

**June Minutes PAC
2009**

Present: Candy, Scott F, Scott K, Hanh, Rebecca

Staff: Robert

Chair-person's Report:

Quarterly Injury Report

Issue: Scott mentioned that the PAC had not received the quarterly injury report. The PAC has reviewed only one quarterly report since November 2008. Scott commented that since the play structure was taken down, the number of injuries should have decreased.

Action: Robert to provide the PAC with an updated quarterly injury report at the July PAC meeting.

Name of New Kirkham Facility

Scott inquired as to the new name of the Kirkham facility. The new name will be, Kirkham Child Development Center (KCDC). Robert added that if a donor is identified that is subject to change.

Potential UC Budget Cuts/Furloughs

Issue: Scott inquired as to the impact of the proposed budget cuts/furloughs on the child care staff.

Action: Since no official decision has been announced by the campus and given the unique situation of the UCSF campus salaries, it is too soon to know whether this will affect the child care staff and to what extent. Robert commented that as soon as he is notified of these budget adjustments, he would inform the PAC and child care families.

Minutes from May: Approved with a revision to include that the PAC went on a tour of the new Kirkham facility

Director's Report

Jennifer De Los Reyes Resigning

Robert informed the PAC that Jennifer De Los Reyes will be resigning from Lucia and her last day will be July 24th, 2009. The committee will miss Jennifer and wished her well. Robert will be recruiting from inside Lucia for someone to serve as acting site manager. Several teachers are being considered. Once a decision has been made, an announcement will go out to all parents.

Kirkham Child Development Center Opening Delayed

Robert informed the committee that according to Capital Projects and Facilities Management (CPFM) estimates, the opening of the new KCDC will be delayed until October 15th or possibly November 1st. This represents a significant delay and is related to KCDC having to meet safety codes, acquire permits and certifications (e.g. playground landscaping personnel quit and project is out for another bid, elevator certification, UCSF fire Marshal issues). This delay will significantly affect families who have been accepted as part of the increased childcare slots. The current Lucia center is not designed to accept children beyond the current maximum of 48. Alternative locations are currently being considered and may include Laurel Heights, Millberry Union, Mission Bay and various other possibilities. Notification to the families is currently underway to allow for alternate childcare options. Campus Life Services and the Director appreciate the significant impact this delay will have both for current families

and for prospective families and are quickly looking at ways to mitigate the impact. As soon as any new information is released, a notification will be sent to families.

Child Care Licensing Visit

Robert informed the PAC that Lucia was received an unannounced visit from the State of California-Health and Human Services, Community Care Licensing Division. Lucia received 3 minor type A citations which have been cleared and corrected. These include the equipment on the play structure which has been unassembled and removed following a child's fall that took place in April 2008. The second concern has been cleared and corrected and referred to the previous incident regarding the old splintery play structure which was removed. The third deficiency was regarding the thermostat setting which was corrected immediately during the site visit and is now considered cleared and corrected. Lucia received one type B citation which is regarding the sign in sheets used by parents. The analyst stated that parents were using their initials to sign in and out rather than their full legal signature. The sign in/sign out was modified to allow enough space for parents to sign their full legal signature. Parents should have received an "Acknowledgement of Receipt of Licensing Reports" to sign which indicates that the parent received a copy of the report and they understand that everything has been corrected.

Child Care Tuition Increase

Robert reminded the PAC that as of September, a 5% increase in tuition will be applied for all continuing families.

Lucia Closure Dates

Issue: Robert also reminded the PAC and families on the potential closure dates for inservice and facility clean up. The closure dates are as follows:

August 26th, August 27th, August 28th, August 31st, September 1st

Action: Robert will send out information on "camps" for the August dates.

Music Activity for Children

Robert presented a cost estimate for James Henry, a percussionist, to perform for the children. James provides music sessions for kids through Samba Productions.

Issue: Robert suggested this as a way to offer an activity over the summer since there are no activities currently scheduled (e.g. Kindergym, drama, Music with Gail). James' charges \$285/hour per session and can provide 5 sessions for an estimated cost of \$1,425.

Action:

- 1) The committee voted to approve James to perform for 1.5 total hours for a cost of \$ 570. This would allow for two 45 minute sessions where the children could be divided into an older group and a younger group.
- 2) Robert to check with Jennifer regarding the schedule so that a date could be selected that would allow for maximum child participation.

Lunchtime Lecture

Robert also reminded the PAC that on Tuesday July 14th (12 noon to 1 pm in the Golden Gate Room MU) the Center will be hosting a brown bag lunch lecture for parents entitled, "Healthy Eating for Your Child." This is a workshop designed to assist parents with tips for getting young children to eat right. Two dietetic interns Kristina T. Hirschfeld and Patty Slowik will be hosting this workshop.

Treasurer's Report

Vivianne was not able to attend this meeting, as she will be rotating off the committee. The PAC nominated Scott Fong to serve as the treasurer for the 2009-2010 year. Scott accepted the nomination.

According to last month's report, there was approximately \$2516 in the account. Approximately \$800 was raised through the children's artwork auction. At the time of this report, it was not known whether there are any outstanding payments that may not be reflected in the estimated account balance.

Issue: Given that many new families will be enrolled in the new KCDC it was recommended that a reminder be sent out to enroll in eScrip.

Action: The PAC recommended that an e-mail reminder be sent to all parents recommending that they sign up for e-Scrip. The link to the registration page will be provided to make it easy for parents to sign up.

The effect of the ongoing economic crisis both at a national level and specifically to California and the potential impact on the UC system and to the UCSF campus was discussed.

Issue: Given the current economic climate, Scott recommended the PAC get an update on the child care budget especially since we are approaching the end of one fiscal year and the beginning of another.

Action: Scott F requested that at the July meeting, the PAC (through Robert) invite Tracey to present a budget update to the committee.

There was no fundraising report, however PAC discussed that Darla's will be the next fundraising event.

Issue: The PAC discussed the importance of distributing Darla's coupons to all families for the Darla's fundraising effort.

Action: Copies of the coupons will be placed in all mailboxes and electronic coupons will be sent to all families.

On July 15th, **Panda** has agreed to contribute a percentage of the food profits to Lucia provided coupons are received. The PAC and families should distribute coupons within their departments as a way to raise money for Lucia.

Next meeting was set tentatively for Wednesday July 29th at 12:15 pm. Location to be announced.
Meeting adjourned.

Submitted by Candy