

**Space Family Education, Inc.  
Board of Director's Open Meeting**

*Director Report*

**Staffing**

**Resignations:**

Ms. Tricia Youngman plans to resign at end of May.

**New Hires:**

Dr. Julie Howard was hired to be the new sign language teacher. She is offering sign language lesson/class for parents.

**Other:**

Ms. Hirning is working on the staffing plan for the summer. She will have the teacher room assignments for the summer when she is finish.

**Operations**

**Facility:**

Early in the morning about a week ago, JSC had a 'funny' smell drifting across the Center. The children were evacuated for a short time to the old building, B210. The Security people did a good job of blocking the road and keeping incoming parents out until it was safe for the children to return to the building.

One parent questioned about how soon the road (north end of 2<sup>nd</sup> Street) will be reopen for returning traffic from the childcare center. Ms. Hirning said that she would ask someone about it.

Ms. Hirning reported that recently the childcare center was inspected by the State. The State Inspector was very thorough, but did not find any major problem with the school. The school did very well. The State Inspector found only minor things; the first aid kit on the school bus did not have a tweezers, and a missing patch on one of the play surfaces. Ms. Hirning said that she had already bought one, and that she would put it in the first aid kit. Also from the inspection, Ms. Hirning found out that she had lost the fire evacuation/drill log sheet. She will keep looking for it.

**Special Events:**

Teacher Appreciation Week is May 3-7.

Spring Picture is scheduled for May 4<sup>th</sup> and 5<sup>th</sup>. May 4<sup>th</sup> is for rooms 1, 2, and siblings. The pictures should be back for purchase on May 20<sup>th</sup>.

May 26 is graduation.

June 1<sup>st</sup> is the start of summer camp. Ms. Hirning expressed concern that she would be very busy that week because of summer camp and annual General Membership Meeting. Ms. Hirning asked whether the General Membership Meeting has to be scheduled in the first week of June. Mr. Nguyen said that the By-Laws required it to be such, and that he would review it to see if it could be changed.

**Other:**

No report

***Committees Report***

**Education Curriculum**

Rooms 2 and 3 want to buy/subscribe to a new curriculum. The cost is about \$30 per month for one year. Ms. Gomez said that she would review the budget and come back with a decision later.

**Playground**

The sand boxes are fixed. Ms. Hirning reported that the NASA people brought the dirt last night, but they were brought in those small golf cart-sized trucks. She doesn't believe it was enough. Ms. Hirning said that she would look into asking for more dirt.

Some parents questioned about the safety of the X-38 play structure. Both parents and teachers have reported safety issues with it. Those at the meeting agreed that the X-38 play structure might not be appropriate and safe for the children. Ms. Hirning had the action to see if she could get it hauled off.

**Newsletter and Webpage**

Ms. Hirning reported that the newsletter is coming out and asked if the Board has anything to contribute. The answer was no.

A comment was made complementing the curator of the webpage. Everything is updated and looking very nice.

**Room-1**

No report

**Room-2**

No report

**Room-3**

No report

**Room-4**

No report

**Room-5**

No report

### **Room-6**

No report

### **Room-7**

No report

### **Room-8**

One parent wanted to share the spring break fieldtrip experience with group. Parents reported that too many consecutive fieldtrips and no naps might be too much for the children.

Ms. Hirning said that she would let the teachers know.

### **Room-9**

No report

## ***Board Members Report***

### **Policies and Procedures** (Jennifer Lewis)

Ms. Lewis reported that Kindergarten for next school year is full with 17 children signed up.

Ms. Lewis said that she had talked with the Clear Lake Baptist Church people about using their facility as an evacuation cite for our school, but they lost her agreement letter at their last meeting. The Clear Lake Baptist Church people said that they'll meet this coming April 18<sup>th</sup> and will let her know next week. Ms. Lewis had not talked with the Hilton people yet.

Ms. Lewis handed out draft proposals to change the illness readmission policy for discussion. A question was asked about who gets to vote on the policy change. Ms. Gomez said that regarding policies the Board will vote, but parents should bring up concerns and issues to discuss at these meetings. Some parents expressed issue with the late distribution of the proposals. Ms. Lewis apologized for the lateness, and said that the Board should discuss the matter today and that she would update the proposals with comments and inputs and redistribute the information to parents with sufficient time before next BOD meeting. It was agreed to discuss the proposals to see if it should be revised or added with additional clarification information.

