



**Children's Campus at SF State**

*Center for Early Care & Education, Professional Development and Research2*

**Children's Campus Advisory Council Meeting Minutes  
October 5, 2015**

<u>Attendees:</u>			<u>Absentees:</u>
Patti Solomon-Rice	Anna Tobin Wallis	Elaine Musselman	David Anderson
Alison Baroody	Marjorie Weiss	Mina Kim	Jeff Cookston
	Charlotte Ferretti		

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Welcome, Call to Order and Introductions	Patti Solomon-Rice, Chairperson, called the meeting to order at 3:10PM. Introductions were made. Alison Baroody is serving as the CAD representative to the Council while Soyeon Park is on sabbatical and is also representing the Research Committee on the Council, as the Research Committee Chair.	
Approval of Agenda	Elaine Musselman made a motion to approve the agenda as presented. Mina Kim seconded the motion.	Motion to approve the agenda was approved unanimously.
Approval of May 4, 2015 Meeting Minutes	Elaine Musselman made a motion to approve the minutes as presented. Charlotte Ferretti seconded the motion.	Motion to approve the minutes from the May 4, 2015 meeting was approved unanimously.
Council Member Appointments	<p>Marjorie Weiss reported that the two parent representatives from the 2014-15 program year will not be returning. Caitlin Noble completed her two-year term in May 2015 and did not request re-appointment. Sandra Lau cannot continue serving on the Council due to work responsibilities.</p> <p>A total of 8 parents indicated on their Family Involvement Form that they were interested in serving on the Council. Marjorie sent an email to all on August 18 that explained the role and responsibilities of the Advisory Council, meeting dates/times, and to ask each to submit an interest statement by September 4. Three submitted interest statements – Elizabeth Post Musgrove, a SF State parent; and two community parents: Nichole Gangitano and Hope Van Sciver.</p> <p>Marjorie recommended appointing Elizabeth Post Musgrove, to fill the SF State parent representative position, and Nichole Gangitano, who works in the ECE literacy field, to fill the community parent representative spot.</p>	

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Council Member Appointments (Continued)	The Council members reviewed each person's interest statement and discussed Marjorie's recommendation. Charlotte Ferretti made a motion to approve Elizabeth Post Musgrove and Nichole Gangitano as parent representatives to the Advisory Council. Elaine Musselman seconded the motion.	Motion to appoint Elizabeth Post Musgrove and Nichole Gangitano as parent representatives to the Advisory Council was approved unanimously.
	Anna Tobin-Wallis will continue serving on the Council as the Head Teacher representative. Discussion followed on Head Teacher interest in serving on the Council and ways to encourage their participation.	Anna will continue to inform the Head Teachers about Advisory Council actions.
Research Committee Report	Alison Baroody reported on the October 2 Research Committee meeting. Two parent representatives were seated – Luna Abdallah and Nate Hinerman. Jeff Cookston's research has 20 enrolled children and data collection has begun. The pilot survey of parent experiences and perceptions of research at Children's Campus was completed in August 2015 with outgoing parents; a total of five parents responded. The information from this pilot will be used to finalize the survey questions that will be conducted Spring 2016.	
Parent Survey Report	Charlotte Ferretti presented the results from the parent survey that was completed in May 2015. Overall, parents are highly satisfied with the program. The Council reviewed the survey report and discussed the results.	Patti Solomon-Rice asked for a comparison of survey data over three years, for questions that were asked every year.
Director's Report	Advisory Council Support of Center Goals - Marjorie Weiss asked that the Council support the center in two strategic areas: <ol style="list-style-type: none"> <li>1. Establishing guidelines for the Advisory Council – define membership, purpose, etc.</li> <li>2. Defining measures of quality for Children's Campus – NAEYC accreditation, the City's Quality Rating Improvement System, etc. Charlotte Ferretti shared articles for consideration, including a description of various quality metrics, the 10 NAEYC Standards, lab schools, and educational philosophies from Bing and Columbia University Child Development Centers. Educational philosophies define what we value most and should form the basis for selecting quality measures. These documents will be shared with Council members.</li> </ol>	Next Steps: <ol style="list-style-type: none"> <li>1. Review information from other lab schools</li> <li>2. Review literature on quality measures, various quality rating systems, and City's quality rating system. Also review Children's Campus educational philosophy and core values.</li> </ol>
	Marjorie Weiss reviewed her October 2015 report: <ul style="list-style-type: none"> <li>• 81 total children enrolled; no vacancies in the infant or toddler classrooms, the three year old preschool room is full; the four year old preschool room has one M-F slot available and four TTH slots.</li> <li>• There are 55 infants on the wait list, 35 toddlers and 8 preschoolers.</li> <li>• Financial Report <ul style="list-style-type: none"> <li>○ The prior years' operating deficit has been fully re-paid and the center ended June 30, 2015 with a \$189,410 surplus, which is designated for deferred building maintenance, program improvements and reserves for future low enrollment years.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ July-August 2015 – revenues have exceeded budget by \$10,371 and expenses are \$44,552 under-budget</li> </ul>	
Director’s Report (continued)	<ul style="list-style-type: none"> <li>• Preschool for All (PFA) – application was submitted in July and environmental rating assessments were completed in September. Hoping for designation by January 2016</li> <li>• Optional Lunch Delivery – beginning a 2 month trial on October 12 through Chefables. If sufficient demand, service will continue.</li> <li>• Toddler Play Yard Improvements – on hold pending re-design; however project is approved by the University.</li> <li>• Interns <ul style="list-style-type: none"> <li>○ Three CCSF interns summer 2015</li> <li>○ 15 SF State interns fall 2015 (9 CAD and 6 CFS)</li> </ul> </li> </ul>	
Other Business	No other business was reported.	
Next Meeting	Next meeting will be November 2, 2015, 3:00-4:30 PM.	Meeting adjourned at 4:35 PM.