

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

September 21, 2006

Safety Report

Director & Vice President

Gas Leak: A gas leak was detected coming from a valve behind the kitchen stove Friday, September 15 at the JSC CCC. All children and personnel were evacuated from the JSC CCC immediately. NASA maintenance people were called and responded quickly. The gas was shut off and the faulty gas pipes were repaired/replaced within an hour.

Melanie Saunders (President) noted that the method by which NASA administration is notified of a safety incident, such as the gas leak, needs to be clarified. Liana Rodriggs (Policies and Procedures) will add a process for notifying NASA of a safety incident to the Standard Operating Procedures (SOP) for the JSC CCC.

Safety and Health Plan: Per stipulations of the Memorandum of Understanding (MOU) between SFEI and NASA, SFEI provided a safety and health plan to the NASA Safety & Mission Assurance Directorate. Rene Hasson (NASA liason) reported that the plan was accepted and the action is considered closed.

Monthly Incident Report: Debbie Berdich (VP) was unable to present the monthly incident report at today's board meeting but will post to the JSC CCC website.

Safety Announcement: There have been a couple of recent recalls on hooded sweatshirts with drawstrings posing strangulation hazards to children. Parents were reminded of the dangers.

Director's Report

Staffing

Resignations

Sarah G. (Room 8) resigned effective September 13.

Nancy C (receptionist) put in her resignation effective October 6. Kristy Hirning (Director) is actively looking for a replacement. The teachers are tentatively planning to have a going-away luncheon for Nancy on October 3. Melanie noted that members and kids will want to show their appreciation for Nancy as well and encouraged suggestions.

Teresa A's (Room 1) re-location status is still uncertain but resignation is not imminent.

New Hires

Debbie S., a current full-time JSC CCC substitute teacher, has been hired to fill the vacancy in Room 8 left by Sarah G.

Other

No report

Operations

Facility

Maintenance: Kristy noted that Cyberflex playground padding resurfacing will start on the Two's playground first. Kristy also noted that the Pre-K/K playground was not included in the original re-surfacing estimate. However, a Cyberflex representative clarified that resurfacing is expected to be required only every 15 years, not every 5 years as originally planned. The long-term cost estimates for the Cyberflex upkeep will need to be recalculated based on this updated information.

Computers: Dianna Ritter (Infant and Toddler Coordinator) now has a computer and an email account (email address in NASA global list, dianna.l.ritter@nasa.gov).

Other JSC CCC computer needs will be added to the JSC CCC wish list.

Special Events

Grandparents Luncheon: Grandparents luncheon is occurring today and tomorrow and, so far, is running very smoothly.

Summer Camp: Kristy is negotiating the contract with Clear Lake Recreation Center to host Summer Camp 2007. Melanie is working with Kristy on this effort. The recreation center includes a pool, air-conditioned gym, several rooms and an eating area.

Other

None.

Committees Report

Education Curriculum

No report

Fundraising

Jennifer Mason (Fundraising Committee Chairperson) gave a status on the recent work of the Fundraising Committee including upcoming events, new fundraising ideas and a proposal for initiating an expansion fund (see attached Fundraising Committee Report).

Jennifer clarified the rules imposed by NASA on JSC CCC fundraising. JSC CCC can use JSC Today and the JSC CCC website for fundraising announcements but cannot use NASA email. In addition, no posters or flyers can be posted in NASA buildings (other than the JSC CCC) during CFC solicitations. Jennifer noted that SFEI now has a process set up for how to obtain NASA approval for SFEI fundraising activities.

Jennifer asked that Kristy and Melanie approve and sign the letter she provided to for parents to submit to their respective, non-NASA companies to request donations for SFEI. Private companies/contractors have donated to the center in the past.

Standard Operating Procedures (SOP)

Liana Rodriggs (Policies and Procedures Board Member) reported that she hopes to bring the updated SOP to the October board meeting and release the SOP by the end of October.

The JSC CCC emergency evacuation site agreements with St Paul's and Clear Lake Baptist Churches were renewed for a 2-year term. An agreement was not renewed with the Hilton Hotel for 2 reasons, frequent management turnover at that site and the belief that 2 sites (in opposite directions) is sufficient for JSC CCC evacuation needs.

Newsletter and Webpage

Kristy reported that a JSC CCC Newsletter will be coming out in a week or two.

Liana reported that several updates have been made to the JSC CCC webpage including new room captain and tuition information. Looking for parent volunteers to update individual room pages.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

2 external floppy drives were recently provided to JSC CCC by NASA/IRD. Per request, one floppy drive was setup in room 5 (the other was provided to Nancy C).

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members' Reports

Policies and Procedures (Liana Rodriggs)

Waitlist/Migration: Liana is currently working to fill recent openings in rooms 3 and 4. She does not expect any difficulties in filling the spots.

Kindergarten enrollment is up from 12 students at the beginning of the school year to 14 now. The parents of 1 student heard about the opening from JSC Today. The parents of the other student heard from a flyer circulated at Boeing. Both children are younger than 5 but are meeting with Ms. Ramsey to verify that they are ready for the Kindergarten curriculum.

Treasurer (Miranda Scroggins)

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

Secretary (Tammy Gafka)

Membership Dues: A memo requesting payment of annual SFEI membership dues (\$25) was e-mailed to the membership distribution on September 5th for payment due by October 1st. If any members did not receive the notice contact Tammy Gafka (tammy.l.gafka@nasa.gov) for details/form.

After distribution of the membership dues memo, there was some confusion among the membership as to who is obligated to pay the dues. All member families including those with children enrolled and those on the waitlist are required to pay annual SFEI membership dues, \$25 per family (not per child). This will be clarified both in the SOP and in future releases of the membership dues memo.

Vice President (Debbie Berdich)

Kindergarten Poll: The Kindergarten poll was distributed to members last week. The content in the poll was written by the board but the poll itself including its mechanics and website design was administrated by representatives in the NASA Human Resources Department acting in a volunteer capacity. The people who administered the poll were invited to today's board meeting but were unable to attend.

After releasing the poll, it was determined that an authentication code verification step was left out of the polling process which would have resulted in members receiving an error message if they submitted duplicate inputs. In addition, if members forwarded the poll to other members or spouses (only one poll response is permitted per family), the authentication code would have prevented those inputs from being submitted. Therefore, with the current poll, it is possible to receive duplicate inputs from a single SFEI family. However, poll administrators have confirmed that duplicate entries can and will be screened out by referencing the identification code associated with the poll response. Only the first poll response submitted from a specific identification code will be tracked. The identification code is a computer generated number so member confidentiality will be maintained as the duplicate responses are screened out.

Any members who did not receive the poll and would like to respond should first consult the other parent to see if the poll was sent to them. Only one poll invitation was sent to each member family. In addition, any members who were forwarded the poll from another member (as opposed to receiving the poll directly from the poll administrators) should contact Debbie Berdich immediately for an official poll. Responses to forwarded polls will register as a duplicate poll response from the member who forwarded the poll message. The poll deadline will be extended for any members who were unable to give a valid response due to technical problems with the poll.

The board has also been individually following up on returned poll emails including invalid addresses, full inboxes and "out of office" notices to assure that all members have an opportunity to provide poll input.

Although the raw data from the poll currently includes duplicate entries, preliminary results indicate that there has been high participation in the poll. Even after duplicate entries are eliminated, the board expects good turn out. The SFEI staff was also given the opportunity to respond to the poll. As of yesterday afternoon, half of the staff had provided inputs.

A question was raised at the meeting as to whether a poll email received on a work email account but then forwarded to a home email account and responded to from home would register as a valid response. Debbie replied that she thought it would as long as it was the first response associated with the official email. Debbie will verify with poll administrators. Another question asked was whether, after completing poll, members should have gotten a "submission received" notice or confirmation email. The answer was no but Debbie will look into whether confirmation emails can be sent out after results are collected (while still maintaining confidentiality).

President (Melanie Saunders)

Kindergarten Issue: The information sheet and accompanying poll designed to get SFEI membership feedback on retaining Kindergarten at JSC CCC was sent to the membership. The board spent a lot of time constructing the poll which included multiple reviews by select SFEI members and staff to assure that the information sheet objectively presented the various sides of the issue. As a result, it took longer to get the poll out to the members than anticipated. As stated at the August 2006 board meeting, the board targeted the end of September 2006 as the due date for a Kindergarten decision that would affect the 2007-2008 school year. The board has decided that there is not enough time remaining in the month of September to adequately assess the poll inputs and integrate the findings with other data collected on the topic to make a decision on Kindergarten for the 2007-2008 school year. Therefore, KINDERGARTEN WILL BE AVAILABLE AT JSC CCC FOR THE 2007-2008 SCHOOL YEAR. Note that the September 2006 deadline was set out of fairness to those members planning to use the Kindergarten in 2007 including those who had previously accelerated children based on the fact that a Kindergarten program would be available at JSC CCC in 2007.

In the meantime, the board will continue to assess the data collected on the topic and determine if a change is warranted for the 2008-2009 school year and beyond. Poll results and data considered in the Kindergarten decision will be discussed at upcoming board meetings and made available to members. Note that a *decision* about retaining Kindergarten will not be delayed a year. A decision will be made for the 2008-2009 school year and beyond as soon as all the facts are available and weighed.

Melanie noted that an email will be sent out to the general membership regarding the status of the Kindergarten program, the fact that it will remain in place for the 2007-2008 school year while the board continues to evaluate the poll results and assess the demand for and impacts of a change. In addition, the board will determine the amount and deadline for non-refundable deposits for those children planning to enroll in Kindergarten for the 2007-2008 school year.

Religion-Neutral Policy: Last Spring, a religion-neutral policy was officially adopted at the JSC CCC. Despite this policy, the SFEI staff has decided to retain the A Beka phonics curriculum, a Christian-based curriculum, due to its superior content in comparison to other phonics curriculums. SFEI staff developed a strategy for continuing to use the curriculum while removing the religious content. Specifically, religious words and phrases printed on A Beka worksheets will be “whited-out” or “struck-thru” prior to distribution to the students. This approach was preferred over making photocopies of “whited-out” sheets because the color is deliberately used on the worksheets to enhance learning. Due to the cost, color copies were not considered a feasible option. In the meantime, the SFEI staff will be assessing longer term solutions and, if deemed necessary, work with the board to determine a process by which a new curriculum would be adopted.

Daycare Accreditation: The board discussed changing the JSC CCC accreditation standard from NAEYC to NACCP with NASA representatives. In addition, Melanie confirmed that the NASA/GRC changed from NAEYC to NACCP accreditation for the same reasons that JSC CCC has identified (See 2006 SFEI Annual Report presentation at http://www1.jsc.nasa.gov/childcare/SFEI2006_AnnualReport.pdf). Melanie has an action to find out what accreditation standard is used at the other NASA daycare centers and why.

Expansion Committee: Melanie recommended discussing the formation of a JSC CCC expansion committee at the next board meeting. Much work has been done in past years to study expansion options. This information should be used as a foundation for further expansion considerations.

Attendance:

BOD:

Tammy Gafka, Liana Rodriggs, Debbie Berdich (via telecon), Melanie Saunders

SFEI Staff:

Kristy Hirning, Shelly Bentley

NASA Liason:

Rene Hasson

Members:

Amy Ellison, Lisa Swanson, Terry Canada, Karen Canada, Linda Loerch, Jill Lin, Tim Straube, Susan Gomez, Jennifer Mason

**The next meeting is scheduled for October 26, 2006
Building 111 Conference Room – 12:00 PM - 1:30 PM**

Please note that next SFEI Membership Meeting will not occur at regular, standing meeting time (3rd Thursday of the month from 11:30p-1p) because it conflicts with NASA's Safety and Total Health Day Stand-down.

SFEI Fundraising Committee Report
Sept 21, 2006

Committee members: Shelly Bentley, Lisa Blok, TQ Bui, Melissa Campbell, Tracy Costello, Gloria Cybulski, Amy Ellison, Jane Gensler, Kristy Hirning, Linda Loerch, Jennifer Mason, Dianna Ritter, Veronica Saucedo, Miranda Scroggins, Jack Webster

Fundraising totals for the past 2 years have been approximately \$11-12K, excluding events dedicated to teacher medical costs, which raised over \$5000.

Upcoming events:

- Scholastic Book Fair – Sept 19-29; JSC Today announcement approved by Legal Office.
- Cookie Dough Sale – Oct 2-13; delivery before Thanksgiving. 50% benefits rooms; 50% goes toward playground expenses. Sale during CFC has been approved by Legal Office; no onsite advertising allowed during CFC (dates TBC). Some parent feedback that cookies don't taste good; committee will investigate other companies for next year.
- Original Works artwork by our kids – orders will be delivered early December – in time for holiday gifts!
- Fall Festival Basket Raffle – Oct 20; Ms. Dianna is coordinating. ***Donations of new items and gift cards are needed!***
- Updated Room Wish List
- Fundraising website
- Spring Fair (scheduled April 20) with room crafts, ice cream social, birthday cake for SFEI, Senior Staff/Center Director invited

Other event ideas:

Golf Tournament; virtual garage sale via eBay; bake sale; art auction; wine tasting; fishing tournament; babysitting nights during holiday shopping

Expansion Fund Proposal:

The FR committee proposes an Expansion Fund be established to start building the resources that are needed for a future expansion effort and also to provide an incentive for waitlist members to participate in the SFEI FR events.

- We propose that 10% of every event be designated to that fund and that sales by the waitlist members also be dedicated to it, partially or in whole. Right now, they have little incentive to sell things like cookie dough that benefit a specific room when their children don't attend. If they were contributing to an Expansion Fund, they would have more incentive to participate and to help sell items.
- In addition, we propose that SFEI investigate providing after-school care for Gilruth, which could also benefit the fund.

Submitted by
Jennifer Mason