

MEMORANDUM FOR RECORD

SUBJECT: Parent Advisory Board Meeting Minutes, 13 November 2024

1. Attendance

Jessica Hendrix, PAB Chairperson/Moore CDC Parent
Bruce Wooten, FWMR Director
Melody Irwin, CYS Coordinator
Jacqueline Schultz, SLO/Parent & Outreach Services Director/MST Parent
Jennifer Bolz, Moore Child Development Center Director
Carolyn Kurzinger, Moore Child Development Center Assistant Director
Adam Hangartner, Youth Sports & Fitness Director
Emily Thrush, Youth Sports & Fitness Assistant Director
Michelle Garrick, McConnell Youth Center Director
Alexander Romanias, Administrative Assistant FMWR Director/Moore CDC Parent
Larry Lyons, Functional Technology Specialist
Kristin Bottini, CYSC Administrative Assistant

2. Approval of Parent Advisory Board Meeting Minutes for 11 SEP 2024. Motion to Approve, 1st-
Jacqueline Schultz; 2nd-Michelle Garrick.

3. New Business

a. Parent Advisory Board (PAB) Meetings now being held quarterly.

- i. 12 February 2025
- ii. 14 May 2025
- iii. 10 September 2025 (August skipped due to Welcome Expo)

b. Parent Advisory Board (PAB) Secretary Position Available

- i. PAB Secretary would earn Parent Participation Points (PPP) towards a percentage off childcare costs.
- ii. If interested, contact the Parent & Outreach Services Director at 717-245-4638.

c. Current Happenings & Updates: Moore Child Development Center

- i. The CDC was closed on November 8, 2024, for our staff training day. This was a great opportunity for our team to complete annual training and collaborate with other teachers to be able to provide quality care for the children in our community. Thank you to all our families for their understanding and support.
- ii. November 14, 2024, we will be having our Thanksgiving Family Feast at the CDC. There will be a sign-up sheet in your child's classroom with the times if you would like to participate.
- iii. November 16, 2024, the team at the Moore CDC is participating in CLASS 2025 training. This training is an introduction for our teachers to focus on the importance of high-quality interactions and create a shared understanding of quality for the children in our care. This program will be ongoing and will take place over the next few months with training and observations. The CYS Coordinator, Director, Assistant Director and our Training and Curriculum

Specialists will all be trained and certified as observers. We are very excited to part a part of this amazing program.

- iv. Parent/Teacher Conferences will be conducted this month. There is a sign-up sheet in your child's classroom if you would like a conference. The conference forms will be sent home the day before for you to look over and come up with any questions. The conferences are 15 minutes and will be in person. Collaboration between home and school is very important in the early childhood years, as we work together to help your child be successful in all he areas of development.
- v. We would like to welcome Ms. Ashley to the CDC team. She is finished with her training and is in ratio in the classrooms. We look forward to her getting to you the children and the families.
- vi. Thank you for all you do to support us here at the CDC. We appreciate all our families!
- vii. **Review of Closures for November and December:**
 - November 8, 2024, Staff Training Day
 - November 11, 2024, Veteran's Day
 - November 27, 2024, Closing @ 1300
 - November 28th and 29th closed for Thanksgiving
 - December 24, 2024, closing @ 1300
 - December 25, 2024, closed for Christmas

d. Current Happenings & Updates: McConnell Youth Center

- i. New Staff Updates
 - Staff received their flu shots on 29 Oct-all CYS staff must have flu documentation by 1 Dec
 - 8 Nov from 0730-1600 is our scheduled CYS Staff Training Day-parents have been notified that to make alternate childcare plans on that day
 - YC Team meeting and Thanksgiving potluck will be held on 20 Nov-we're having a turkey dinner with all the fixings
 - All YC staff are preparing to support the annual Holiday Tree Lighting event that will be held at the Chapel on 4 Dec from 1700-1900
 - CYS Staff Christmas Party will be held at KPOT on 14 Dec-Miss Marinol is planning the celebration for us
 - MST Lead position is posted in USA Jobs-it's now running through 19 Nov-please share this info with anyone that you think has good leadership experience and likes working with youth in 6-12th grade
 - Mr. Wooten, our DFMWR, and Miss Mel, our CYS Coordinator have approved us again to get a new Mr. B contract to support the 2025 Welcome Jam, Ice Cream Social, and Oct MST Halloween dance!
 - Youth and family survey tally sheets-lots of positive survey results. We are grateful for their support
 - Rock Wall update-Eight staff are now trained to work the wall with the SAC and MST youth. Opening date will be announced soon...

