



**DEPARTMENT OF THE AIR FORCE  
90TH MISSILE WING (AFGSC)**

**MEMORANDUM FOR PARENT ADVISORY BOARD MEMBERS  
CHILD AND YOUTH SERVICES PATRONS**

**FROM: PARENT ADVISORY BOARD CHAIR**

**SUBJECT: Quarterly Parent Advisory Board (PAB) Meeting Minutes**

1. **PLACE/DATE/TIME:** The PAB quarterly meeting convened at 1200hrs on 22 January 2020 in the Child Development Center.

2. **PARENT ADVISORY BOARD:**

Chair: MSgt Karen Hubley, 90 CES/CSS

Community Child Care Coordinator: Mrs. Joyce Cisneros

3. **ATTENDANCE:**

Lt Col Phillip Wheeler, 90 MSG/CD

Mrs. Jo Van Stockum, 90 FSS/DD

Mrs. Nancy Warner, 90 FSS/FSFY

Mrs. Deanna Black, 90 FSS/FSYY

Mrs. Celina Dausman, 90 FSS/FSYC

Mrs. Lyndsey Kennedy, 90 FSS/FSYY

Mrs. Ashley Lines, 90 FSS/FSYC

Mrs. Denise Warrior, 90 FSS/FSYC

Mr. Kevin Davis, 90 FSS/FSYY

Mrs. Ashley Wright, 90 FSS/FSYY

Mrs. Rebecca Rohner, 90 FSS/FSYY

Mr. Joshua Cooper, 90 FSS/FSYY

Mrs. Kayla Scobey, Parent

SSgt Elizabeth Wernecke, Parent

Ms. Jacki Scott, Parent

4. **PURPOSE OF MEETING:** To discuss upcoming events, program satisfactions, and provide recommendations for program improvement.

## 5. STANDARD AGENDA ITEMS:

- a. **SCHOOL AGE PROGRAM (Mrs. Lyndsey Kennedy)**
  - a. The School Age Program (SAP) is currently at full capacity with 72 youth enrolled and 8 on the waitlist.
  - b. **Spring Break Registration:** Public school's Spring Break is 30 March- 03 April 2020. Parents that would like to have their children attend during the school's spring break must register them during this time period as it is not automatic. Children will still be registered for Before & After care regardless of the spring break registration. Registration starts on Tuesday, 18 February on [militarychildcare.com](http://militarychildcare.com).
  - c. **2020 Armed Services YMCA Art & Essay Contest:** This contest is open for entries now and ends on 15 March for youth in grades 1st through 8th.
  - d. **Parent Participation Plan:** The parent participation plan for CY20 was approved by the board (Attachment 2).
- b. **YOUTH SPORTS PROGRAMS:**
  - a. **Basketball Season:** Early bird registration will be from 2-16 January with a cost of \$50. Registration fees will increase to \$55 after and end on 24 January. Practices will begin on 29 January. The season will run from 12 February to 13 March.
  - b. **First Steps Baseball (Ages 3-4):** Registration will be from 2-27 March with practice beginning on 30 March. Fees are \$35.
  - c. **Baseball Season (Ages 5-14):** Early bird registration will be from 1-15 April with a cost of \$70. Registration fees will increase to \$75 after and end on 24 April.
  - d. **Tennis Lessons (Ages 5-14):** Fees are \$35. Registration will be from 1-29 May with lessons beginning mid-June. Lessons will be held on Mondays and Wednesdays at 0900hrs.
  - e. **Golf Lessons (Ages 5-14):** Fees are \$35. Registration will be from 1-29 May with lessons beginning in June. Lessons will be held on Tuesdays and Thursdays at 0900hrs.
  - f. **Cheerleading (Ages 5+):** Seasons starts in March... more information to come.
  - g. **Call for Volunteers:** The Youth Sports Program is looking for coaches and officials to assist with all sports and age groups. If you are interested, please contact Mr. Kevin Davis.

