



PARENT ADVISORY BOARD

Lackland AFB, TX 78236

7 October 2010

MEMORANDUM FOR PARENT ADVISORY BOARD

FROM: 802 MSG/SVYC

SUBJECT: PAB Meeting Minutes

1. Date/Time/Location of meeting: Tuesday, 7 October 2010/1600/Gateway CDC

2. The meeting was called to order at 1603 by SSgt Karla Macey. She introduced Lt Col Kara Neuse, MSG Deputy Commander, and Maj Chad Schrecengost, 802 FSS/CC. All persons in attendance introduced themselves to LtCol Neuse and Maj Schrecengost.

2.1. Attendance – All Executive Board Members present

SSgt Karla Macey - PAB Chairman

Maj Theresa Beaver - Gateway CDC Chairperson

TSgt Jessica Moreau - Kelly CDC Chairperson

SSgt Marcus Wells - Lackland CDC Chairperson

Darilyn Cochran - FCC Chairperson

SrA Leslie Williams - Gill - Treasurer

Lauren Warner – Secretary

Dawn Garcia - Child Development Program Specialist, 802 FSS/FSFC

Debra Willey – Chief, Airman & Family Services Flight

Donna Goodman - Lackland CDC Director

Angela Green – Child Development Program Management Trainee

Barbara Parish – Kelly CDC Director

Kimberly Whatley – Gateway Assistant CDC Director

Lynn Salazar, Family Child Care Coordinator

Lupe Redus – Child Development Program Management Trainee

3. PAB Executive Reports:

3.1. Secretary Report (Lauren Warner): Lauren stated that the last formal meeting was in June 2010 and that all previous meeting minutes were signed and forwarded to the MSG. She stated the Exec board met in September, new board members were elected (PAB Chairman - Maj Primm has stepped down, Kelly and Gateway Chairpersons, interim Secretary is now full time Secretary). See attachment for the 2010-2011 PAB Exec Board. She announced the PAB meetings are now being posted on the Lackland Community Bulletin.

3.2. Treasury Report (SRA Leslie Williams – Gill): Current Balance: \$1,097.39. She reported she has made 3 withdrawals since becoming treasurer, which are reimbursement checks (for May 2010 Teacher Appreciation Week). She announced that all checks will be addressed directly from the account to the "To" person with the reason for the check.

3.2.1. Treasurer's Report was accepted.

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3.3. CDC Chairperson Report (Maj Beaver, TSgt Moreau, SSgt Wells and Ms. Salazar):

3.3.1. Maj Beaver: See fundraiser and open forum section of minutes.

3.3.2. TSgt Moreau: She stated there is frozen cookie dough left over in the freezer at Kelly and asked for ideas of what to use it for.

3.3.3. SSgt Wells: He stated the building construction is on target for Jun 2011.

3.3.4. Ms. Salazar: She introduced the new FCC Chairperson, Darilyn Cochran.

4. Old Business: SSgt Macey introduced the new board members. See section 3.1.

5. New Business:

5.1 Fundraising Plans:

5.1.1. Cookbook. SSgt Wells suggested we do a cookbook based on kid's recipes – have parents of the kids in CDCs/FCC submit fun recipes they do with their kids, possibly submit pictures to go with the recipe. Maj Beaver suggested some parents might just want to donate money towards the cost of making the cookbooks instead of submitting a recipe. We decided to tie the cookbook sale in with National Nutrition Month, March 2011.

5.1.2. Class pictures. Ms. Warner stated that it was previously mentioned in a PAB meeting that we do classroom pictures in the CDC and sell them for maybe \$10 each. She stated her husband could do the pictures at no cost. No date was set for this fundraiser.

5.1.3. Box tops. Kellogs and other companies redeem points to CDCs for box tops. This was previously a project in the CDCs but has fallen off. SRA Williams-Gill is getting more information to restart the program. She stated she should have all the information by 22 Oct 2010 and will forward to SSgt Macey.

