



## Children's Campus at SF State

Center for Early Care & Education, Professional Development and Research

### Children's Campus Advisory Council Meeting Minutes October 6, 2014

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

<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 3:10 PM. Introductions were made. Susan Pelton, Anne Farrah, and Eszter Balogh have resigned from the Council. Elaine Mussleman, Department of Nursing, has joined the Council.	
Approval of Agenda	Agenda was reviewed. Motion to approve the agenda was made by Charlotte Ferretti and seconded by Soyeon Park.	Agenda was approved unanimously.
Approval of May 5, 2014 Meeting Minutes	The minutes were reviewed. Motion to approve the minutes as presented was made by Carmen Gomez-Mandic and seconded by Charlotte Ferretti.	Minutes were approved as presented unanimously.
Advisory Council Meeting Schedule	The Council reviewed the meeting schedule for the 2014-15 program year.	
Council Member Appointments	A. New Parent Representative – Marjorie explained that there is one opening for a Parent Representative. Three parents had indicated interest in serving on the Advisory Council on their Family Involvement Form; however two declined nomination at this point in time. Marjorie presented the nomination from Midei Toriyama and recommended her appointment. Discussion followed. Motion to approve Midei Toriyama as a parent representative was made by Soyeon Park and seconded by Charlotte Ferretti.	Appointment of Midei Toriyama as a Parent Representative was approved unanimously

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Council Member Appointments (continued)	<p>B. Psychology Department Representative – Jeff Cookston will be continuing serving on the Council as the representative from the Psychology Department.</p> <p>C. Head Teacher Representative – Marjorie reported that Eszter Balogh is unable to continue serving on the Council. With three new Head Teachers and three Head Teachers in graduate school, we are tabling selection of a new Head Teacher Representative until after January.</p>	
Research Committee Report	<p>Carmen reported on the Committee’s October 3 meeting:</p> <ul style="list-style-type: none"> <li>• Teacher representative appointment is tabled until the spring for the same reasons as this is tabled for the Council.</li> <li>• New parent representative was appointed to the Committee – Cedric Langbort.</li> <li>• Jay Pak resigned from Committee and a replacement Psychology Department representative is being recruited.</li> <li>• Jeff Cookston’s research (Psychology Department graduate students) has begun. This research examines children’s social/emotional and cognitive development.</li> <li>• Jerome Clerc, Jay Pak and Pat Miller’s research project (Psychology Department) on children’s memory strategies began in the summer and is currently recruiting additional participants.</li> <li>• Sacha Bunge (Faculty Affairs) and Jennifer Arter, (Psychology Department), who are examining the correlation between mother’s childhood and family and their interactions with their children, are ready to begin recruiting participants from CC.</li> <li>• The Committee continues to promote research at CC through ORSP/Campus Memo, and has discussed strategies with ORSP to incentivize research at CC.</li> <li>• Committee goals for this year: <ul style="list-style-type: none"> <li>○ Promote awareness on campus on how CC supports research &amp; training, including standard acknowledgement to be included in all research reports/papers.</li> <li>○ Conduct end-of-year poster session to showcase research and training at CC.</li> <li>○ Broaden the types of research that can be conducted at CC.</li> <li>○ Conduct parent survey in March to explore parent attitudes about participating in research; this information can inform the Committee’s work and help researchers in promoting participation in research.</li> </ul> </li> </ul>	

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Parent Survey Results	<p>Carmen presented the results from the parent survey conducted in May 2014 and distributed the report that was shared with parents. Highlights:</p> <ul style="list-style-type: none"> <li>• 97% participation; high confidence in responses to closed-ended questions.</li> <li>• Overall, very positive feedback. Parents really care about Children’s Campus.</li> <li>• Very positive feedback on relationships and communication with Head Teachers.</li> <li>• Areas for improvement: <ul style="list-style-type: none"> <li>○ Teacher turnover</li> <li>○ Connections families feel with each other and with the center (family engagement)</li> </ul> </li> </ul>	
Student Teacher Assistant Survey Results	MWEI conducted this survey to examine linkages between their work at CC and their college coursework.	
Family Report	<p>No report as Caitlin was absent.</p> <p>The Council discussed how parents have responded to the weekly highlights. CC has received some positive feedback from parents on these highlights; no negative feedback has been received. The weekly format is shorter, which makes it easier for parents to read, and supports teachers in a reflective practice.</p>	
Director’s Report	<p><u>Enrollment:</u> As of September 10, 2014, there are 81 total enrolled children (74 families); 68% are community and 32% are SF State faculty and staff; 60% attend full week and 40% attend part-week. There is one MWF infant vacancy, three MWF toddler vacancies, one TTH vacancy in the three-year old preschool room, and two MWF and 6 TTH vacancies in the four-year-old preschool room.</p>	
	<p><u>Financial Status:</u> Deficit balance as of June 30, 2014 is \$104,000 (\$98,000 or 48% paid back as of this date). Five-year financial plan projects remaining deficit will be paid off June 30, 2015 and the second full-time teacher position will be restored for the 2015-16 program year. Five-year financial plan assumes 3% tuition increase every year and 2% increase in expenses. Current enrollment matches projections in the five-year plan.</p> <p>Online payment system through Campus Solutions has been implemented; payments are no longer being accepted at the center.</p> <p>Foundation funding proposal to support coaching for Head Teachers was not approved.</p>	

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Director's Report (continued)	<u>Program Updates:</u> <ul style="list-style-type: none"> <li>• All Staff Orientation was held on August 21. Received positive feedback on training evaluation.</li> <li>• September 12 - Monthly All Staff Training on parent communication.</li> <li>• September 17 – Fall Family Pot-Luck – excellent family participation.</li> <li>• Music Instructor – in contracting process for new instructor.</li> <li>• Room Parents – all classrooms have at least one parent serving as Room Parent</li> <li>• Annual visit from Japanese students began on Monday, October 6 (35 students) and a second group will visit on October 7.</li> <li>• A visit from 10-12 ECE professionals from Brazil is scheduled for October 31.</li> </ul>	
	<u>Staffing</u> – Two new Head Teachers (Jenna Key – preschool and Jen Andres – toddler). Currently have 52 student assistants and part-time hourly staff.	
	Anna noted that one of the challenges in hiring students is that the Student Health Center will not complete the Physician's Report, which is required by licensing. Elaine will check into whether the NP students can provide this service.	
	<u>Facility Information</u> <ul style="list-style-type: none"> <li>• Playground Safety Inspection completed on September 30; report early November.</li> <li>• New front doors have been installed.</li> <li>• Weekly grounds service now being provided; significant irrigation needs.</li> </ul>	
Other Business	No other business was presented.	
Next Meeting	Next meeting will be November 3, 2014, 3:00-4:30 PM Meeting adjourned at 4:33 PM.	