

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

---

**MEETING DATE:** Monday May 4<sup>th</sup> 2026

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

**MEMBERS PRESENT:** Samantha Subuyuj, Hoan Nguyen, Sophia Mendoza (recorder), Sophie Sandoe, Megean Hogue, Marie Mann

**MEMBERS ABSENT:** Chibuke Eze, Cara Campbell, Miraya Gomez (chair), Valerie Villegas

---

### Call to Order & Approval of April Minutes

- The meeting was called to order by Samantha Subuyuj at 12:03 PM.
- The April meeting minutes were reviewed and unanimously approved by the PAC members present.

### B. Current Center Updates

#### 1. Program Operations

- Rachel Wong and Hallie McClure will transition into Associate Teacher roles beginning this summer.
- The center is seeking to hire a temporary on-site Associate Teacher substitute with a one-year contract.
- A graduating senior has expressed interest in the position and is currently in the process of obtaining the necessary permits.
- Nancy Lopez is expected to return at the end of May.
- Students are being encouraged to obtain their permits.
  - CHAD students should be receiving their permits, as it is beneficial for their professional development.
- Associate Teacher permits may only be renewed one or two times before advancing to the next permit tier.
  - Advancement requires 105 hours of professional development.
- The center is currently being observed for CLASS, which is required for state contracts.
  - CLASS uses a tiered rating system from 1–5, and the center strives to maintain ratings of 4 or 5.

#### 2. Facilities

- The project has officially reached the Chancellor's Office for signature approval, which may take anywhere from four days to four weeks.
  - Once approval is received, work on the alternative space may begin.
  - Materials can then be purchased.
- Meetings are being held with teachers after hours to discuss plans and procedures during construction.
- Staff are working on the best system for notifying families about field trips.
- Installation of the fire panel is scheduled to begin June 1 and continue through July or August.

#### 3. Current Areas of Focus

- Staff are working on the parent survey, with focus areas including:
  - More opportunities for family connection
  - New playgrounds
  - Incorporating more languages into the classroom
  - Resources for IEP/IFSP support
  - Adjusting classroom documentation practices
  - Creating a quality improvement plan for parents to view in the hallway

- The staff handbook is also being updated, including:
  - Curriculum review
  - Guidance and discipline policies
  - Ensuring compliance with current state regulations
  - Development of a staff resource lending library

#### **4. Collaborations**

- Teachers will receive P3 certification training to support curriculum updates.
- Staff emphasized the belief that children learn through play.
  - In mixed-age programs, younger children learn from older peers, while older children support younger children's development.
- Casa 1 may potentially become the younger preschool-age classroom.
- CSAD may collaborate with the center to support speech pathology services.
  - This collaboration may include screenings for children of all ages.
- A possible collaboration with the counseling department was discussed to provide play therapy services.
- Collaborations with SCOE are continuing to expand, including support from an on-site coach for staff.

#### **5. Events**

##### **Week of the Young Child (April 13–17)**

- A week of activities was held for children.
- In-person tours were offered for students, staff, faculty, and prospective families.

##### **Teacher Appreciation Week (May 4–8)**

- Planned activities included nachos, cards, and banners.
- Additional ideas were welcomed from attendees.
- Marie Mann offered to contact Sacramento State Groundskeeping regarding possible flowers for teachers.

#### **C. Feedback on Services to Families and Children**

- A question was raised regarding staffing coverage when classrooms leave for field trips. Staff explained that teachers plan ahead and review children's start times to ensure additional staff are available if needed.
- Hoan suggested gathering feedback on how previously enrolled children are developmentally and academically prepared for kindergarten after leaving the center.
  - Marie Mann suggested reaching out to school districts to complete surveys regarding formerly enrolled children to better evaluate how effectively the center prepares children for success.
- Megean Hogue noted that ASI is not mentioned during graduation ceremonies and asked how the organization could receive greater recognition.
  - Hoan explained that recognition can be challenging because the center operates under ASI rather than Sacramento State directly.