

Space Family Education, Inc.
Board of Director's Open Meeting
August 10, 2000

REPORTS

Director

Staffing

New Hires: Interviewing to replace resignation. Substitute list is low so trying to fill that up as well.

Resignations: One

Other:

Operations

Facility: State inspection visit is 8 am Tuesday August 15th. Have several more items that need to be fixed. There is also some construction that remains (shelving in the smaller kids rooms, etc). There are also a few items that need to be addressed such as the mirror that needs to be moved as was promised in the original scope of work. Still working on ideas for room names and mural ideas. We also may need a refrigerator in the Older Infant room.

Summer camp is over (August 4) and was again very successful. Some bills are still coming in for the cost of the vans but the net earnings should be \$20M. There is a short-term problem with where to store the equipment, games and stuff. The old building would be ideal but NASA wants that building vacated so we may need to use the old Kindergarten.

The contractor USA will be having a company workday on September 22nd and has offered to send people to the day care. Planting trees was one suggestion - others will be developed and sent over.

The issue of cost of lunches for teachers and parents was discussed. It was decided that teachers would be charged \$2 and parents \$3.

Special Events: Ribbon cutting with NASA senior staff will be 2 pm Wednesday, August 16th. The Grand Opening starting at 5 pm will follow this. Ms. Hirning had notices made up and asked members to hand out to interested parties (old board members, NASA employees that played a part in the planning and construction, etc.). The web site will also be used and Ms. Gomez will help contact parents whose kids will be joining us after new building opens. Food will be provided by Jakes (the center's food service provider) and will include BBQ and samples of the items to be served in the cafeteria. Ms. Gomez and Mr. Goeken will coordinate drinks.

Ms. Hirning and Mr. Goeken are working on a packet to hand out to all parents with children coming to the center that will include room assignments, general info and pin numbers for the logging system.

Other: Ms. Hirning is working with Vicki Cantrell on a new handout package. Ms. Hirning indicated that there would be some new policies for the new center. These include items like all people entering the infant rooms will remove their shoes. More will be developed as needed.

Committees

Education Curriculum (Kristy Hirning)

All books ordered are here. Needed to order more for Pre-K. Ms. Hirning has booked music and Spanish enrichment for Younger-2s and up. The cost will be under budget. She is using

new suppliers for these services as the previous ones were not adequate. She is also looking for a sign language instructor (any leads would be appreciated).

The computer resources and needs were discussed. We have a computer lab with 16 computers that will be networked and have access to the Internet. Only Ms. Hirning and Shelly will have e-mail addresses. The computers located in the rooms are stand-alone units. We have some educational software but much of it is in bad shape (CD's damaged, etc). We need to inventory what we have and look into a CD burner to back up new software as it is purchased. We also probably need a parent committee to recommend titles. In the interim the Goekens will follow up on some information Ms. Hirning has on educational software.

Playground: The playground will be complete August 13th.

NASA will be finishing the road along side the day care so Mr. Boyes will look into having the track around the old space play stuff re-asphalted and the cost of adding a small scale basketball court. We have about \$4000 left on the grant. There is a question about how to spend the remaining grant money and how long we have to decide.

Newsletter and WebPage: (Louis Nguyen)

A number of ideas were discussed for adding to the web page including: staff lists and birthdays, copies of the handbook and policies, phone numbers. Louis Nguyen says that info can be added and updated quickly.

Room Captains

Room 1: (Ron Clayton; Alternate, Cindy Cross)

No Report

Room2: (Ray Gomez; Alternate, Mark Gibb)

No Report

Room 3: (Tom Allen; Alternate, Pam De La Cruz)

No Report

Room 4: (Lori Garcia; Alternate Michael Janas)

No Report

Room 5: (Karen Pickering; Alternate, Bobbie Swan)

No Report

Kindergarten: (David Goeken; Alternate, Gretchen Thomas)

No Report

Board Members

Policies and Procedures: (Gretchen Thomas)

A number of new people are leaving (6) due to a variety of reasons (transfers, staying home, etc.). They must give notice before 8/22. In addition:

- Kindergarten has one opening and no waiting list.
- Pre-K is full and only 2-3 are waiting.
- Early Pre-K is full.
- Older two's: 1 opening and several folks on the list.
- Younger two's: still have 6 openings and no one on the list. We can work with the younger ones of the Older 2s and back fill. This has always been the hardest age to fill.

- Older Toddlers, Younger Toddlers and Younger Infants: each has one opening. The next name on the Younger Infants is twins.
- Older Infants: Full

The issue of increasing the size of the older classes was discussed and tabled pending the start of the term. After the opening has been accomplished we will review the demand and the options.

Secretary: (Lynn Buquo)
Out of town

Treasurer: (Susan Gomez)
Due to the early date of this month's meeting there is no report. The bills have not yet finished clearing. There do seem to be several areas over and under budget.

Vice President: (David Goeken)
Mr. Goeken has a meeting scheduled with the insurance company to update the policy. Ms. Gomez will try to attend as well.

President: (Tim Boyes)
Mr. Boyes reported that Parent Watch would be out soon to hook up the cameras. They will also provide for the DSL fees. Watch-Me-Grow did refund parents for unused service time. They have also been notified to come out to the center to pick up their outside cameras.

SFEI Members

Walk-ons:

BUSINESS

Old Business

New Business:

The next meeting will be September 21, 2000
Room Location: Bldg. 45, rm 351.