- ii. SAC News: School Age Care (Kindergarten-5th grade)
 - We currently have 8 enrolled in SAC before care and 23 enrolled in SAC after care
 - Bus duty and communication with parents for SAC-remind the drivers to communicate with the parents and document with the schools. Remind the youth to always let their parents know if they have any concerns about something that happens on the school bus.
 - Miss Amy is planning the SAC Thanksgiving luncheon-parents are invited to attend on 26 November at 1130
 - All day care SAC activities are being planned during the holiday school closure dates
 - The SAC youth will be leading us in the sing along at the Holiday Tree Lighting event on 4 Dec-they are already practicing their holiday songs
- iii. Holiday Service Projects
 - Project Share food drive and Toys for Tots donations are already happening-please plan to drop off donations before 13 December!
 - Please see ACS for Toys for Tots applications if you would like to connect a family in need with gifts during this holiday season
 - We are also completing a holiday card project-our goal is to send cards to soldiers and senior citizens to let them know that we are thinking about them and wishing them well during this holiday season
- iv. MST News
 - School Hours: The MST program is open from 1500-1730 M-F for teens in 6th-12th grade
 - Bus transportation provided from CASD schools: Lamberton Middle School, Wilson Middle School, and Carlisle High School.
- v. MST Highlights include:
 - MST Monster Mash Halloween Dance-we had 47 youth attend the event, and we got a positive ICE comment! The teens and staff had great costumes, enjoyed the yummy food, and had lots of fun on the dance floor!
 - Miss Amy is also planning a MST Thanksgiving treat-they love ice cream, so she's planning a banana splits party for them on 26 November at 1445
 - We are reminding our youth about exit procedures during our monthly fire drill evacuations-youth will go out the closest door and meet up on the soccer field
- vi. **Dodge Ball Dates to Remember for SAC (1700-1800) and MST (1800-1900):**
 - November 1, 15
 - December 6,13
 - January 3,10,24,31
 - February 7,21,28
 - March 7,14

vii. COA SAC Accreditation

- We will continue to complete surveys as documentation for good services and programs
- Jan 2025 starts the COA reaccreditation timeline for a visit to be scheduled for May 2026.

viii. DPW Work Order Requests

- HVAC has been approved to be installed for the front half of the building- tentative date is around Christmas-New Year's Break-date still TBD. Back half of the building also needs to be replaced or repaired with a new compressor.

ix. Training Updates

- Our new TACS has been selected and is scheduled to start on 21 Nov!
- CYPA Morgan will complete First Aid/CPR training on 18 Dec from 0900-1500 in Harrisburg
- Six CYS staff are in the process of completing ServSafe training-Miss Amy will support staff during the training
- 17 Jan is a mandatory CYS staff training day from 0730-1600

x. Dates to remember:

- 22 November-CASD early dismissal for elementary students only: SAC Care 1230
- 26 November St. Pat's early dismissal-arrive 1230
- 25-26 November-no school for CASD students; SAC all care day and MST open 1300-1730
- 27 Nov-early CYS closure-CYS open 0630-1300 only; NO MST
- 28 November CYS closed for Thanksgiving holiday
- 29 November CYS closed
- 2 December-CASD closed, MST open 1300-1730
- 19-20 December: CASD No School, SAC all day care; MST 1300-1730
- 20 December-St. Pat's early dismissal
- 23 December-no school for students-SAC all care day and MST open 1300-1730
- 24 December- early CYS closure-CYS open 0630-1300 only; NO MST
- 25 December CYS holiday closure
- 26-27 December: CASD no school-SAC all day care; MST open 1300-1730
- 30 December: CASD no school - SAC all care day; MST open 1300-1730
- 31 December- early CYS closure-CYS open 0630-1300 SAC Care only, NO MST
- 1 January- CYS holiday closure

