

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

**December 19, 2005**

*Safety Report*

**Director & Vice President**

Ms. Hirning reported one incident with a teacher tripped and fell over a cardboard box. The teacher seemed to be okay.

A question was asked whether the Center reported the two head injuries. Ms. Gomez and Ms. Hirning were not aware of two injuries. Ms. Gomez said that the incident involving the windowsill was reported at last month meeting, and asked for more information on the second injury. No one in the room seemed to know.

Ms. Hirning answered that NASA has the work order to install padding on the windowsill, but they have not given her a completion date.

Ms. Gomez said that she would provide the monthly accident and illness report for the webpage. Ms. Gomez reported that nothing is out of the ordinary, except for biting, which seemed to only big thing for the month.

A question was asked about the new carpet. Ms. Hirning said that the carpeting/flooring in Room 2 done, and that the carpets in other rooms were also cleaned.

Ms. Hirning reported at some parents purchased and donated six new thermometers to the Center.

*Director Report*

**Staffing**

**Resignations:**

Ms. Hirning reported that Mr. Warren in Room 9 resigned. He graduated and will start working for a school district. Ms. Lian will work in Room 9 until the start of summer. Ms. Hirning answered that she usually find teacher/staff through WeeCare, a service providing temporary childcare staff, or through word of mouth referral.

Ms. Hirning said that Ms. Vanessa plans to return to work part-time starting January 17<sup>th</sup>. She said that she would keep Mr. Chester for the time being, as long as the budget will allow.

**New Hires:**

No report

**Other:**

No report

**Operations**

Ms. Hirning reported that the patch for the playground walkway is done.

**Facility:**

No report

**Special Events:**

No report

**Other:**

No report

*Committees Report*

**Education Curriculum**

No report

**Playground**

No report

**Newsletter and Webpage**

One parent reported that the yearly activities on the webpage are out of date (has 2004 information). Mr. Nguyen took the action to inform the webmaster.

**Room-1**

No report

**Room-2**

No report

**Room-3**

No report

**Room-4**

No report

**Room-5**

“Good.”

**Room-6**

No report

**Room-7**

No report

**Room-8**

No report

**Room-9**

No report

***Board Members Report***

**Policies and Procedures** (Liana Rodriggs)

Ms. Rodriggs reported that the opening in Room 7 was recently filled, and that we still have two openings, one in Room 4, which will be filled, and one in Room 8, which she'll advertise in the JSC-Today.

Ms. Rodriggs said that the updated Parents Handbook is in printing, and we'll have it soon.

Ms. Rodriggs reminded everyone that registration for 2006-2007 kindergarten is in January, she would follow similar registration process as in the past and inform Pre-K parents.

Ms. Rodriggs said that she would start the committee to work on the SOP in January.

**Treasurer** (Miranda Scroggins)

Ms. Scroggins reported that financially we are doing better. She said that we should plan on yearly tuition increase to cover increasing expenses such as insurance and raises.

Ms. Scroggins said that she want to work on a 5-year budget, which will have a separate Summer Camp budget. She's still working on answering a few budget related questions from the last month meeting. She believes that the answer has to do with the bus loan and she's hoping to get some answers from the accountant. Ms. Scroggins has amortized the bus loan payment for the budget.

Ms. Scroggins was asked about state of the reserve. She replied that we currently have a healthy reserve, about \$57K. She explained that the rule of thumb is to have over 3% or the annual expenses (i.e. \$30K for a \$1M annual expense).

**Secretary** (Louis Nguyen)

No report

**Vice President** (Susan Gomez)

No report

**President** (Melanie Saunders)

Ms. Saunders reported that last Thursday the Board had a meeting with NASA to go over the results of NASA's independent assessment/investigation. Ms. Saunders said that the accident investigator, Mr. B. Richard, said that our playground is one of the best he had seen so far. He believed that the teachers did a good job of supervising the children on that day. Based on his analysis, he believed that the injury was more consistent with a jump rather than a fall. He believed that the play structures and the fall zone are fine and adequate. He believed that the teachers were distracted for about 11-13 seconds for the accident to happen. His

recommendations include a proactive safety program with training and drill/simulation of safety incidents, a better accident reporting form (currently catered more for illnesses), and revise procedures to have clear and consistent policies. His investigation did not find any failure on the part of the staff that contributed to the accident or injury. Overall, he had many positive comments for the Childcare Center and staff.

