



Satellite Advisory Committee Meeting Agenda and Minutes

Tuesday, March 10th, 2020

6:15 – 8:15 pm

2096 Red Arrow Trail, Madison 53711

Present: Tami DuFrane, Abby Abrisham, Shannon Davis, Jillian Clemens, Amy Christianson

1. Building Unity Together – 2020 Professional Development Series:

The 2020 professional development calendar was shared with Advisory Committee members. This includes the following events (and many will be held at the new Pinney Library!):

- Wednesday, April 1st – Introduction to Trauma Informed Care
- Wednesday, April 15th – Business Practices Community of Practice
- Tuesday, April 28th – Stabilization Focus Group Meeting
- Wednesday, May 6th – Farm to ECE: Food, Farming and Fun!
- Wednesday, May 20th – Early Childhood Education EdCamp and Provider Appreciation
- Wednesday, June 3rd – WMELS and the Natural World
- Wednesday, June 24th – Parade of Homes
- Wednesday, July 1st – Conscious Communication and Non-violent Communication
- Wednesday, August 5th – Conversations at the Bébé Café
- Wednesday, September 2nd – Coops 101: Starting Your Own Business
- Saturday, September 26th – Satellite training with Lea Denny
- Wednesday, October 7th – Why Invest in Child Care Programs
- Wednesday, November 4th – How Does Denmark Guarantee child care for every child in Denmark?
- Wednesday, December 2nd – End of the Year Celebration

Ideas were gathered for potential providers to be featured at the Parade of Homes, paying providers a stipend, and inviting community members to highlight quality family child care. Additional ideas included having painting or gardening for the provider appreciation event. Information was also shared about participation in the SEQUAL (Supportive Environmental Quality Underlying Adult Learning) survey for family child care providers through WECA.

2. 2020 Satellite Budget:

Satellite Advisory Committee members reviewed the 2019 Budget/Actual and 2020 Budget document.

2020 Revenue line items include:

- City of Madison grant
- Provider fees
- Dream Up
- UW Partnership
- Other (conference fees)

2020 Expense line items include:

- Salary and wages

- Fringe benefits
- Contractual and consultation
- Occupancy
- Transportation
- Supplies and food
- Other (insurance, professional development, copying/printing, etc.)

Additional revenue for 2020 includes the Dream Up funds used for shared services. Discussion about shared services revenue in the future, and moving funds from staff training/technical assistance to provider/peer training.

3. Recruiting Satellite parents to the committee:

Satellite continues to look for parents to join the Satellite Advisory Committee. This is a requirement in the system standards and with the City of Madison. Flyers were shared at the annual meeting in January, and information was included in the Satellite newsletters. Additional information will again be sent out to providers to continue to recruit parents for the committee.

4. Other Items:

Discussion about the new Satellite consultant, staffing arrangements and provider/consultant assignments. The Satellite staff will be having a retreat on March 25th to work on provider assignments. Following that meeting, providers will be notified about consultant assignments that may have changed.

Updates were shared about TB testing, which is currently required every 2 years through Satellite, along with health exams. Licensing rules require an initial TB test and physical exam, and no subsequent exams are needed. Satellite will get clarification from the City of Madison on this, and will report out to providers how often TB tests and health exams will be required going forward.

5. Adjourn

Meeting was adjourned at 8:15 pm.

Upcoming 2020 Meeting Dates (6:15-8:15 pm):

- Tuesday, June 9th
- Tuesday, September 8th
- Tuesday, December 8th (social gathering)