

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

**November 30, 2006**

*Safety Report*

**Director & Vice President**

***Injury Incident:***

A child received a splinter from one of the outdoor picnic tables on the JSC CCC playground. The parent of the injured child requested that the tables be repaired such that they did not produce splinters. Kristy called the NASA maintenance contractor, Dynacorp, to see if they would fix (sand) the tables. The tables are owned by JSC CCC so it is unclear whether Dynacorp will be willing to repair them. Dynacorp has yet to respond. If Dynacorp does not agree to fix the tables, Kristy will find an alternative to repair the tables.

***VPP Audit:***

The NASA liaison, Rene H., reported that there is a NASA VPP Audit coming up in early 2007. During the audit, the staff at the JSC CCC may be questioned about their required and voluntary training and incentive programs related to safety. Rene requested an updated listing of all safety training that the JSC CCC staff has received. Kristy took an action to update the training records and verify that all JSC CCC staff are up to date. If not, additional training should be scheduled prior to the audit.

*Director's Report*

**Staffing**

***Resignations***

- No resignations

***New Hires***

- Last month, Laura G. was hired to replace Teresa A. in Room 1. Laura G. was previously employed at the JSC CCC as a full-time floater.
- Monica was hired to replace Laura G. as a new full-time floater. Monica has previously worked as a substitute teacher at the JSC CCC.
- Stephanie P. was hired as a teacher in Room 2 to replace Deana who resigned in October. Stephanie P. has not previously worked at the JSC CCC.

***Other***

- Joy, one of the teachers from Room 8, will be out for 8 weeks with broken femur bone. The injury occurred at home.

## **Operations**

### ***FACILITY MAINTAINANCE***

***Cyberflex Playground Padding:*** The resurfacing of the Toddler 2 playground is complete. The Cyberflex representative said the infant playground would only need re-sealing. The areas around the older playground and under the toddler swings need to be re-surfaced at a cost of \$10k and \$4.5k respectively. The estimate for the total near-term playground padding maintenance is \$20k, ~\$5k more than budgeted. However, instead of the original 5-year resurface schedule quoted, resurfacing is only required every 15 years with sealer coats in the interim. Kristy will provide all payment information and timing of completions of phases of the project to Miranda to capitalize the expenditures and properly depreciate the assets.

Kristy noted that the next most immediate need for playground re-surfacing is the older playground. Miranda approved the \$10k expense for the re-surfacing the older playground whenever it can be scheduled.

***Fencing:*** NASA replaced the entire back fence of the playground. Later, a large dip was noted developing under the fence. NASA is now filling the dip.

***Computers:*** The computers in the JSC CCC computer lab will be refreshed in February 2007. Since flat panel monitors have already been provided, the monitors will not be replaced. The new computers will only have a CD, not floppy, drive. If material on a floppy needs to be accessed, the JSC CCC owns 2 external floppy disk drives.

The printer in the computer lab was refreshed with a color printer. Replacement cartridges for the color printer are very expensive, on the order of \$1000 for a complete set. IRD has agreed to pay for the initial cartridges. To keep recurring expenses down, Melanie requested that controls be put in place such that color prints are made only when necessary and the default printer setting be set to black/white. When required, Miranda suggested bringing empty cartridges to "Cartridge World" next to Wal-Mart on El Dorado for refilling at a discounted price over purchasing new cartridges.

### ***SPECIAL EVENTS***

***Thanksgiving Feast:*** The Thanksgiving Feast was held for Rooms 4-9 starting at 4pm on November 16<sup>th</sup> at the JSC CCC. There was good parent turnout for the feast and a lot of comments about the format being improved over previous feasts held at the Gilruth Center. However, there were some complaints from Room 3 parents that they would like to be included in the feast next year. Kristy agreed to consider.

***Santa Visit:*** Kristy announced that the previous JSC CCC Santa would be unable to participate this year so a new Santa was solicited. Melanie noted that she would see if Mike Coats (NASA/JSC Center Director) would be interested.

***Christmas Caroling for NASA Event:*** Room 7 will be singing Christmas carols for a NASA organization holiday event held at noon in the Gilruth Center on December 6<sup>th</sup>. Tammy G. requested that, in the future, permission be asked of the parents as to whether they approved their child participating in the caroling. In addition, for this year, she requested that a list of the holiday songs to be performed be provided to the board and director. With the acceptance of the religion-neutral policy at JSC CCC last spring, any carols taught to and sung by the children should be secular and not religious in content.

***JSC CCC Staff Evaluations:*** Kristy noted that it is time to solicit feedback and evaluations of the JSC CCC staff from members. She asked if she needed to send last year's evaluation form to the board for review/updates or just send, as-is, to the membership. Melanie stated that using last year's form again without review would be acceptable.

### ***Committees Report***

#### **Education Curriculum**

No report

#### **Fundraising**

***Original Artworks Fundraiser:*** All products ordered during the original artworks fundraiser were delivered to the members.

***Linda's Fundraiser:*** The fundraiser held for JSC CCC staff member Linda, to assist during her medical absence, raised \$424. Linda wrote a thank you card to the parents and staff for the monetary gift. The card was circulated at the board meeting.