Ms. Saunders relayed the findings and suggestions from Ms. Judy Carnahan-Webb, who performed the independent assessment of the Childcare Center operation for NASA. Ms. Webb reported many positive findings about the Center, and especially the staff. She complimented on the curriculum and programs. Ms. Webb expressed concerned about the moral in general and attributed to the unclear chain of command from management. She believed that the Childcare Center Director should be in charge, and that the Board and members should not bypass the Director. Ms. Webb recommendations include the Board working with the Director on establishing a clear chain of command, and a comprehensive position description for the Director. Ms. Webb recommended having clear policies and procedures for the Director and parents. Ms. Webb said that in some situations, it is better to say no to the parents by saying, “we just cannot meet all your needs, perhaps...”

Ms Webb also added encouraging news about NAEYC accreditation plan and the opportunities for local Directors to meet with NAEYC representatives. Ms. Saunders reported that she was contacted by the childcare center Director from Glenn Research Center, asking about NAEYC accreditation, and said that we would share our knowledge and work with them.

Ms. Saunders recapped that the investigation did not find any negligence on the part of the Childcare Center, or any issue with the school. Ms. Saunders said that we plan to follow up on the recommendations to improve, and that we would use the recent survey to determine how to best serve our members.

A question was asked whether the investigation and assessment reports would be posted for members to see. Ms. Hunt replied that NASA owns the reports, and to protect the confidentiality and privacy of those involved the reports will not be posted. A follow up question asked how would the membership know about the outcome of the investigation/assessment. Ms. Saunders said that the meeting minutes would capture what she reported.

Ms. Saunders asked to review the results of the recent survey on Special Events and Fundraisers. Ms. Gomez summarized the results of the Special Events survey. Mr. Nguyen summarized the results of the Fundraisers survey. Mr. Nguyen said that he would collect these and make it available for the webpage. Ms. Saunders thanked those participated in the survey and recognized that the survey was not well developed/written. Ms. Saunders expressed recognition and thanks to those worked hard on fundraising for the Center.

A parent asked how many families responded in the survey and how do we know if we have a consensus from those few responses. Mr. Nguyen said that we received 32 responses from about 80+ families. Ms. Saunders replied that we can only ask and the members will respond as they have inputs and time.

Ms. Saunders reported that the Board is working on the MOU with NASA. She has provided inputs to NASA, and she will put this topic on the agenda for the January meeting.

An answer was provided on the outcome of the raffle fundraiser \_based on ticket sales we collected about \$800.

### ***SFEI Members Report***

#### **Walk-ons**

A question was asked on the status of this year summer camp. Ms. Saunders replied that currently we do not have a facility for summer camp, and that we would have to work on finding a place. Ms. Hirning said that she does not have any particular place/plan yet.

A follow up question asked how much does summer camp make. Ms. Gomez replied that from past years, summer camp makes a net cash of about \$50K, not counting depreciations, etc...

A question was asked has the Board prepared for or planned for a lawsuit from the accident. Ms. Saunders answer that the Board is not aware of any pending lawsuit, and that NASA has offered help with mediation if it comes to that.

Ms. Hunt introduced Ms. Rene Hasson, who will work with her to cover the liaison job between NASA and the Childcare Center. Ms. Hunt said that she would still be involved with the MOU work.

One parent asked for an update on the NAEYC accreditation. Ms. Hirning said that NAEYC has recently accepted our annual report, and said that we're in compliance and still NAEYC accredited. Ms. Hirning said that she has order two other accreditation kits and she is reviewing them. Ms. Saunders said that Ms. Hirning should study the accreditation options and come back in January to present to the Board. Ms. Saunders said that she would ensure that the MOU would have something mutually acceptable to both SFEI and NASA.

#### **Old Business**

None

#### **New Business**

None

#### **Attendance:**

BOD: Louis Nguyen, Susan Gomez, Liana Rodriggs, Melanie Saunders, Miranda Scroggins  
SFEI Staff: Kristy Hirning, Shelley Schroeder, Joy Wood, Teresa Aguirre, Nancy Coppedge, Ricki Reynolds

NASA Liaison: Candace Hunt, Rene Hasson

Members: Jennifer Mason, Scott Dunham, Cady Coleman, Maria Murphy, J. Davis, Lois Ward, Gloria Cybulski, Jane Gensler, Debbie Berdich, Alisha S.

The next meeting will be January 19, 2006  
Building 111 Conference Room - 11:30 AM - 1:00 PM