

13 Dec 19

MEMORANDUM

From: Catherine Knapp, Youth Director with Oversight
To: Director, Fleet Readiness, U.S. Naval Station Rota, Spain *TK*
12/13/19

Subj: PARENT INVOLVEMENT BOARD MEETING MINUTES 10 DECEMBER 2019

1. Child and Youth Programs (CYP) invited parents to attend a CYP Parent Involvement Board (PIB) meeting from 1200 to 1300 at building 41, School Age Care (SAC).
2. In attendance:
NAME, TITLE
 - a. Catherine Knapp, Installation Child and Youth Program Director
 - b. Randy Lambert, School Liaison Officer
 - c. Angela Hamill, Training and Curriculum Specialist
 - d. Signe Costales, School Age Care Program Director
 - e. Melissa Anderson, Acting Teen Coordinator
 - f. Xylene Lennon, Child Development Center (CDC) Parent
3. Old Business:
 - a. No old business.
4. New Business:
 - a. A brief presentation was provided by Cathy Knapp on the focus of the PIB and how a parent's participation can benefit their child.
 - b. The group discussed ways that we can encourage parents to participate in CYP events, suggestions were as follows:
 - i. Offering the PIB at the end of the day and provide dinner for all participants.
 - ii. Piggy back parent education events with the PIB.
 - iii. Have their children perform at the event and conduct the PIB at the beginning of the event.
5. The meeting was adjourned at 1300 with the next meeting scheduled for March 10, 2020 at 1200 at School Age Care, building 41.


Cathy Knapp