

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

MEETING DATE: May 5th, 2025

MEETING LOCATION: Children's Center Conference Room

MEMBERS PRESENT: Samantha Subuyuj, Sophia Mendoza (recorder), Jocie Sanchez-Trinidad, Erika Salinas, Matthew Collins

MEMBERS ABSENT: Hoan Nguyen, Faith A Vodak, Jazmyne Wright (Chair), Olabisi Oluwatayo, Stephanie Reyes Alcala

VISITORS: Ciobha Mckeown

A. Call Meeting to Order & Review April Minutes

- The meeting was called to order by Samantha Subuyuj at 12:07 pm
- The April Meeting Minutes were unanimously approved by the PAC members present

B. Current Center Updates

1. Re-organization

- *Addition of Associate Teachers:* In Fall 2024, associate teachers were introduced to assist head teachers due to decreased demand for SAIV positions.
- *Promotion of Mentor Teachers:* Mentor teachers will be elevated to the role of 'Program Specialist.' Their new responsibilities will include:
 - Supporting neighboring classes with parent conferences and addressing challenging behaviors.
 - Serving as site supervisors in the absence of the Associate Director or Director.
- *Head Teacher Vacancies:* Plans are in place to backfill the head teacher positions to ensure continuity and quality of instruction.
- *Assistant Cook:* Assistant Cook has accepted the offer with a start date of May 19. This role is designed to provide coverage in the event the head cook is unavailable, ensuring seamless kitchen operations.
- *Facilities:* To ensure all maintenance is completed around the center and in classrooms as needed
- Associate Teachers will transition from reporting to the Associate Director to being directly supervised by the **Head Teachers**, as reflected in the updated organizational chart. This restructuring aims to:
 - Alleviate administrative responsibilities for the Associate Director, allowing for a more focused leadership role.
 - Ensure equitable workload distribution, maintaining a balanced workweek of 40–50 hours for all staff members.
- Voting is this Tuesday and Wednesday and we are encouraging all non-managing staff to vote. We are expecting some impact on our department
- New Associate Teacher Anely will begin May 12th
- During the summer, Bambini classrooms may condense as there is not many on the waitlist for that age group.
- We are committed to thoughtfully managing the impact of these changes on our center. Our goal is to minimize disruptions and ensure smooth transitions for staff, students, and families.

2. Facilities

- Playground is still in the waiting period
 - Plans were sent back with notes to the Fire Marshall then they will be sent to ADA.
 - Four of the redwood trees need to be removed and will be hopefully during the playground renovation.
- Fire panels are being redone and in review stages
- Lead testing in the water is now a Licensing requirement so that will be done and updates to the states database.

3. Parent Survey

- 83/159 families responded to the survey
- A summary will go out to the families soon and acknowledgments will be made to frequent suggestions

4. End Of Year Requirement

- DRDPs, summary of findings- will create a plan of action to help improve children in the areas they have lower scores in
- Annual report due at the end of each school year, providing proof of evidence to hold the funds
- Staff evaluations are almost complete
- We have about 17 student staff who will be graduating this semester and vacating

5. Events

- Parent/PAC member Erika Salinas mentioned a Meet and Greet the teacher for the first 20 minutes of Open House would be a great way to have the extended families meet and see the classrooms, otherwise Open House was a great turnout!
- There was less attendance than in previous years

Adjourned at 12:38 pm
Next Meeting: Monday, October 6, 2025