



11 Feb 2022

MEMORANDUM

From: Catherine Knapp, Youth Director with Oversight
To: Commanding Officer, U.S. Naval Station Rota, Spain *DB*

Subj: PARENT INVOLVEMENT BOARD MEETING MINUTES 8 FEBRUARY 2022

1. Child and Youth Programs (CYP) invited parents to attend a CYP Parent Involvement Board (PIB) meeting from 1200 to 1300 at building 1963, the Child Development Center (CDC).

2. In attendance:

NAME, TITLE

- a. Catherine Knapp, Installation Child and Youth Program Director
- b. Randy Lambert, School Liaison Officer
- c. Jacqueline Taylor, Training and Curriculum Specialist
- d. Signe Costales, School Age Care Program (SAC) Director
- e. Aaron Chapuis, Acting Teen Coordinator
- f. Christina Rodriguez, Child Development Center Director
- g. Amber Rolfson, Assistant Child Development Center Director
- h. Sylvia Smith, Child Development Center (CDC) Parent

3. Old Business:

- a. No old business.

4. New Business:

- a. Each attendee provided introductions to the group.
- b. Cathy Knapp then delivered an overview of the PIB and focused on the mission of the Board that is to generate opportunities for parents to be involved in CYP alongside their child/ren; these ideas are then incorporated into our annual Parent Participation Plan (PPP). Ms. Knapp explained that the meetings are held quarterly with the Commanding Officer in attendance at the meeting held in September. Lastly, we discussed the make-up of the board and that a parent chairperson needs to be appointed by the team.

- c. Cathy Knapp presented the Rewards Program and the benefits to our full time patrons. She explained that the points translate to discounts and even by attending this one meeting and becoming chairperson; the patron would earn the prerequisite 10 points to receive a \$30 discount to their childcare fees.
 - d. The management team then took the opportunity to go into more detail about their respective programs:
 - 1. Christina Rodriguez explained that the CDC provides care for children age 6 weeks to 5 years. She explained the training that the CDC staff undertake each year as well as the benefits of accreditation through the National Association for the Education of Young Children. She also introduced the parents to their Preschool Science, Education, Technology, and Mathematics (STEM) program.
 - 2. Aaron Chapuis described the variety of programming offered at the Teen Center to include facility-based programming that keeps teens active.
 - 3. Signe Costales briefed on the SAC program and how they support before and after care needs for kindergarteners through children age 12 years. She went on to describe the myriad of activities they offer the children to include STEM based activities. She also described the summer camp program that takes place during summer break.
 - 4. Randy Lambert was the last one to brief about the many ways he can support families with their child's educational needs whether they be transitioning in, out, and/or throughout their time in Rota. He supports all school age youth from Sure Start to College.
 - e. Mrs. Smith was very happy about the briefs because she heads up the sponsorship program for her command and this information will assist her in providing the best guidance to her team.
 - f. Cathy Knapp brought up again the requirement for us to have a parent chairperson and Mrs. Smith said she would be willing to take it on with support.
5. The meeting adjourned at 12:45 p.m. with the next meeting scheduled for May 7, 2022 at 12:00 p.m. at SAC, Building 41.

Cathy Knapp
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