e. Current Happenings & Updates: Outreach Service/School Support Services/ Parent Central Services

i. Parent Central Services

- SAC SY24-25 Before/After School Care Program is currently ongoing. Program is for children kindergarten-5th grade.
 - Anyone who are interested, please place your child on our waitlist: militarychildcare.com
 - If you have any questions with our Carlisle Barracks Moore CDC, School Age Center (SAC), and Middle School & Teen (MST) program. Please call our PCS office at 717-245-3801.
- ii. Parent & Outreach Services
- Holiday Tree Lighting, 4 December 2024, 1700-1900.
 - Holiday Early Closure Dates & Closure Dates
 - 27 November 2024: Close at 1300
 - 28 & 29 November 2024: CYS Facilities Closed
 - 24 December 2024: Close at 1300
 - 25 December 2024: CYS Facilities Closed
 - 31 December 2024: Close at 1300
 - 1 January 2025: CYS Facilities Closed
 - Have 25 babysitters on the CYS Certified Babysitter List. List can be obtained at the Moore CDC, 455 Fletcher Road, M-F, 0630-1730, or the McConnell Youth Center, 459 Bouquet Road, M-F, 0630-1730.
- iii. School Liaison Services
- CASD has a Facebook page. Great for getting information about school delays and closings.
 - Carlisle Area School District (CASD) School Board Meetings
 - 21 November 2024, 1900, Fowler Bldg.
 - 19 December 2024, 1900, Fowler Bldg.
 - 23 January 2025, 1900, Fowler Bldg.
- f. Current Happenings & Updates: Youth Sports & Fitness Program
- i. Current Programs:
- Start Smart
 - Tuesdays and Thursdays
 - Fitness for the Toddlers and Pre-K youth
 - Home School PE
 - Monday and Wednesday
 - 19 youth enrolled
 - Tee Ball/Baseball Tue/Thurs
 - 29 kids in the program
 - Dodgeball Friday Nights
 - MST Rock Climbing Club
 - Thursdays 1600 to 1715
 - Dance Class
 - Performance Nov 21
 - 18 kids enrolled ages 7 to 14
- ii. Upcoming Youth Sports
- Winter Basketball Leagues
 - 25 youth currently enrolled in program

- Parent Orientation: 16 December
- iii. **Volunteer Coaches/Assistants needed for all age divisions.**
 - **If interested in the program and or volunteering, contact Child and Youth Sports and Fitness Office at 717-245-3354.**
- 4. Round the Room
 - a. Parents & Guests: Any questions, comments, etc.?
 - i. No comments.
 - b. CDC: Any questions, comments, etc.?
 - i. No comments.
 - c. MYC: Any questions, comments, etc.?
 - i. No comments.
 - d. Parent & Outreach/SLO/PCS: Any questions, comments, etc.?
 - i. Flu shot documentation due 1 December 2024 for all CDC children; SAC & MST children/youth who attend private school or who are home schooled or cyber schooled.
 - e. YS&F: Any questions, comments, etc.?
 - i. No comments.
- 5. Meet was adjourned at 1255. Motion to adjourn, 1st-Jacqueline Schultz; 2nd-Hilary Winnemore.
- 6. The next Parent Advisory Board (PAB) Meeting will be held on 12 February 2024 at 1230 via Teams. The call-in information for the meeting will be forthcoming via a CYMS email to all CYS members closer to the date of the meeting.
- 7. POC for the undersigned is 706-575-0213 or jessica.mchendrix@gmail.com.

Jessica Hendrix

Jessica Hendrix
Chairperson
Parent Advisory Board (PAB)