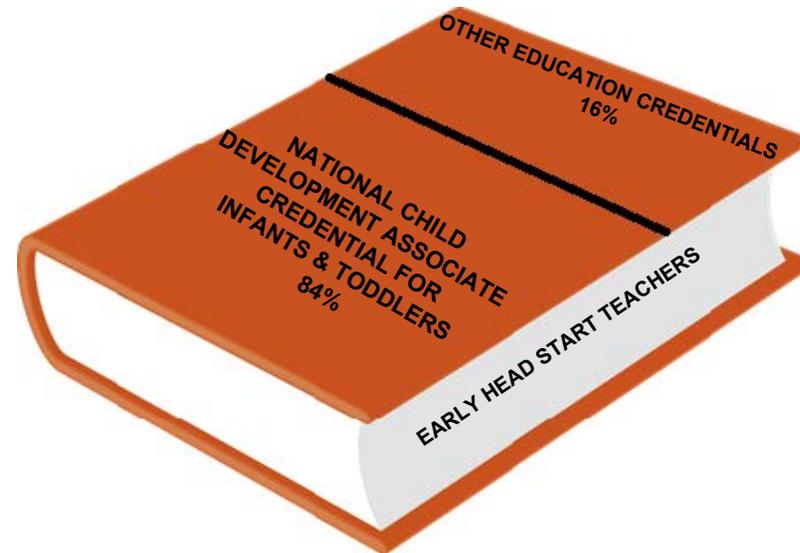
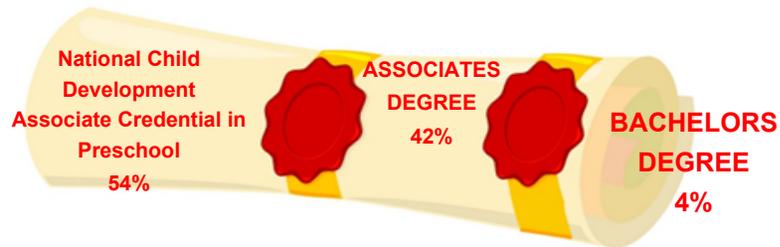
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The program also understands that qualified staff must stay abreast of current trends in their field of expertise.

Thus, a great deal of effort is placed on professional development opportunities, some of which include: attendance at local and out-of-town conferences and workshops, in-house workshops, workshops conducted at Pre-Service Training Conferences, and accredited college coursework.



The employment of qualified staff has enabled Le Jardin Community Center, Inc. Head Start/Early Head Start Program to provide quality services to children, families and the communities in which we serve.



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Staff Professional Development

Le Jardin creates professional development plans with each employee to reflect agency goals and establish individual professional goals. Professional Development Plans have action steps and timelines which are updated quarterly to ensure progress and outcomes.

Our teaching staff learn and develop new skills through peer support, mentor and coaching, Professional Learning Communities, online, and community partnerships. Professional development opportunities included Preschool CLASS, school readiness, using data to individualize learning and to implement program improvements across the agency.

Professional Development opportunities for Infant and Toddler teachers help them build relationships and create environments necessary to support the development that will serve as the basis for school readiness, and for the development of a positive sense of self and relationships.



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Our Fiscal Team



Fiscal Integrity

Le Jardin Community Center, Inc. believes in fiscal transparency.

For Several years Le Jardin has received clean fiscal audits and are considered a low-risk auditee.

Each year we search for grants to fund additional resources for the program, children and families we serve.

Please visit us on our website for our 2017 Year-End Audit Reports

www.lejardincinc.org

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INDEPENDENT AUDITORS' REPORT

The Board of Directors of
Le Jardin Community Center, Inc.
Homestead, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of Le Jardin Community Center, Inc. (the "Organization"), (a non profit organization), which comprise the statement of financial position as of December 31, 2017, and the related statements of activities and change in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of December 31, 2017 and the changes in its net assets and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements of the Organization taken as a whole. The accompanying schedule of expenditures of Federal Awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and Non-Profit Organizations* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 24, 2018 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida
May 24, 2018

LE JARDIN COMMUNITY CENTER, INC.
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2017

ASSETS

CURRENT ASSETS

Cash	\$ 191,859
Grants receivable	675,335
Prepaid expenses and other assets	101,886
TOTAL CURRENT ASSETS	<u>969,080</u>

