



Children's Campus at SF State
Center for Early Care & Education, Professional Development and Research

Children's Campus Advisory Council Meeting Minutes
February 2, 2015

<u>Attendees:</u>			<u>Absentees:</u>
Patti Solomon-Rice	Anna Tobin Wallis	Caitlin Noble	David Anderson
Charlotte Ferretti	Marjorie Weiss	Elaine Musselman	Soyeon Park
Carmen Gomez Mandic	Mina Kim		Jeff Cookston
			Sandra Lau

Topic	Discussion	Action
Welcome, Call to Order and Introductions	Patti Solomon-Rice, Chairperson, called the meeting to order at 3:14 PM. Marjorie Weiss announced that Sandra Lau regrets her absence and plans on attending the March meeting. Anna-Tobin-Wallis was recognized as the Head Teacher representative and a voting member of the Council.	
Approval of Agenda	Agenda was reviewed.	Agenda was approved by consensus.
Approval of December 8, 2014 Meeting Minutes	The minutes were reviewed.	Minutes were approved as presented by consensus.
Director's Report	<p>A. Recommendation on 2015-16 Tuition and Fee Rates</p> <p>Marjorie Weiss presented the recommendation for 2015-16 tuition and fees. She also reviewed the information provided in the meeting packet in support of these recommendations, including market survey data.</p> <ol style="list-style-type: none"> 1. Increase tuition by 5 percent due to the significant added expenses for returning the second full time teacher to each classroom (estimated to cost \$150,000 in increased salary/benefit expenses). This increase in tuition keeps Children's Campus tuition below most other programs current tuition, yet Children's Campus has higher measures of quality (teacher qualifications, group size and staff-to-child ratios). 	

Topic	Discussion	Action
Director's Report (continued)	<p>2. Increase the SF State faculty/staff discount from 2 percent to 3 percent, in order to promote faculty/staff enrollment at mitigate the tuition increase.</p> <p>3. No change in fees – Annual Registration Fee \$200, Wait List Fee \$75, Schedule Change Fee \$25, Late Payment Fee \$25, Late Pick-Up Fee \$5 at 5 minutes and \$1 each minute thereafter.</p> <p>Discussion followed. It was noted that the recommendation will go forward to the Vice President and CFO, Finance & Administration, and to the Provost/Vice President for Academic Affairs to review and submitted to the President for final approval.</p> <p>Elaine Musselman made a motion to approve the recommended tuition and fees for 2015-16 as presented. Mina Kim seconded the motion.</p> <p>Marjorie Weiss also presented plans for implementing a younger and older toddler classroom with the 2015-16 program year, instead of mixing younger and older children in both toddler classrooms. The center can better meet the needs of each age group, particularly in terms of preparing children for preschool. Parents also prefer older/younger toddler classrooms.</p>	<p>Motion to approve the recommended 2015-16 tuition and fees as presented was approved unanimously.</p> <p>The Council's recommendation on 2015-16 tuition and fees will be submitted to the Vice President for Finance and Administration and the Provost/Vice President for Academic Affairs for final approval.</p>
	<p>B. Director's Report</p> <p>Marjorie reviewed her Director's Report and presented the following information.</p> <p><u>Enrollment:</u> As of February 1, 20145 there are 77 total enrolled children (71 families); This is the same number of children as in December; however there has been some enrollment turnover. One new infant enrolled in January to replace a child that left at end of December; two toddlers left at end of December and one new toddler began February 1 and another will begin March 1; one new preschooler enrolled in January.</p> <p>Of the total children, 71% are community and 29% are SF State faculty and staff; 54% attend full week and 47% attend part-week. There are three MWF and two TTH toddler vacancies; as result we have reduced staffing in this toddler classroom on MWF to offset the loss of tuition revenue. There are a total of four MWF and six TTH preschool vacancies. Enrollment vacancies continue to be above budget projections.</p> <p><u>Financial Status:</u> YTD revenue and expenses, through December 31 show revenues continues to exceed budget. Monthly revenue since October continues to be below budget due to number of vacancies. Expenses are on budget. YTD, there is a net surplus of \$133,016 (net of January tuition which is reported in the December Financial Report). This net surplus fully repays the balance of the program's deficit and contributes \$24,000 towards a program reserve for items such as playground improvements.</p>	

Topic	Discussion	Action
Director's Report (continued)	<p><u>Program Updates:</u></p> <ul style="list-style-type: none"> • All Staff Training was conducted on December 12. This training focused on recognizing the student Teacher Assistant's learning and development in the fall semester. • Playground safety training was conducted on December 22. All Head Teacher participated and a few students. • We have a total of 13 interns for the spring semester; 12 CAD and 1 CFS. Intern orientation was conducted on January 22. • The Hawk Head Teacher resigned in January. A new Head Teacher has been hired and will begin work on February 10. • Three full-time teachers began working in January; two are working in the infant classrooms and one in a toddler classroom. The remaining full-time teachers will be hired over the summer and be in place for the new program year in August. 	
Research Committee Report	<p>Carmen reported that the Committee will be meeting on February 6 to discuss:</p> <ul style="list-style-type: none"> • Guidelines for faculty that place student observers at the center. • Plans for a late spring reception showcasing research projects and trainings that were conducted at Children's Campus. • Plans for a parent survey to explore their attitudes and experiences around participating in research. • Research proposal from a kinesiology graduate student. 	
Family Report	<p>Caitlin Noble reported that Hawk children and parents have made a smooth transition with the loss of the Head Teacher and interim classroom staffing. She reported there were some emails amongst the parents and returning parents provided assurance based on their past experiences when other classrooms lost their Head Teacher mid-year, the center was able to hire well qualified staff.</p>	
SF State Affinity Group	<p>Charlotte Ferretti reported on a meeting amongst interested faculty during a January University retreat that focused on finding some common interest for research at the center. Faculty and staff from SPED/CD, CAD, ECE and Elementary Education, Psychology, Nursing and the MWEI Institute participated. The outcome was interest in working together to develop an inclusion classroom at Children's Campus, possibly beginning with a summer institute conducted by Pam Wolfberg, a faculty member in Special Education, who conducts trainings worldwide on inclusion playgroups with children on the autism spectrum and neuro typical children ECE classrooms. The first steps are to determine what is needed in the classroom in terms of materials/furnishings and staffing, and what is needed to provide clinical supervision for graduate students working in the classroom.</p>	

Topic	Discussion	Action
Review of Journal Articles Lab Preschools in the 21 st Century	<p>Discussion of the following articles was tabled to the March meeting.</p> <ul style="list-style-type: none"> • Identifying and Addressing Challenges in Research in Lab Preschools (Jeff Cookston) • How Three Young Toddlers Transition From Infant to Toddler Classroom (Charlotte Ferretti) • Creating Classroom of Inquiry: Harold Jones Child Study Center (Marjorie Weiss) • Integrating Research into Campus & Community Early Childhood Programs (Carmen Gomez Mandic) 	
Other Business	Elaine Musselman announced she is ready to arrange Nurse Practitioner students to complete physical exams for students that will be hired at Children's Campus. Currently, three students need this exam.	Elaine will contact Anna with dates for these physical exams.
Next Meeting	Next meeting will be March 2, 2015, 3:00-4:30 PM.	Meeting adjourned at 4:31 PM.