

ASI Children's Center Parent Advisory Council (PAC) Minutes

MEETING DATE: November 7, 2022

MEETING LOCATION: Children's Center Conference Room

MEMBERS PRESENT: Sherry Velte, Sandra Gallardo, Jessica Bradsberry, Zabdiel Mejia (Chair), Rhiannon Borunda, Lexi Hallum (recorder)

VISITORS: Parents & Families Representative: Amera Frazee

A. Call Meeting to Order & Review October Minutes

- The meeting was called to order by Zabdiel Mejia at 12:00 pm
- The October Meeting Minutes were unanimously approved by the PAC members present

B. Current Center Updates

1. Center Closures

- The Center will be closed on Friday, November 11, Thursday, November 24, and Friday, November 25, 2022

2. ASI Budget & Finance Presentation

- ASI Programs met and gave a presentation about their budgets and the direction and goals of each of their organizations to give a better understanding of their business
- Programs toured the Center and were given time to ask questions

3. Staffing

- Mentor Teacher Mariah Russell has a tentative Leave of Absence date of December 5, 2022; the Center is working on a replacement to take over Bambini 2
- Currently hiring 2 full-time positions for Fellowships
 - There is currently a hiring bonus for new, full-time staff (flyer attached)
 - There is an additional bonus for the ASI staff referral program (flyer attached)
 - The Center will be unable to open La Casita 3 without the Fellowship positions filled
- There is a hiring struggle to find individuals with the correct certifications (ex., permit); Sherry Velte is a permit advisor and is encouraging the Child Development Department to push permits

4. Classrooms

- Desired Results Developmental Profile (DRDP) – Head Teachers are completing child assessments
 - The Center is required to do 2 assessments per child per year for the subsidy program
 - The Center completes this for all children regardless of subsidy status
 - The Head Teachers create a summary and an action plan for each classroom that is then shared via parent conferences
- Parent Conferences
 - Parent Conferences vary by family and can be very quick (ex., a handout during drop off or pick up) or they can be longer if needed

- Parents would have to schedule a time to meet with the teacher(s)
- Environmental Rating Action Plans
 - Prior to her departure, Mentor Teacher Dana Westbrook did Environmental Rating Scales (ERS) on all classrooms which includes an inspection of health and safety items, as well as the indoor and outdoor environment, that is required every year by the state
 - Head Teachers are reviewing the ratings and making improvements to classrooms
- CLASS – Classroom Language Facilitation Observations
 - The Center has two certified assessors – Head Teacher Mady Smith and M Mentor Teacher Mariah Russell
 - They will start CLASS observations and provide feedback to teachers

5. Special Events

- The Harvest Festival was on October 31, 2022 and was successful with families in attendance
- The Family Luncheon will be on Tuesday, November 22, 2022
 - UEI donated \$200.00 to assist with turkey purchasing
 - The Center provides USDA food items for the meal program
 - The Center cannot ask subsidy families for monetary donations, but they can donate time or food items (potluck)
 - This event is not open to the public, but family members are welcome (ex., grandparents, sibling)
 - The Center invited Board members and the ASI Business Office

6. COVID

- Two recent exposures in two different classrooms
 - One was a staff person; one was a child
 - As of Friday, November 4, 2022 afternoon—there were two children

7. Diaper Distribution

- Out of stock of diapers sizes 4 & 5
- Next delivery is November 17, 2022; the Center will have sizes 3, 4, 5, & 6
- The Center is referring out non-Sac State clients to other facilities
- The program has distributed roughly 10k in diapers so far

8. Funding

- Applying for stipends/relief funds for approximately \$30-80k

9. December Holiday Staff Events

- ASI Employee Appreciation (all ASI Programs) – December 2, 2022
- Children’s Center Staff Holiday – Glow Bowl – December 9, 2022

Open Discussion

1. There is a possibility of being able to apply for more subsidy funding or increasing our current state contracts
2. The Parents & Families is currently trying to hire a graduate student to help with administrative work on the program
3. The Parent & Families are developing peer navigator positions and program