



Children's Campus at SF State

Center for Early Care & Education, Professional Development and Research2

**Children's Campus Advisory Council Meeting Minutes  
November 2, 2015**

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

<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 3:04 PM. Introductions were made. The new parent representatives were seated and welcomed.	
Approval of Agenda	David Anderson made a motion to approve the agenda as presented. Elaine Musselman seconded the motion.	Motion to approve the agenda was approved unanimously.
Approval of October 5, 2015 Meeting Minutes	David Anderson made a motion to approve the minutes as presented. Elaine Musselman seconded the motion.	Motion to approve the minutes from the October 5, 2015 meeting was approved unanimously.
Revised "Never Food" List / Food Allergy Policy	<p>Anna Tobin-Wallis introduced the need to revise the center's "Never Foods" list and food allergy policy in response to the growing number of children with tree nut and sesame seed allergies. Marjorie Weiss reported that, with assistance from Elaine Musselman, the center is proposing the following:</p> <ul style="list-style-type: none"> <li>• In addition to being a peanut-free facility, staff is recommending the center become tree-nut free.</li> <li>• Making individual classrooms sesame free if any child in the classroom has a sesame seed allergy.</li> </ul> <p>The Council discussed these changes and reviewed the draft information that will be provided to parents. It was recommended we let parents know these types of food restrictions are common in the industry.</p> <p>Elaine Musselman made a motion to approve staff's recommendation to make the center both peanut and tree nut free and to designated classrooms as sesame free if the classroom has a child with sesame allergies. Elizabeth Post Musgrove seconded the motion.</p>	Motion was approved unanimously.

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Discussion – Program Quality	<p>Patti Solomon-Rice explained the Council will be discussing program quality for several months and summarized the information on program quality that was sent to members, including the Children’s Campus mission and philosophy, sample mission and philosophy statements from the Bing Center (Stanford) and Rita Gold Early Childhood Center (Columbia), NIEER article on high quality preschool, NALS Journal article on CSU San Bernardino Lab School, and the NAEYC Program Standards.</p> <p>Marjorie Weiss explained that the center has had a long-standing goal to become NAEYC accredited and that before moving forward with the goal, we want to make sure this accreditation is something that will benefit the center. As part of this decision-making, we want to understand what are the elements of a high quality program, what are the benefits to accreditation, and what other options exist to ensure the center provides high quality services.</p> <p>Anna Tobin-Wallis reviewed the NAEYC 10 standards for quality. She also provided information on the Environmental Rating System (ERS) and CLASS assessment tool. Marjorie explained California is implementing a regional approach to quality rating and that the Bay Area is developing a Quality Rating and Improvement System (QRIS).</p> <p>Patti Solomon-Rice asked that Council discuss the following at the December meeting:</p> <ul style="list-style-type: none"> <li>• NIEER article on high quality preschool (Charlotte will summarize).</li> <li>• San Bernardino Lab School Lesson Learned article (Elaine will summarize).</li> <li>• CLASS Assessment Tool (Alison will summarize and Anna will bring copies of the tool for members to review)</li> <li>• Bay Area QRIS – what this is and how it will be used</li> </ul> <p>In future meetings, the Council will discuss the sample mission/philosophy statements and Children’s Campus mission and philosophy.</p>	
Research Committee Report	Alison Baroody reported that the Research Committee will be meeting on Friday, November 6 and will provide a summary of this meeting next month.	
Family Report	<p>Nichole Gangitano and Elizabeth Post-Musgrove reported that an email they had drafted has been sent to all parents, informing families of their appointment to the Council and provided their contact information.</p> <p>Nichole asked if there are specific goals for parent involvement this year. Marjorie will send both parent representatives a copy of the 2014-15 parent survey that the Council reviewed last month.</p>	

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Director's Report	<p>Anna Tobin-Wallis summarized the Director's Report that was included in the meeting packet:</p> <ul style="list-style-type: none"> <li>• October enrollment is the same as September - 81 total children enrolled; 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. One preschool child withdrew effective Nov 1 (changing schools); that classroom now has two TTH vacancies after families changed schedules to take up some of the days from the withdrawn child.</li> <li>• Financial Report – Through September 30, revenues continue to exceed budget due to enrollment levels being greater than budget. Expenses are below budget due primarily to personnel – no Director salary/benefits and two teacher positions were vacant for 6 weeks.</li> <li>• Staffing <ul style="list-style-type: none"> <li>○ Anna was appointed Interim Director as of October 1. She explained that the administrative staffing structure at the Center is changing so that Director oversees programming and quality and an Operations Manager will be hired to handle the business functions. We are waiting on President approval to open the recruitment for the Director position. Once this process is completed, we will open a recruitment for an Operations Manager.</li> <li>○ The Robin Head Techer has resigned in mid-October and a full-time teacher from the Sparrow Room has been serving as the Interim Head Teacher. We completed the recruitment to fill the Head Teacher position and this Teacher has been selected to fill the position. We are in the process of opening a recruitment for a Teacher to replace the promoted teacher.</li> </ul> </li> <li>• PFA is hoping to recommend our approval at the December 2 First Five Commission meeting. PFA is making their site visit to the center on November 4.</li> <li>• Toddler Play Yard Improvements – we have decided against installing a play structure and will be meeting with a landscape architect on November 10 for design consultation on constructing a trike track, decking and play house.</li> <li>• October 16 Staff Training focused on child supervision.</li> </ul>	
Other Business	No other business was reported.	
Next Meeting	Next meeting will be December 7, 2015, 3:00-4:30 PM.	Meeting adjourned at 4:25 PM.