5.2. Child Development Associate (CDA) and National Association for Family Child Care (NAFCC) Accreditation Scholarship Applications. The PAB has decided to provide 1 CDA scholarship to each CDC in the amount of \$325.00. We will provide \$225.00 to the FCC for their provider who would like to pursue their accreditation or \$325.00 for those who choose to pursue their CDA.

5.2.1. SSgt Macey provided draft applications for the Providers to submit to the PAB for consideration, she stated we need to develop the criteria we would use to select the winner of the scholarship and have the applications ready to go by 15 Feb 2011.

5.3. Provider of the Quarter Nomination Forms. SSgt Macey suggested we revise the nomination form to be more selective (i.e. "they are real nice" is not specific enough). She wants us to have the form revised by 12 November and is soliciting ideas from the PAB. She also stated we need a better mechanism for nominating Provider of the Quarter, since participation has been low in the past and the same providers win repeatedly.

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6. Director's Corner:

6.1. Barbara Parish (Kelly CDC): Stated they've gotten a lot of new furniture due to end-of fiscal year fallout money. They've been busy with new enrollment/re-registration and a new fee schedule. They also have a lot of training going on at this time. Fall Fest is 22 Oct 2010.

6.2. Kimberly Whatley (Gateway CDC): Thanked the PAB for helping with the new furniture replacement (with end-of fiscal year fallout money). Their Fall Fest is 15 Oct 2010 from 1500-1700 and asked the PAB for volunteers with set-up and break-down.

6.3. Donna Goodman (Lackland CDC Director): Last week was fire safety week (all CDC's had Fire Safety Week and visit from local fire dept). Their Fall Fest is 29 Oct 2010 from 1500-1700 and asked the PAB for volunteers with set-up and break-down.

6.4. Lynn Salazar (FCC Director): New enrollment/re-enrolling families right now; Visit from fire dept for Fire Safety Week will happen tomorrow.

7. Open Forum:

7.1. SSgt Macey asked that the CDC Chairpersons represent the PAB at the Fall Fests.

7.2. SSgt Macey stated we need to update our website. Dawn Garcia agreed to help with this.

7.3. SSgt Macey presented Deb Willey with a plaque from the PAB for being so involved and so much help to the PAB.

7.4. Maj Beaver gave an update on the Labels for Education accounts. She found four accounts on the website:

1) Lackland AFB Child Dev Center - 37 SVS - Coordinator is Bilma Romero - 2,831 points.

2) Kelly Field Child Care Development Center - 102 Duncan Dr - No coordinator - 1,250 points.

3) Kelly Field Child Development Program - 3002 General Hudnell Dr - Coordinator is Susie Banegas - 100 points.

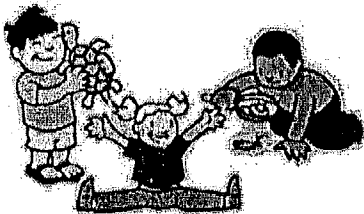
4) Lackland Part Day Enrichment - 2310 Kenly Ave Bldg 8205 - No coordinator - 100 points.

Dawn Garcia stated that the Lackland account should be used for all three CDCs. We should probably check with the coordinator for the Kelly account to see if they are amenable to rolling all the points into the Lackland account. We'll also have to check with LFE to see if they would be willing to do that, and we have to work on assigning a new coordinator for the Lackland account since the POC for this is no longer on the Exec Board.

8. Meeting Adjourned at 1651. Next meeting is on 9 November 2010 at Kelly CDC at 1600.



SSgt Karla Macey
Chairperson, PAB



PAB Executive Committee, 2010-2011

**Chairperson: SSgt Karla Macey
Karla.macey@us.af.mil**

**Gateway CDC Chairperson: Maj Theresa Beaver
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**Kelly CDC Chairperson: TSgt Jessica Moreau
jessica.moreau@us.af.mil**

**Lackland CDC Chairperson: SSgt Marcus Wells
marcus.wells.1@us.af.mil**

**FCC Chairperson: Ms. Darilyn Cochran
darilyn.cochran.ctr@us.af.mil**

**Treasurer: SrA Leslie Williams-Gill
leslie.williams_gill.1@us.af.mil**

**Secretary: Ms. Lauren Warner
lauren.warner.2@us.af.mil**