- c. **YOUTH ANNEX (Mrs. Rebecca Fohner):**
- a. **Friday Late Nights:** On select Friday nights, the Youth Annex will stay open late for teens (13+) until 2100hrs.
  - b. **National “Feed the Birds Day”:** Monday, February 3rd, the Annex will open their doors to parents and siblings from 1630-1730. Families are invited to come make a bird feeder together to take home or hang outside of the annex. This is a free event.
  - c. **BGCA Local Art Show:** This event will be taking place on Wednesday, 12 February at the Cheyenne’s Artist’s Guild, 1701 Morrie Ave. This is a free event.
  - d. **Leap Day Lock-in:** The Annex will be hosting a lock-in on February 28th for both members and non-members. The youth will be making their own sub sandwiches for dinner, competing in a video game competition, playing board games, watching movies, and hanging out with friends. Registration fee for members is \$20 and \$25 for non-members. Registration will begin one week prior to the event.
  - e. **Youth Sponsorship Program:** The annex is in the process of getting a sponsorship program up and running. The youth will be assigned to help incoming youth around the same age as they arrive on base. This program will also match youth that are leaving the base.
  - f. **Teen Participation:** The annex is in the process of building the Keystone and Torch Clubs for the Boys and Girls Club. They have reached out to the local Jr. High school to try and reach more teens.
  - g. **National Youth of the Year:** Kasey Daugherty is the Youth Annex’s nominee for the National Youth of the Year. She will be participating in interviews/public speaking on February 11th. Ms. Daugherty will be an excellent representative for the FE Warren Youth Annex.
  - h. **Parent Participation Plan:** The parent participation plan for CY20 was approved by the board (Attachment 4).
- d. **CHILD DEVELOPMENT CENTER (Denise Warrior)**
- a. **Program Closures:**
    - i. 14 February: Family Day
    - ii. 17 February: President’s Day
  - b. **Give Parents a Break:**
    - i. Friday, 7 February (1730-2130)
    - ii. Saturday, 14 March (1200-1600)

- iii. Friday, 3 April (1730-2130)
  - c. **Parent/Teacher Conferences:** Conferences will start the first week of February. Teachers are reviewing and drafting the paperwork now.
  - d. **Parent Participation Plan:** The parent participation plan for CY20 was approved by the board (Attachment 5).
  - e. FAMILY CHILD CARE (Joyce Cisneros):
    - a. **New Provider Orientation Training (Attachment 10):** The next course is tentatively scheduled for 3-7 February 2020. If interested in becoming a FCC provider, please contact Mrs. Joyce Cisneros for more information. If there are any members interested in becoming a provider but are unable to attend, they will work with them to get them trained.
    - b. **Brown Bag Parenting Workshops:** (Attachment 9) Presented by the Child and Youth Behavioral Military and Family Life Counselors.
      - i. Location: The Family Child Care office, Bldg 266, 7205 15th Cavalry
      - ii. Children are welcome to attend. There is a child play area where parents can see their children play while class is in session.
    - c. **Parent Participation Plan:** The parent participation plan for CY20 was approved by the board (Attachment 6).
  - f. WOMEN, INFANT, & CHILDREN (WIC) BRIEF (Sharon Brugger - A&FRC)
    - a. WIC is a federally funded program that provides food to women (pregnant, 6mo postpartum, & breastfeeding), infants, and children up to five years of age.
    - b. This program is income based... applicants must have income at or below an income level or standard set by the state agency. The income standard must be between 100 percent of the federal poverty level but cannot exceed 185 percent.
    - c. Applicants must be seen by a health professional who will determine whether the individual is at nutrition risk. This means that the individual has medical based or dietary based conditions.
    - d. Ms. Brugger has a location in the Airman & Family Readiness Center (A&FRC) bldg and there is also a location in downtown Cheyenne.
8. ADJOURNMENT: Meeting was adjourned at 1300hrs.
9. NEXT MEETING: The next meeting will take place on 22 April 2020 at 1200 in the Youth Center (Attachment 7).

11. If you have any questions or concerns regarding this matter, please contact MSgt Karen P. Hubley at DSN 481-3825, commercial (307) 773-3825, or by e-mail at [karen.hubley@us.af.mil](mailto:karen.hubley@us.af.mil).

KAREN P. HUBLEY, MSgt, USAF  
Chair, Parent Advisory Board

10 Attachments:

1. General Meeting Agenda
2. Youth Center Parent Participation 2020
3. After-School Quality (ASQ) Meetings 2020
4. Youth Annex Parent Participation 2020
5. Child Development Center (CDC) Parent Participation 2020
6. Family Child Care (FCC) Parent Participation 2020
7. Parent Advisory Board Meetings
8. PAB Sign-in Roster
9. Brown Bag Parenting Workshops
10. Family Child Care Advertisement

JOYCE E. CISNEROS, CIV, USAF  
Coordinator, Community Child Care