

PAC Meeting Minutes
Children's Center Conference Room
February 12, 2018
12:10 P.M.

Present: Chanelle Brackens, Hailey Morgenstern, Christina Harris, Sherry Velte, Sandra Gallardo, Mari Ruiz, Beth Lessen, Angela Bryson-Costa, Jaime Herrera

A. Review Minutes

Voted in minutes from December 4, 2017.

B. PAC Changes

Jamar Turner is not continuing this semester. Elected Christina Harris as new PAC chair. Sandra will update us on who will fill ASI Director Position.

C. Updates

1. ASI Resolution by Sandra

ASI Board of Directors along with the Executive Director have met too figure out the priorities of the organization. Will create a more cohesive ASI identity, by creating a marketing committee.

2. Parking Lot

As of February 12 no response from facilities. Requested a walking pathway for children in the parking lot behind children center, as well as an enclosure for the dumpsters. Will follow up next meeting with ETA of project.

3. More than Scribbles Art Show

There is an Art Exhibit in Union Gallery from February 19 to March 15, with a reception on March 8, 2018.

4. Classroom Assessments from Raising Quality Together

Raising Quality Together will assess the classroom to increase the quality rating here at the Children's Center, currently the Center has a rating of five, and the highest rating is seven.

5. Budget Planning

Drafting Budget for 2018, the minimum wage increase makes plan difficult.

6. CMR

The Contract Monitoring Review will take place in April, auditor will review child and student files. Auditor is aware that the center has not had a visit in seven years, will consider this when reviewing the center.

7. Parent Handbook

Updates to Handbook

- A. Handbook will have two sections. A general handbook and a Subsidize Handbook
- B. Tuition
 - 1. Will remove waitlist fee for Student families
 - 2. Late payment fee will increase from \$30 to \$40.

Voted to remove vacation and sick credit. Voted to begin charging for unauthorized care.

- 3. Removing vacation and sick credit from Handbook, when child does not attend the center.
 - a. Will consider making a leave of absence policy
- 4. Will start charging fees for unauthorized care. (Late pick up/After Closing)
 - a. Late-Will charge a \$25 fee when parents pick up 10 minutes after their scheduled time, and a \$1 fee for every minute after that.
 - b. Closing-Will Charge \$25 fee after 1 minute late. Additional \$1 for every minute after that.

Future Topics

- a. **Next meeting Rescheduled from March 12 to March 5.**

Action Items: Follow up on status of parking lot.

Next meeting March 5, 2018
Adjourned at 1:05 PM