PROPERTY AND EQUIPMENT, net of accumulated depreciation
of \$1,957,429

4,473,471

TOTAL ASSETS

\$ 5,442,551

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	\$ 118,225
Accrued expenses	241,787
Deferred revenues	494,431
Line of credit	157,788
Current maturities of long-term debt	119,006
TOTAL CURRENT LIABILITIES	<u>1,131,237</u>

Long-term debt, less current maturities, net of
unamortized debt issuance cost of \$106,038

2,181,379

TOTAL LIABILITIES

3,312,616

NET ASSETS, unrestricted

2,129,935

TOTAL LIABILITIES AND NET ASSETS

\$ 5,442,551

The accompanying notes are an integral
part of these financial statements.

**LE JARDIN COMMUNITY CENTER, INC.
 STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS
 FOR THE YEAR ENDED DECEMBER 31, 2017**

CHANGES IN UNRESTRICTED NET ASSETS

PUBLIC SUPPORT AND REVENUE

Federal, state and local grants	\$ 6,798,178
Donated services and materials	170,488
Miscellaneous revenue	<u>37,750</u>
TOTAL PUBLIC SUPPORT AND REVENUE	<u>7,006,416</u>

EXPENSES

Child care, program service	5,983,377
Management and general, supporting service	<u>884,950</u>
TOTAL EXPENSES	<u>6,868,327</u>

CHANGE IN NET ASSETS	138,089
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Net assets, Unrestricted:

Beginning	<u>1,991,846</u>
Ending	<u>\$ 2,129,935</u>

The accompanying notes are an integral part of these financial statements.

**LE JARDIN COMMUNITY CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>PROGRAM</u> <u>CHILD</u> <u>CARE</u>	<u>SUPPORTING</u> <u>MANAGEMENT</u> <u>AND GENERAL</u>	<u>TOTAL</u>
SALARIES AND RELATED BENEFITS			
Salaries	\$ 3,234,726	\$ 517,502	\$ 3,752,228
Employee benefits	452,458	51,221	503,679
Payroll taxes	307,086	39,108	346,194
TOTAL SALARIES AND RELATED BENEFITS	3,994,270	607,831	4,602,101
OTHER EXPENSES			
Professional fees	135,577	79,508	215,085
Professional services - inkind	70,263	-	70,263
Rent	69,062	52,206	121,268
Building repairs and maintenance	115,518	23,115	138,633
Food	356,993	120	357,113
Classroom supplies and trips	187,512	1,949	189,461
Classroom supplies - inkind	100,225	-	100,225
Other supplies	24,816	14,471	39,287
Utilities	233,210	20,042	253,252
Postage	41	609	650
Conference and meetings	63,741	19,616	83,357
Membership and licensing	85,466	3,947	89,413
Insurance	118,542	11,268	129,810
Miscellaneous	12,413	1,136	13,549
Interest	111,376	38,421	149,797
Office expenses	3,900	105	4,005
Janitorial services and supplies	42,448	794	43,242
Travel	8,300	9,050	17,350
Loss on disposal of assets	20,134	-	20,134
TOTAL EXPENSES BEFORE DEPRECIATION	5,753,807	884,188	6,637,995
Depreciation	229,570	762	230,332
TOTAL EXPENSES AFTER DEPRECIATION	\$ 5,983,377	\$ 884,950	\$ 6,868,327

The accompanying notes are an integral part of these financial statements.

Members of the Parent Policy Committee

Yadira Hernandez, President/Board
Representative Brenda Rios, Vice Chairperson
Patricia Furcal, Secretary
TBA, Treasurer
Jammy Gonzalez, Parliamentarian
Frudina E. Diaz Lopez, Member
Ana L. Mungia Valles, Member
Jessica Sifuentes, Member
Melissa Spencer, Member
Ada Caballero, Member

Members of the EHS Grantee Parent Policy Council

Imaris Munoz, President/Board Representative
Fradelca Marcelino, Vice Chairperson
Diego Ramirez, Secretary
Jammy Gonzalez, Assistant Secretary
TBA, Parliamentarian
TBA, Treasurer
Alexander Ortega, Member
Curmelia Brittian, Member



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