

**MFCCC Parent Steering Committee / Monthly Meeting**

Date: January 19, 2012

Time: 11:45 a.m. – 12:45 p.m.

Location: MFCCC

Meeting Called By:

Facilitator: Lee Ann Isbell, Director

Minutes Assigned:

Attendees: Parents: Heather Winfrey–Richman, Katie MacGreggor

Staff: Lee Ann Isbell

Excused: N/A Absent: N/A Guests: None

**Parent Steering Committee Fund Balance:**

Balance was \$13,379.78 as of November 30, 2011 & \$8,076.79 as of December 31, 2011. December disbursements include \$4,106.44 accrual to River City for Infant area toilets/sinks to complete QC grant project. *PSC funds are used to support PSC-sponsored activities, such as those discussed in these minutes.*

**Parent Steering Committee Fundraisers:**

- *Drink Pouches (Katie MacGregor):* Katie reports steady collections, nearly 500 so far. The company increased the minimum submission to 1,000 pouches. Katie will investigate cell phone and ink cartridge recycling, too.
- *Flower Bulb Sales (Julie Harms):* Julie shared information regarding flower bulb fundraiser. After some discussion, the committee decided against doing the flower bulbs at this time. It shipping costs were too high and anticipated participation may be low. The committee would like to continue to do the greeting cards though.
- *Kroger (Leads – Amy):* We have \$1,585 worth of reloads on Kroger cards. Need \$5,000 to get 3% check.
- *Monkey Joe's (Lead-Heather):* Thursday, January 19<sup>th</sup>, 2012 4-7 pm.
- *Scrip (Leads - Jennifer):* Profits for December = \$423.25 and January=\$14.50.
- *Target Visa – Taking Charge of Education (TCOE) =* Note that 1% of all Target purchases on a Visa Target card go to MFCCC and .05% of all Visa purchases go to MFCCC. For more information to link your Target Visa card with TCOE see Lee Ann.
- *Sweet N' Savory Snack Sales (Lead- Patti):* Cancelled for December and January.
- *Butterbraid & Cookie Dough (Angi Douglas & Marti McClure):* A few boxes of cookie dough are still available for purchase.
- *Pastry Puffs (Angie & Lee Ann):* Lee Ann has been contacted by a company that makes pastry puffs similar to Butterbraids. The advantages of their product are that the puffs are frozen in individual servings and can be baked straight from the freezer. The PSC will explore this as an option for Easter fundraiser. Lee Ann will get more info.

**Other Activities:**

- *Welcome Packets (Lead – Nicole) –* Nicole reports she did a round for new families starting between April 2011 to September 2011. Thirty-one new families participated, representing 35 children. She sent out another round of welcome packets for October 2011 to December 2011.
- *Quality Rating System (QRS):* The QRS assessment was completed on December 6<sup>th</sup> & 7<sup>th</sup>. The Bluebell, Violet, Teddy Bear, Balloon, and Rainbow Rooms were selected to be assessed, along with Lee Ann participating in the Program Administration Scale assessment. We will know results soon. Lee Ann would like to purchase gift cards for the teachers/staff to celebrate the QRS and to thank them for the extra effort they put into preparing for it.

- *Quality Counts Grant:* The project (toilets/sinks) in the Infant Area is complete. The project needed \$4,106.44 to complete the project. Thank you for contributing the PSC funds to this project.

**New Projects:**

- *Active Member Recruitment (Patti):* If we recruit member participation in the future, remember to request e-mail contact information. Heather contacted those who agreed to participate in Teacher Appreciation Week and received great response.
- *Teacher Appreciation Week (Heather):* The theme is Hollywood Walk of Fame. She plans to collect bio info with pictures, massages, catered meals, potluck meals, etc... The event will be may 2-6.
- *Employee of the Month:* Teresa Welton was recognized as Employee of the Month at Methodist. This is a huge honor of recognition for going above and beyond job expectations. Someone suggested that we have some type of EOM just for Child Care, where the employee will be spotlighted and given a gift card. Will discuss further.
- *Quality Counts Grant (Lee Ann):* Lee Ann attended a bidder's conference for a Quality Counts Grant in the amount of \$12,000. She reports that child care centers with a larger percentage of children receiving DHS child care assistance will be given a higher priority. We only have about 3%-5% of our children on the Child Care Assistance Program.
- *DCFS License Renewal (Lee Ann):* Lee Ann reports that DCFS is in the process of renewing our license. We have an interim licensing representative from Springfield because our representative retired and the Peoria area has a shortage of representatives.
- *Santa Breakfast:* The Santa Breakfast was quaint with a smaller group of families attending. The children enjoyed donuts and juice and parents enjoyed flavored coffee. Santa was given a \$25 gift card from the PSC to thank him for volunteering to come every year. The Pre-K and K children did not sing during the Santa Breakfast this year. They sang at the end of the day one day later in the month.
- *Teacher Resource Room (Lee Ann):* We want to be certain to keep this project on our list. It is a goal for the PSC. As funds continue to build, we will look closer at getting this project off the ground.
- *Capital:* Lee Ann reports that she has been give \$50,000 for capital improvements from Methodist for 2012. She will plan how best to use it with input from employees. We are all so grateful for the funds.

**Next Meeting: February 16<sup>th</sup> @ 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
Quality Rating System (QRS)	Lee Ann		Waiting for star level award.
Active Member Recruitment	Patti/Heather	Complete	Spreadsheet complete
Early Child Construction Grant	LeeAnn, Maureen, Jessica	Complete	MFCCC will not be applying for the grant
Fundraisers: Drink Pouches Greeting Card Sales Script Sweet And Savory Sale	Katy M. Julie H. Jennifer S. Patti	Ongoing Complete Ongoing Ongoing	Have 300-350 for submission Profit=\$390 Report Profits Report Profits
Quality Counts Grant	Lee Ann	Complete	
Welcome Packets	Nicole	Ongoing	