



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

MEETING DATE: December 7, 2020 12 p.m.

MEETING LOCATION: Via Zoom

MEMBERS PRESENT: Sandra Gallardo, Sherry Velte, , Mariah Dong, Danielle Cochrane, Haley Dillon Myers, Brook Murray, Courtney Patton, Bena Arao, Clara Johnson, Lexi Hallum (Recorder)

VISITORS:

A. Call Meeting to Order

- The meeting was called to order by Courtney Patton at 12:02 pm.

B. Review of November Minutes

- The November Minutes were unanimously approved by the PAC members present.

C. Current Center Updates

1. Parent Conferences & Developmental Assessments

- Parent conferences are done each semester; the summaries made are used to create action plans for the classroom and children
 - Teachers can plan activities to help with developmental progresses
- A Summary Report of all children is created and used to show areas to improve, to continue, what was done well, etc.
- Families should see in their classroom newsletters what types of activities the teachers are planning or have done

2. Enrollment for January 2021

- The Center is limited with schedule changes due to current enrollment numbers; children will have the same schedule for spring 2021;
 - If a parent wants to increase or decrease hours, they must submit a schedule change request and it will be approved or denied based on space availability
- Currently, there is no full-time care in the preschool classes (Casas)
- Currently, there is no full-time care in the toddler classes (La Casita)
- We currently have 82 children of 90 enrolled for in-person services
- A weekly report is sent to ASI Director, Sandra Gallardo with enrollment numbers; that report then goes to President Nelsen

3. Teacher In-Service Training on 12/21 and 12/22

- The Center teachers and staff will be participating in the following trainings:
 - Anti-Racism training
 - Desired Results for Children and Families (DRDP)
 - National Association for the Education of Young Children (NAEYC)
 - Peak Adventures team building
- Teachers and staff will also be updating handbooks, portfolios, and other paperwork(s)

4. Surveillance Testing of COVID

- The Center has sent an email to all families and staff regarding new surveillance testing for COVID

- Beginning December 14, a random selection of 20% of our staff will be contacted and scheduled for a COVID test every Monday (paid for by the campus)
- Kitchen staff are able to deny the request, since they are not directly involved with the children

5. Families & Staff adhering to the COVID policies and procedures for illnesses and reporting

- We will and are, consistently reminding staff and parents to wash and sanitize hands as much as possible and for teachers to sanitize toys and other classroom
- Families must adhere to the COVID Addendum for their Parent Handbook; families can be terminated for violating policies

6. Kim Madrona is Moving; Interviews this Week

- The Front Office Associate will be leaving her position
- We are currently screening applicants and plan to conduct interviews this week

D. Open Discussion

1. Have a happy, restful break

- The Center will be cautious for the next few days after the election

2. Parent Testimonials

- Courtney Patton and Bena Arao suggested that we get parent testimonials for the cabinet as no member has children
 - Haley Myers Dillon offered to film some of her parents' testimonials
 - Mariah Dong suggested including the student staff testimonials because their job is very important as well

Adjourned at 12:48 pm
Next Meeting: February 1, 2021