



**PARENT ADVISORY BOARD**  
Lackland AFB, TX 78236

30 January 2012

**PAB Executive Committee**  
**Chairperson: TSgt Karla Macey**  
**Gateway Chairperson: Maj Theresa Beaver**  
**Kelly Chairperson: SSgt Twanna Moore**  
**Lackland Chairperson: TBD**  
**FCC Chairperson: TBD**  
**Treasurer: SrA Leslie Williams-Gill**  
**Secretary: SSgt Shane Stanke**

**Our Mission:**

1. To promote the education and general welfare of the children and families of Child Development Centers (CDCs) and Family Child Care (FCC)
2. To promote unity among students, staff, and families
3. To support staff in their work on behalf of the children

**MEMORANDUM FOR PARENT ADVISORY BOARD**

**FROM:** 802 MSG/SVYC

**SUBJECT:** PAB Meeting Minutes

1. Date/Time/Location of meeting: Wednesday, 25 January 2012/1200/Gateway Club.
2. Call Meeting to Order (TSgt Karla Macey): Meeting called to order at 1215.

2.1. Attendance:

Shane Stanke, Kelly CDC  
Michael Pekarek, Kelly CDC  
Karla Macey  
Cindy Harris, Kelly CDC  
Theresa Beaver, Gateway CDC  
Chandra Peterson, Family Advocacy  
James Price, Family Advocacy  
Shelly Gent, Kelly  
Sharon Witter, A&FRC Chief  
Lynn Salazar, FCC

Sara Wilson, Airman and Family Services Flight Chief  
Violet Brantley, Force Support Squadron  
Andrea Deary, Gateway CDC  
Tamaira Rivera, FCC  
Donna Goodman, Lackland CDC  
Kimberly Whatley, Kelly CDC  
Barbra Parish, Kelly CDC  
Rose Mary Bottomley, Lackland CDC  
Sue Simoncic, Resource and Referral

2.1.2 Since there were several new attendees at the meeting, we went around the room and everyone introduced themselves.

3. PAB Executive Reports

3.1. Treasury Report (TSgt Karla Macey): Current Balance: \$163.81



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3.2.1. We paid for cookies for the Lackland CDC Ribbon cutting, and we also purchased gift cards for the providers of the quarter.

3.2.2. Acceptance of the Treasurer's Report.

3.3. CDC/FCC Chairperson Report (Maj Beaver, SSgt Moore, and Ms. Salazar):

3.3.1. Maj Beaver: Gateway has new playground equipment. Provider of the quarter was Ms. Laura Ramirez. They have 6 nominations for provider of the quarter for this quarter, and 5 nominations for provider of the year.

3.3.2. SSgt Moore: Absent

3.3.3. TSgt Macey: This position is vacant but there might be a volunteer to fill it. There is only one nomination for provider of the quarter but no nominations for provider of the year. We are asking for nominations by next week.

3.3.4. Ms. Salazar: There might be a replacement for the FCC Chairperson.

4. Old Business

4.1. Deployment Care Packages (TSgt Macey) – Mailed two packages for deployed parents for the Lackland CDC. The PAB will pay for the shipping of care packages that are put together by the classrooms or the CDC for children's parents that are deployed.

4.2. Box Tops and Labels for Education (Maj Beaver):

4.2.1 Labels for Education: In order to consolidate the four different accounts into one, the administrator of Labels for Education wants a letter on official letterhead from each of the account holders. Maj Beaver will get together with Ms. Sara Wilson to come up with one official letter to consolidate the accounts, because each CDC does not have its own letterhead and are all under the 802<sup>nd</sup> MSG. Gateway has a collection box for Labels for Education (not Box Tops)

4.2.2. Box Tops: Maj Beaver could not find an account so she will just create one for all of Lackland CDCs. We can purchase a set of 15 collection boxes for \$19.99 and put them in all the different locations. We can also use them as a general collection box for both Box Tops and Labels. The FCC does not have a collection box, but does collect Box Tops and Labels for Education.

5. New Business:

5.1 PAB Vacancies – Lackland CDC Chairperson, FCC Chairperson, and PAB Chairperson – there is no pressure but we really need to fill these vacancies. The Gateway Chairperson will be leaving in July.

5.2. Family Advocacy (Ms. Peterson) Guest: Family Advocacy outreach now offers community classes on Lackland in addition to classes offered at Fort Sam. Most classes at Fort Sam are over lunch or in the evenings. There is a flyer that lists the classes offered, call for the specific times. They offer classes



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such as: Scream Free Parenting, Co-Parenting, Stress and Anger Management Classes. She is looking to see what classes and programs are needed or wanted here at Lackland. Email her with any suggestions and requests. They are planning on offering classes to go with February Teen Violence Awareness Month and Child Abuse Awareness Month in April. Family Advocacy is located in Wilford Hall on the 4<sup>th</sup> floor. Ms. Peterson would like to keep in touch with the PAB so that we can help make CDC parents aware of the programs and classes that Family Advocacy offers.

