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

MEETING DATE: Monday October 5, 2026
MEETING LOCATION: Children's Center Conference Room
MEMBERS PRESENT: Samantha Subuyuj, Elaine Lustado, Maria Groves (recorder), Samantha Novoa, Megean Hogue, Marie Mann, Alton Williams, Valerie Villegas
MEMBERS ABSENT: Stephanie Alcala

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A. Call Meeting to Order & Review January Minutes

- The meeting was called to order by Samantha Subuyuj at 12:05pm
- The May 2026 Meeting Minutes were unanimously approved by the PAC members present

B. Current Center Updates

1. Staffing and Class Updates

- La Casita 3 closed for the remainder of Fall due to staffing. Hoped to open by Spring 2027
- 4 LOAs – 1 intermittent, 2 short term, and 1 long term
- Hired Olivia Vittone to help cover La Casita's maternity leave
- One Associate Teacher vacancy to fill

2. Facilities

- Fire Panel was replaced and is up and running
- Code compliance review underway before Fire Marshal gives final seal
- Annex building has newly installed doors between LC3 and LC1
- Playground -
    - Infrastructure is just about complete
    - Waiting on foundation, cement paths, and shade infrastructures to be built
    - Bambini's playground renovation started 10/2- Bambini will be in the Alternative Yard for the time being
    - December 24th is the projected completion date
    - Looking to set up a ribbon cutting event closer to completion date
    - Teachers have/will complete training with Nature Explorer for use of the outdoor classroom
- Food Pantry food lockers will be installed by December 2026

3. Quality Improvement and Current Areas of Focus

- Revisions to the handbooks and staff manuals continue
    - Parent Handbook will contain required state mandated changes due to CSPP and CCTR split
    - Staff Handbooks will encompass all staff along with operating procedures for each role
- ISFP & IEP partnerships with Sac County to bridge gap between early intervention challenges and stigmas surrounding screenings
- Mary Jane Rees and CSAD held speech and hearing screenings
    - 10/30 children flagged for speech
    - 0 flagged for hearing

- Reaccreditation planned with CMR got pushed back one more year.

4. **Collaborations**
    - Continuing to collaborate with Chioba McKoewn and her graduate students to identify adaptive and maladaptive behavior.
    - Center for Counseling and Diagnostic Services collaboration introduces parent education workshops via zoom or in person
    - Began working with the CHAD department for fieldwork and practicum
    - Sacramento County office of Education is working with 6 of our teachers under Teaching Pyramid for quality improvement and trains with the IEEEP program
    - CSAD department aided with the hearing screenings this fall and will continue to for the following semesters
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5. **Events**
    - More Than Scribbles Reception held September 18th, 2026
        - Art show is still up until October 16th 2026
        - Encourage families to view the art
    - Harvest Festival held by campus is Oct. 19th
    - Center held Harvest Festival is Oct. 30th
        - Details TBD. Will be held in Alternative Play Yard
    - ASI's 70th anniversary tailgate Oct. 30th from 3-7pm
    - Family Luncheon will be held November 24th

C. **Feedback on services to families and children**

- Hogue raised the question about long term absences needing a replacement teacher and what happens when leave of absences overlap. Answered - Resource teachers and the class' Associate teacher will cover long term leaves.
- Hogue questions if there will be grants obtained for unexpected repairs for the outdoor play yards. ASI provides a budget for health and safety and the Children Center has rotating grants from the state for facility repairs.
- Mann questions if childcare fees will be raised to help with funding. Subuyuj affirms that we don't go straight to raising fees for families, but that we have help from outside agency grants like SCOE and IEEEP. As well as relocating center expenses before fee raises.
- Lustado mentions that the Children Center is and will continue to be a priority for ASI

Adjourned at 1:18 pm
Next Meeting: Monday, November 2, 2026

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