Comments were made about minor illnesses and problems such as allergies that may show fever symptoms, and the difficulty for parents and teachers to diagnose illnesses. Mr. Nguyen reported receiving phone call from a parent unable to attend the meeting expressing similar concern regarding fever and specifically fever relating to age group. The parent suggested referring to the American Academy of Pediatrics' chart on temperatures relating to fever for children. Ms. Lewis reminded everyone that illness policies are already there in the handbook, and that these proposals are aimed to address and enforce readmission of sick children to prevent repeated dismissals and to possibly prevent the spreading of illnesses.

A comment was made that the proposed changes may be more ambiguous versus current policy. The problem may lie with some parents not following the current policy. Comments concerned the additional description of the 24 hours may not help solving the problem. One

parent pointed out that teacher might be sick and not taking sick leave. Ms. Hirning stated that the school would enforce teachers' behavior.

It was agreed that Ms. Lewis would review the current write up of the proposals and incorporate the 30 hours, replacing the 24 hours, staying home period. Other suggestions included; simplifying the proposals and deleting the third proposals regarding 'Illness Criteria for Denial of Service', to include doctor's note agreeing that the current state of the illness is not contagious if the child is to return to the school, and that the 30 hours staying home period applies to vomiting and diarrhea too. Ms. Lewis had the action to revise the proposals based on the discussion and agreements. Parents will have the opportunity to review the revised proposals before the Board vote on the policies next month.

**Treasurer** (Susan Gomez)

Ms. Gomez reported that the fiscal year 2003 audit (ending in April 2003) is finally complete. The 2003 taxes are turned in. The childcare center made about \$40K profit from last year summer camp.

Ms. Lewis mentioned that Ms. Conder (SFEI member) suggested putting some of the profit money into capital spending/planning to save from having to pay tax. Ms. Gomez said that we shouldn't have to pay tax on it because we are a non-profit organization, but that she would look into it.

Ms. Gomez handed out the financial report, and said that we are doing well with about \$80K in the bank, the most we ever had. Again, Ms. Gomez stated that the Exchange loan repayment is not showing up correctly and needed to be re-coded.

**Secretary** (Louis Nguyen)

Mr. Nguyen said to look for the Director Performance Evaluation in May. He is putting that together and will try to make it electronically like the Board of Directors election with the help of Ms. Judith Sanders from ISD.

Mr. Nguyen reminded everyone that the annual General Membership Meeting is scheduled for Tuesday, June 1<sup>st</sup>, in Building 16, Room 111. Any proposed amendments to the By-Laws must be submitted to him by April 29<sup>th</sup>. He will distribute the information on the General Membership Meeting and the proposed By-Laws amendments to the general membership by May 15<sup>th</sup>.

**Vice President** (Erica Vandersand)

No report

**President** (Susan Gomez)

Ms. Gomez reported that we've just bought another school bus of the same size. We have a new \$50K loan for the school bus.

Mr. Nguyen asked about the planned replacement for the stove. Ms. Hirning reported that she's still working with the people from Sysco to buy one.

Ms. Gomez shared her expansion plans for the facility after we finish paying back the Exchange loan. She wants to discuss with NASA about our plans and needs. The plan for now is to expand the infant wing with at least 4 more rooms, and maybe constructing a gymnasium or a facility for summer camp. Ms. Hunt said that she had sent an email to her boss, Ms. Natalie Saiz, about our plans, and that she would help arrange the meeting with the appropriate NASA officials.

### *SFEI Members Report*

#### **Walk-ons**

#### **Old Business**

A question was asked about the status of old 'Turk', the horse for children. Ms. Gomez said that it would have to be a liability decision, legal and life science people must be involved. Ms. Gomez will continue to pursue the question with Mr. Dan Remington in legal.

A question was asked whether parents are required to volunteer their times and efforts because of our non-profit status. The answer is NO\_that it's not required.

Mr. Nguyen was asked if the Director Evaluation would be done electronically. Mr. Nguyen said that he would work with Ms. Sanders from ISD to see if it could be done electronically.

Ms. Thompson-Fowler reported that the computer refresh is done, and that the computer operating software would be automatically updated over the network as long as they are powered up on Wednesday. Ms. Thompson-Fowler clarified that the childcare center computers are outside the JSC firewall and that the teachers would be able access their personal emails.

#### **New Business**

None

#### **Attendance**

Erica Vandersand  
Jennifer Lewis  
Shelly Schroeder  
Kristy Hirning  
Susan Gomez  
Dianna Ritter  
Janine Bolton  
Scott Dunham  
Alene Farrar  
Candy Hunt  
Jennifer Mason  
Valerie Thompson-Fowler

The next meeting will be May 20, 2004

Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM