

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

October 26, 2006

Safety Report

Director & Vice President

Injury Incident: A toddler in Room 2 fell and cut head. The parents were notified immediately and decided to pick up the child and take them to the doctor. The doctor determined that the injury was not serious. The parents thanked SFEI staff for notifying them of the concern.

Monthly Incident Report: Debbie B. (VP) completed but did not present the monthly incident report at today's board meeting but the information will be posted to the JSC CCC website. Currently there is no one available to make web postings. The board is working to resolve. Before the next board meeting, the incident report will be updated with October data.

Fall Festival: A parent notified a board member of a safety concern that during the fall festival, both sets of double doors at the front of the JSC CCC were propped open potentially allowing children to get out and anyone to get in. Kristy responded that there were so many people coming in and out during the festival that she decided to prop the doors open and have the JSC CCC receptionist monitor the door for people entering and leaving. The board agreed that this is acceptable as long as the doors are constantly monitored.

Director's Report

Staffing

Resignations

- Teresa A (Room 1) resigned effective October 25, 2006. A going-away luncheon and cake reception was held on her last day.
- Deana (Room 2) gave her resignation effective October 31, 2006.

New Hires

- Sylvia G. was hired as the new JSC CCC receptionist to replace Nancy C. She can be reached on the NASA global email.
- Laura G. was hired to replace Teresa A. in Room 1. Laura G. has been employed at the JSC CCC as a full-time floater.
- Kristy H. is actively searching for a replacement for Deana.

Other

None

Operations

FACILITY MAINTAINANCE

Work Orders: Sylvia G. is now managing all maintenance work orders for the JSC CCC. She has been very successful with coordinating maintenance activities and making sure work is getting done.

Cyberflex Playground Padding: SFEI paid a deposit to begin work on the Cyberflex Playground Padding. Resurfacing will begin on the Toddler 2 playground and should be initiated by the next board meeting. Due to misunderstandings in the frequency of required maintenance and the JSC CCC playgrounds that will be resurfaced this year, Kristy and Miranda will meet to discuss the long term costs of Cyberflex to make sure it is properly captured in the budget.

Fencing: NASA replaced the entire back fence of the playground at no cost to the JSC CCC. The new fence is better/sturdier than the original fence.

Drainage Repair: The drainage ditches along the front and side of the JSC CCC are being re-dug. This work was initiated and coordinated by NASA and has no impact on the JSC CCC.

SPECIAL EVENTS

Fall Carnival: The fall carnival was very successful. There was a \$9 fee for each child to participate in the festival to cover supplies and entertainment. One parent suggested that all special event fees for the whole year be combined and added to the original supply fee requested at the beginning of the year to avoid having to make small payments throughout the year. Kristy will consider this approach for future years.

Thanksgiving Feast: In response to the negative feedback collected when the Thanksgiving Feast was held at the Gilruth Center in past years, the Feast will be held at the JSC CCC this year. The Feast for each room will be staggered across days and times to allow kids and parents to eat in the JSC CCC cafeteria and/or the individual rooms. Kristy is still finalizing the times but the dates will be Wednesday through Friday, November 15, 16 and 17. Parents will be asked to bring side dishes while the kitchen supplies the turkeys.

Trick-or-Treating at NASA: In celebration of Halloween, kids from the JSC CCC will be Trick-or-Treating on Friday, October 27. Rooms 1-4 will be Trick-or-Treating through the rooms at the JSC CCC beginning at 8:45a. Rooms 5-9 will be Trick-or-Treating at NASA, outside and through the lobbies of buildings 1, 12 and 45. For the kids in Rooms 5-9, the buses will begin loading at 9:15a and leave the daycare by 9:30a.

Several parents/grandparents have asked if they can accompany the children on the Trick-or-Treat parade if they don't have NASA badges or only have a pink badge. The Director and Board were not aware of any security restrictions but would look into it for future events.

Summer Camp: Kristy signed a contract with the Clear Lake Recreation Center to host Summer Camp 2007. A planning meeting will be held in January 2007 to work the details including membership priority and eligibility. Kristy suspects there will be a lot of interest in SFEI's 2007 summer camp from the parents of students enrolled in last year's YMCA summer camp which was held at the Clear Lake Rec Center. Registration will occur in March 2007.

Other

Kristy H. requested a digital camera for the school. The camera will be added to the wish list. If any members can donate a digital camera, Kristy would greatly appreciate it.

Committees Report

Education Curriculum

No report

Fundraising

Cookie Dough Fundraiser: The cookie dough fundraiser grossed \$10k, the highest sales from this fundraiser ever. JSC CCC gets 50% of the gross sales. Each room has their own total. 50% of the money raised in each room goes towards purchases for that room. 40% of the proceeds raised in each room go into the fundraising account. The remaining 10% of the proceeds from each room go towards the newly-created Long Term Improvements Fund. All of the proceeds from cookie dough sales from children on the waiting list will go towards the Long Term Improvements Fund.

Gift Basket Fundraiser: The gift baskets raffled off at the fall festival raised over \$400. Kristy H. will use this money to host a Christmas dinner for the SFEI staff.

Original Artworks Fundraiser: The original artworks fundraiser has raised \$400 for the JSC CCC so far. This amount was somewhat disappointing to the fundraising committee. As this is the first year the original artworks fundraiser has been held, there were a number of suggestions to improve participation. First, provide parents more advance notice including encouraging parents to save their favorite art pieces from their children to use later for the artworks products. In addition, it was recommended to have this fundraiser in the spring timeframe when there is not so much activity and costs associated with new enrollment at the JSC CCC and holiday events.

NASA's CFC Program: It is currently open season for NASA's Combined Federal Campaign (CFC) charity program. NASA employees and contractors may make donations to SFEI through this program. The code associated with donations to SFEI is #4099. A reminder including this code number will be sent out to the room captains. The code number is also posted on the JSC CCC website and information about the opportunity to donate to SFEI through CFC was sent out in JSC Today announcements.

Contractor Donations: The letter drafted by Jennifer M. and provided to members to submit to their respective, non-NASA companies to request donations for SFEI has resulted in a \$1000 donation to SFEI from Jacobs Sverdrup. Thanks to Jacobs Sverdrup and to SFEI member, Wei L., for submitting the letter!

“Sippy Cup” Golf Tournament: A golf tournament fundraiser, The Sippy Cup, is in the planning stages. More to come.

Standard Operating Procedures (SOP)

Liana R. (Policies and Procedures Board Member) reported that due to other more pressing SFEI board issues the SOP was not completed this month. She hopes to bring the updated SOP to the next board meeting and release the SOP shortly thereafter.

Newsletter and Webpage

The primary webpage manager, Manoj M., now works off-site and no longer has access to post items to the webpage due to firewall restrictions. Jennifer M. is working through the NASA Information Systems Directorate to re-establish his access. As a result Lisa B. is now the primary webpage manager. In the meantime, Liana R. has identified a backup webpage manager, Thomas A., from the wait list. Finally, the new JSC CCC receptionist, Sylvia G., also expressed interest in learning how to post to the webpage and getting access. The Board agreed that having a member of the SFEI staff that can post to the webpage would be very beneficial. Jennifer M. will be seeking access for Thomas A. and Sylvia G. as well. All requests for access are submitted to NASA via a Service Request.

Kristy reported that a JSC CCC Newsletter will be coming out soon. The newsletter will be posted on the JSC CCC website and sent to the room captains for distribution.

Room Reports

Room-1

No report

Room-2

School administration, teachers and parents of biter are continuing to work a biting issue in Room 2. Various options are being considered to resolve the problem.

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

The Room 7 teachers sent home letter to the parents of children in Room 7 regarding the excessive aggressive behavior in the room. The continued behavior is disruptive to the class and has resulted in injuries to the students. The teachers have requested that parents assist in the solution by emphasizing non-aggressive behavior at home.

Room-8

No report

Room-9

A new Kindergarten student will begin class on November 1, 2006.

Board Members' Reports

Policies and Procedures (Liana R.)

Waitlist/Migration: A new Kindergarten student will begin class on November 1, 2006 bringing the total number of students in the class to 15 students. The new student will turn 5 this month. The resulting class will consist of seven 4-year-olds, seven 5-year-olds and one 6-year-old.

Due to maturity, a child was migrated from Room 4 to Room 5 raising the head count in Room 5 from 14 to 15, still within square footage and teacher-student ratio guidelines. The vacancy in Room 4 was filled by a child from Room 3. As a result, an offer has gone out to a member on the waiting list for enrollment in Room 3.

The current number of children enrolled at JSC CCC is 130. The current number of children on the waiting list at the time of this meeting is 178.

2007 Kindergarten Registration: A letter and form was sent to enrolled members in Rooms 7 and 8 to sign up for the 2007 Kindergarten Waiting List. The letter describes how priority is established to fill the Kindergarten spots. Refer to the letter and/or the parent handbook for details. Those members with children in Rooms 7 or 8 who would like to secure a spot in the 2007 Kindergarten class, should have their form turned in to Sylvia G. by December 1, 2006. After this date, additional, in-house students will be added to the bottom of the waitlist on a first-come, first-serve basis. In-house registration will begin on January 8, 2007 by paying a non-refundable fee of \$245 which covers materials and the first week's tuition. If the class is not filled from the in-house list, open registration for members on the general waitlist and for non-members will begin on February 5, 2007. After reading the letter and consulting the parent handbook, specific questions on the Kindergarten registration process should be addressed to Liana R.