5.3. T-Shirt fund raiser (TSgt Macey) –The T-Shirt fundraiser will kick off 1 Feb. and needs to end by 26 Feb when the AFAF drive starts. This fundraiser will pay for provider scholarships and gifts for kids and classrooms. It takes 10 days for the shirts to come in, so they will be ready by March. The shirts will come in red, blue, green, and yellow. On the front will be “JBSA Lackland Child Development and Family Care Programs” around a circle or in a heart. On the back will be “Learning, Caring and Sharing.” TSgt Macey will send out a mock-up. Cost will be \$10 per shirt and will be offered in adult sizes as well as children’s sizes. We will not make as much money on the adult sizes, but should make it up on the kid’s shirts. A board/sign to advertise at each of the centers will be created. We will need the executive board members to handle the fundraiser so that the CDC staff does not have to. We will collect exact change for the shirts for cash payments otherwise checks should be made out to the Parent Advisory Board

5.4. Newsletters: The PAB will start sending out newsletters to parents via children’s cubbies so that parents can stay informed of the things that the PAB is doing.

5.5. Classroom Photo Shoot and other photos: Have to time photos between the AFAF campaign and the CFC campaign. We will see if we cannot do it this summer. We will use a professional company to take the pictures. The Lackland CDC already has one that they use, we will see if we would like to use him too. The photo fundraiser was a big hit last year. There is also interest in having photos taken of individual children and not just classrooms.

5.6. Other New Business:

5.6.1. Teacher appreciation is in May

5.6.2. The next meeting is scheduled for 22 Feb, tentatively at 1200 at the Gateway club. The MSG commander, Col Houghton, has to attend at least one PAB meeting per year. He will be invited to the meeting on the 22 Feb, but we might have to be flexible with the time and the location.

5.6.3. We will try to get the minutes to the last meeting signed and distributed to everyone. Normally the minutes have to be signed and distributed in 10 days.

6. CDC/FCC Director’s Corner (Ms. Bottomley, Ms. Parish, Ms. Deary, Ms. Salazar).

6.1. Ms. Bottomley (Lackland CDC): Had the ribbon cutting ceremony for the new Lackland CDC yesterday. It had a good turnout. They now need to move out of the old CDC so that renovations can be done. The 342<sup>nd</sup> had a detail of Airmen come and help them move things. 13 Feb is the tentative for the official taking of the premises. Only infants and toddlers will be housed in the new Lackland CDC.



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They will take children off of the waitlist. There will be a 2 week notice given to parents that their child has a slot once the 13 Feb date has been confirmed. Then they will phase in classes every two weeks.

6.2. Ms. Salazar (FCC): They have moved their get-together to February due to everyone being so busy. Ms. Salazar and one other will be attending a playground training course. She would like a copy of the mock up t-shirts so that she can email it out to her parents since they do not have a place to display the boards advertising the fundraiser.

6.3. Ms. Parish (Kelly): 10 Feb is their annual Rodeo Breakfast. 14 Feb is teddy bear day. They have 11 openings in their toddler rooms, so if anyone knows of parents of toddlers who need daycare, send them to Kelly.

6.4. Ms. Deary (Gateway): 17 Feb is their annual Rodeo Breakfast.

7. Open Forum:

7.1. Pictures are only once a year. There is a request that we do pictures twice a year. We will have to see if we can work it out between the AFAF campaign and the CFC campaign.

7.2. Pillows for deployed member's kids: the enlisted wives club does that. Starlite Dye was recommended as the person to ask about it.

7.3 Shout-out to the Flight Chief, Ms. Sara Wilson, for her much appreciated help during the set-up of the new CDC.

8. Winners of the Provider of the Year and Provider of the Quarter (4<sup>th</sup> quarter 2011)

8.1 The Lackland CDC Provider of the Quarter is Mr. Michael Garcia  
The Provider of the Year is Ms. Karen Rodgers

8.2 The Gateway CDC Provider of the Quarter is Ms. Nicki Philpot  
The Provider of the Year is Ms. Dardnella Robariss

8.3 The FCC Provider of the Year is Ms. Caroline Moses.

**8. Next Meeting Date/Time/Location: 22 Feb Gateway Club at 1200**

9. Meeting Adjourned at 1303 by TSgt Macey.

Minutes submitted by SSgt Shane Stanke

*Karla R Macey*  
TSgt Karla R. Macey  
Chairperson