***Holiday Gift Baskets:*** A recommendation was made and accepted NOT to have a holiday gift basket raffle in December due to all the other activities and monetary requests that occur in the month. Instead, a gift basket fundraiser will be held in February for Valentines Day. Any rooms that have already started assembling items to include in a gift basket should save them for the Valentine fundraiser.

***Box Top Fundraiser:*** Box tops are due in February 2007. In honor of the 10-year anniversary of the Box Top Fundraiser, certain items will have increased value this year. Melanie recommended that an easel be put up in the JSC CCC lobby informing members of the box top fundraiser and, in particular, the special items to look for and provide.

***Wish List:*** Lisa B. has completed the current JSC CCC wish list and will post to the JSC CCC website soon.

#### **Standard Operating Procedures (SOP)**

No report.

## **Newsletter and Webpage**

Thomas A. has obtained access and is now the primary webpage manager for the JSC CCC. Lisa B. remains the backup webpage manager.

The JSC CCC newsletter was distributed and posted to the JSC CCC website in November. The board and staff commented on how nice the newsletter was. With the completion of the November newsletter, the volunteer newsletter editor resigned. Liana will be contacting parties who have previously expressed an interest in taking on this volunteer position.

## **Expansion**

Susan G. (former SFEI Board President) has agreed to act as the initial chair of the newly-formed Expansion Committee. Much work has been done in past years to study expansion options. This information will be used as a foundation for further expansion studies. Susan kicked-off the committee by briefly summarizing previous expansion ideas and providing a file of previous work on the subject. Melanie thanked Susan for the information and agreed to seek a new Expansion Committee Chair for future work.

## ***Room Reports***

### **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**

No report

## **Room-9**

No report

### ***Board Members' Reports***

#### **Policies and Procedures** (Liana R.)

Liana was unable to attend the board meeting. No report.

#### **Treasurer** (Miranda S.)

Miranda presented the Year-to-Date (YTD) August financial statements showing the main school running at a net loss of \$29K. SFEI recognized most of its expenses on a cash basis until the physical year end on April 30. Miranda reported that due to \$66K in checks deposited on the second week of September, half of which could have been deposited in the month August, the revenues through August were understated. Therefore, she estimated the YTD August statements should have reflected a net income of \$4K-\$5K for the main school on a cash basis.

The preliminary report on the 2006 summer camp was completed with a net income of \$1K. Due to the increase in facility expenses of about \$5K, the 2006 summer camp was budgeted at a loss and Miranda was glad to see that SFEI broke even on this event. However, after the meeting, an error was discovered that only the first 4 months of depreciation expenses for the two school buses were included in the preliminary report. The revised 2006 summer camp will be a net loss of \$15K as of the end of the physical year when the total depreciation is included.

Miranda reported that two members contacted her directly about whether Kindergarten expenses qualified for reimbursement under employer Flexible Spending Accounts. The specific questions asked were: How much of SFEI Kindergarten tuitions were applicable to the before/after school care and how much was applicable to Kindergarten school education expense, an item currently not reimbursable under FSA. After extended research, Miranda explained that SFEI Kindergarten tuition could not be readily separated into itemized expenses such as, food, education, etc. (that were normally not reimbursable based upon IRS publications) and, therefore, must be treated as a whole; that SFEI is a daycare center with more than 6 kids enrolled; and that SFEI is not a "school" by the IRS's definition. As a result, Miranda concluded that the entire Kindergarten tuition can be reported as dependent care expenses. Miranda advised the members to discuss this matter fully with their tax consultant as needed. In addition, recent publications on the subject will be posted to the SFEI webpage.

Miranda reported cash balance as of the October bank statement of \$57K.

**Secretary** (Tammy G.)

Tammy presented the results from the Kindergarten Poll distributed in September. The presentation will be made available on the JSC CCC website.

**Vice President** (Debbie B.)

Debbie was unable to attend the board meeting. No report.

**President** (Melanie S.)

***Daycare Accreditation:*** Melanie noted that she would be drafting a letter to Natalie S., Director of NASA's Human Resources Office and Rene H., NASA's SFEI Liason, formally requesting concurrence on a switch from the current SFEI accreditation agency, NAEYC, to a different agency, NACCP. The reasons for the switch will be included in the letter (and have been presented at previous SFEI board meetings).

***Presentation of Gifts:*** The current board members presented gifts to previous board members, Susan G. and Louis N., thanking them for their many years of exemplary service to SFEI and the JSC CCC. In addition, Susan G. and Louis N. presented gifts to all current board members as a thank you for volunteering for the important job of serving on the board.

**Member Walk-Ons**

None

**Attendance:**

***BOD:*** Tammy G., Melanie S., Miranda S.

***SFEI Staff:*** Kristy H., Shelly B.

***NASA Liason:*** Rene H.

***Members:*** Jennifer M., Amy E., Susan G., Louis N.

**The next meeting is scheduled for January 18, 2007  
Building 111 Conference Room – 11:30 AM - 1:00 PM**