

MFCCC Parent Steering Committee / Monthly Meeting

Date: August 18, 2011

Time: 11:45 a.m.

Location: MFCCC

Meeting Called By:

Facilitator: Lee Ann Isbell, Director

Minutes Assigned: Lee Ann Isbell

Attendees: Parents: Heather Winfrey–Richman, Jessica Dillon, Katy MacGregor
Staff: Julie Harms, Lee Ann Isbell

Excused: N/A

Absent: N/A

Guests: None

Parent Steering Committee Fund Balance:

Balance was \$7,018.21 as of the end of July, 2011.

PSC funds are used to support PSC-sponsored activities, such as those discussed in these minutes.

PSC Fundraisers:

- *Scrip (Leads - Jennifer):* Profits for August = \$15.73. Purchase script with a Target Visa card and increase our child care profits even more!
- *Sweet N'Savory Snack Sales (Lead- Patti):* Will resume September 2011 with the Toddler Neighborhood. Patti will make up signs.
- *Welcome Packets (Lead – Nicole) –* No update
- *Kroger (Leads – Amy):* Reloads are about ½ way to the next check.
- *Monkey Joe's (Lead-Heather):* We raised \$211.00 from this event with 66 children participating. Thank you to all the families who came for this fun event and to the teachers who came to see the children.
- *Flower Bulb Sales (Lead-Julie H):* Postponed until March/April.
- *Gift Card Sales (Lead-Julie H & Missy):* A new fundraiser will begin soon selling a box of 30 greeting cards for \$30. The Center will receive \$13 a box for each sale. Anticipated Sale Date is first week of September.
- *Donations:* Center is looking for used or new toy donations
- *Drink Pouches (Katy MacGregor):* Katy presented the drink pouches program through the Terracycle Brigades" program. It is similar to the Box Tops for Education only that we save Capri Sun drink pouches and other recyclable items. We would get \$0.02 for each pouch. Katy will look into the project to get the project started.

Other Activities:

- *Quality Counts Grant:* The grant funds are being used to install child sized hand sinks and toilets in the infant area. We will remove the "hopper" in both diaper change areas for this project. The project has stalled due to lack of project funds to complete the project. We need \$7,630 to complete the project. If the project is not completed soon, we may have to return the grant money received. The PSC members agreed to contribute \$4,500 toward the project. Lee Ann will review the Child Care budget and Foundation funds for the balance of the project. She will ask Rivercity to review the costs to see if an adjustment can be made.

- *Teacher Appreciation Week (Heather):* Next year's theme will be Hollywood Star/Hall of Fame. Heather has already secured massages and mini-manicures for the teachers. She also plans to have bios of the "stars" a.k.a. our teachers. Mark your calendars for the first week of May 2012!
- *Active Member Recruitment (Patti):* Patti noticed that we need of more parents actively participating in the Parent Steering Committee (PSC). She suggested that we might consider a brief, after-hours social event of some kind inviting MFCCC parents to learn more about the inner workings of the Center. She suggests spending a little money to provide refreshments and child care. She also has a friend who owns a pizza place, could get some pizza donated or something. Those at the meeting felt it was a good suggestion. Some ideas: 1) Have a meeting at Monkey Joe's and use their party room for the meeting. 2) Invite Carol Tiggelaar, Behavioral Specialist to present a topic. Include ways parents can participate and help; invite them to sign up for a specific committee so that they can contribute without feeling overwhelmed with tasks. The committee felt that early October would be a good time to do this. More discussion at the September meeting.

New Projects:

- *Teacher Resource Room:* MFCCC would like to remodel the Commons Storage room into a teacher resource room. Cost approximately \$10,000-\$12,000. Would like to install a washer and dryer, work counter with stools, shelving and organizational units to make the most of the space. Lee Ann will meet with Angi to see if she can help to design the space. Funds for the remodel have not been secured yet. Lee Ann requested funds in capital budget in July 2011.
- *Summer Camp 2011:* Summer Camp is a huge success. Current space might not be available for next year's summer camp. Lee Ann asked everyone to be looking for options.
- *Infant Toddler Playground:* Lee Ann would like to explore the idea of an infant toddler playground. The space formerly used by Summer Camp, out the service door under the tent area would be a great location for a separate infant toddler playground. This idea came up during our QRS self-assessment. We identified that the infants cannot get out of buggies when older children are outside. The QRS self-assessment identified that buggy rides are "passive". If buggies are used for any length of time, we will not receive credit for many of the areas scored. The goal will be to get the infants out of the buggies and down on the ground so that they can explore their environment safely. The space will need to be evaluated to determine the options and costs. We would like to have protection from the sun and the same pour-in-place rubber surface. The area will need to be secured/gated, too. Small gross motor play equipment as well as various toys would be needed as well. This project has been given a lower priority considering the number of other ideas and projects being addressed.

Accreditation:

- Teachers have been working very hard to prepare their rooms for a Quality Rating System (QRS) site visit anticipated for September or October. They are using the Infant Toddler Environment Rating Scale and the Early Childhood Environment Rating Scale as self assessment tools to prepare. Lee Ann is gathering documents for the site visit using the Program Administration Scale. The site visitors will assess the "star rating" of MFCCC. It is an indicator of going above and beyond the minimum licensing standards. This is also one of the major steps before accreditation in which MFCCC would be rated against professional standards.

Next Meeting: September 15, 2011 @ 11:45 AM at MFCCC

Participate:

In person or

By teleconference: 800-466-7920, enter code 6723196.

Summary of Action Items:

Action Item	Responsible Party	Due Date	Status
Greeting Card Sales	Julie	09/01/11	Sales planned for first week in September, 2011
QC Grant Project	Lee Ann	9/30/11	Request funds from the Foundation & check budget
Sweet N'Savory Snack Sale	Patti	9/14/2011 Toddlers	Monthly
Scrip	Jennifer	Next Order Date: 9/14/11	Monthly Project
Drink Pouches	Katy MacGregor	9/15/11	Report to PSC on findings
Monkey Joe's Fundraiser	Heather	Next Event: 1/2012	Prepare and hang flyers and displays
Flower Bulb Sales	Julie	03/01/12	Postponed until Spring, 2012
Kroger	Amy	N/A	Continue to encourage use of cards
Teacher Appreciation Week	Heather	5/2012	Plan, recruit, prepare
Teacher Resource Room	Lee Ann	1/2012	Report capital funding results
Parent Participation Recruitment	Patti	9/15/11	Plan