



## ASI Children's Center Parent Advisory Council Minutes

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**MEETING DATE:** April 8, 2019 12 p.m.

**MEETING LOCATION:** ASI Children's Center Conference Room

**MEMBERS PRESENT:** Jagdish Majju, Kristen Lopez, Sierra Smith, Marissa Wulff, Nicole Bruns, Sandra Gallardo, Sherry Velte, Lexi Hallum (recorder)

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### A. Greeting

### B. PAC Chair

At 12:05 p.m. the meeting was called to order by Nicole Bruns

### C. Minutes

The March 4, 2019 meeting minutes were unanimously approved by the council members present

### D. Center Status

- **Current Employment**

- Kim Madrona was hired as the new Front Office Associate
- The Center is still waiting on a permit clearance for the Associate Teacher position; no update on when it will clear
  - Once the permit is cleared, the Center can make an offer

- **Facilities Update**

- The Center is making progress with the renovation of the Annex building; Associate Director, Samantha Criswell, is working on permits for the Fire Marshall

- **CCAMPIS- Hornet Family Study Care**

- Sherry Velte went over the actual/finalized enrollment for the previous session of the Hornet Family Study Care
  - The Parents and Families Program surveyed participants from the previous session; there were only 18 respondents
  - Sandra Gallardo is relying on the decisions of the Parents and Families Program and the Children's Center, but feels it is more beneficial for multiple Saturdays than to offer evening care
- Session 2 and Session 3 are scheduled for May with enrollment open from March 26 to April 28
- A Memorandum of Understanding is needed from the Parents & Families Programs to continue this service with the Children's Center

- **Budget**

- Sherry Velte completed the first and second draft of the budget
- The impact on expenses include increases in minimum wage
  - 87% of the budget expenses are wages, taxes, & benefits
  - Overtime pay is also factored in- Monday night meetings, special events, trainings, etc.
- Another impact on expenses includes the cost of food, which went up and since it is a labor based supply, it will also increase when minimum wage increases
- Approximately an extra \$135k is being asked for in comparison from last year in this budget

- The Board will vote on the budgets on Wednesday, then they will go to President Nelson for approval or denial
- **CSU Campus Childcare Director's Conference**
  - Samantha Criswell attended; nothing major to report
- **CACFP- Food Audit**
  - No serious documented deficiencies
  - The Center is going to change how they provide milk
    - Staff is now going to be pouring the milk for children to insure they are given their appropriate portion for that age group and meal service
    - The Center is preparing more food than they are giving away, but since the Center is also paying more for the food than just what the USDA provides, they are able to give the extra food to the student staff, some of which have food insecurities, instead of throwing it away
- **Raising Quality Together**
  - Raising Quality Together is a program through Sacramento County that uses a rating system to determine tiers/placements and funds they provide for child care centers
  - An audit began last week and will continue this month; the Center has lost its Tier 5 status

#### **E. Future Topics**

- Children's Center budget and child care tuitions

#### **F. Open Forum**

- Day on The Quad is on April 11
  - Unsure whether or not the event will be rained out
- There is going to be an Open House in May
- Student Appreciation Awards are going to be in May
- School ends on May 17 and summer session begins May 28

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Adjourned at 12:58 p.m.  
Next meeting May 6, 2019