Annual Membership Renewals: The \$25 SFEI annual membership dues are overdue as of October 1, 2006. Past due notices were sent out to 69 members on the waitlist and 28 members of enrolled students with a final deadline to pay set for Friday, October 27, 2006. If responses to the past due notices are not received, delinquent members will be notified that they will be removed from the waitlist or that their child cannot remain enrolled.

Treasurer (Miranda S.)

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

Secretary (Tammy G.)

Due to complications with her pregnancy, Tammy is currently on bedrest. She is working from home and can best be reached via email. Consult the NASA global distribution list for email address.

Vice President (Debbie B.)

Gate List: Issues were identified in the maintenance of JSC CCC gate list which is kept by NASA security and allows designated SFEI member contacts to enter the NASA facility. Debbie is working to resolve the issues and will then transition maintenance of the improved, master gate list to Sylvia. In addition, Debbie has written a work instruction on how to maintain the gate list. There are a few more updates to the gate list required before it will be finished. Updates will be made based on a review of hardcopies of contact information on file and/or email requests sent to affected members.

Membership List: Debbie is also assembling a master member email distribution list which she will also transition to Sylvia once finalized. Maintaining a global membership list broken down into enrolled and waitlist members is an important job. The list must be constantly monitored and updated to assure successful communication with all SFEI members.

Kindergarten Poll: Due to a number of issues raised with the Kindergarten poll, Debbie is continuing to work with the poll administrators to perform integrity checks on the data. However, preliminary data that appears to be accurate shows 64% of members favor retaining Kindergarten while 36% favor eliminating it. If this result holds true after the final data checks, the current board will no longer consider eliminating Kindergarten. All results from the Kindergarten study including motivation, historical research, staff and member feedback, proposed migration plans, accounting analyses, poll results, etc. will be assembled in a final board report for documentation of this effort. The report will also include recommendations on how to minimize the financial impact of not having a full Kindergarten class in future years.

Daycare Accreditation: The JSC CCC is currently accredited under NAEYC until February 2007. However, some of the dues and products required for accreditation are now overdue as a result of the indecision on whether to keep accreditation with NAEYC or start new accreditation with NACCP. The SFEI Board supports a change to NACCP for the reasons documented in the 2006 SFEI Annual Report presentation available at http://www1.jsc.nasa.gov/childcare/SFEI2006_AnnualReport.pdf. However, NASA concurrence, which is yet to be received, is required to change accreditation organizations.

Melanie has meetings with NASA next week to resolve this issue.

Expansion Committee: Per last month's meeting recommendation, a JSC CCC Expansion Committee will be formed. Susan Gomez (former SFEI Board President) has agreed to act as the initial committee chair and bring forward all expansion ideas and data assembled by previous board members and volunteers. 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 will kick-off the committee summarizing existing expansion data and presenting a preliminary plan/schedule at the next membership meeting.

Long Term Improvements Fund: A percentage of all fundraising activities will be reserved for a newly-created savings account, the Long Term Improvements Fund. Pending the outcome of the expansion study, money from the Long Term Improvements Fund may be used to expand the JSC CCC. If based on the expansion committee findings, expansion is not considered a feasible option, money from this newly-created fund may be used for other JSC CCC improvements such as facility upgrades.

Shelly will work with Miranda to determine how to set up and manage the Long Term Improvements Fund.

President (Melanie S.)

Due to illness, Melanie was unable to attend the board meeting. Her report was summarized by Debbie, the Vice President.

Member Walk-On

Tim L. mentioned that his wife has been involved with studies in childhood obesity and may be a good source for the JSC CCC kitchen staff and parents to get the latest information on child nutrition. Tim L. said he would provide further information to the SFEI Director and Board.

Attendance:

BOD:

Tammy G. (via telecon), Liana R., Debbie B.

SFEI Staff:

Kristy H., Shelly B.

Members:

Tim L., Amy E.

**The next meeting is scheduled for November 30, 2006
Building 111 Conference Room – 11:30 AM - 1:00 PM**

Please note that next SFEI Membership Meeting will not occur at the regular, standing meeting time (3rd Thursday of the month from 11:30p-1p) because it conflicts with the JSC CCC Thanksgiving Feast.