



SPACE FAMILY EDUCATION, INC

Annual Report

General Membership

June 16th 2011

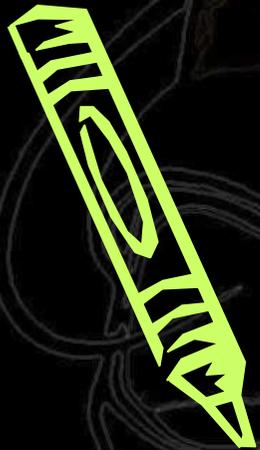
Agenda

✦ SFEI Annual Report

- Director
- Board Members

✦ Board of Directors Election

✦ Future Course (discussion)



Child Care
Center

SFEI Annual Report: Director

- ✘ **State of the School**
- ✘ * **Inspections by State Licensing**
- * **U.S.D.A. Food Program**
- * **NASA HQ Audit**
- * **NASA Guidelines**

Brooke Stephens

Child Care
Center

SFEI Annual Report: Director

✧ Past Year Educational/Enrichment Activities

Enrichment (included at no additional charge):

*All Ages, twice a week: sign language, music and movement

* Rooms 6-9: High Tech – High Touch Science, Spanish, IXL Computer Technology

*In House field trips: Puppet shows, trail riders, and plays

*Extracurricular activities (fee basis): Tumble bus, Karate, Dance Tree, FastrackKids, Soccer Tots

*Field trips for educational purposes: Moody Gardens, Theater, Old School House

Brooke Stephens



SFEI Annual Report: Director

✦ Special Events

Open House
Grandparent's Luncheon
Book Fair
Fall Festival
Trick or Treat Parade
Thanksgiving Feast
Santa and Easter Bunny visits
Mardi Gras Parade
Go Texan Day BBQ
Rodeo (clowns, bunnies, trail riders)
Individual, sibling, graduation and class pictures
Hearing and Vision Screening
Earth Day Celebration
Arbor Day – Plant a tree day
Muffins for Mom
Teacher Appreciation Week
Pre-K Graduation
Donuts for Dad
Parents Night out
Dinner to Go

Brooke Stephens

Child Care
Center

SFEI Annual Report: Director

Summer 2011

- ✘ **Summer Program with limited fees**
- ✘ **Parents pay for only field trips off-site**
- ✘ **Additional activities**
 - Summer science class and weekly performance
- ✘ **Purchasing equipment for summer versus renting each time**
 - Popcorn and snow cone machines

Video Monitoring System

- ✘ **ParentWatch was replaced with an in-house video monitoring system managed by a volunteer administrator parent**
- ✘ **Improved image quality and reliability**
- ✘ **Required a \$2K initial investment and eliminated recurring monthly cost**

Brooke Stephens

SFEI Annual Report: Director

✘ SFEI Annual Report: Director/Waitlist

Status of Enrollment Enrolled

- ✘ 122 children enrolled as of May 2011
- ✘ Current enrolled families have been told of their child's fall placement

Wait List

- ✘ We have 93 children on the wait list
- ✘ Migration offers for fall went out in May will be completed in August
- ✘ 25 waitlist families have accepted positions
- ✘ Still needing 2 more students for rooms 5,6 and 7
- ✘ Expected 99-100% enrollment for 2011-2012

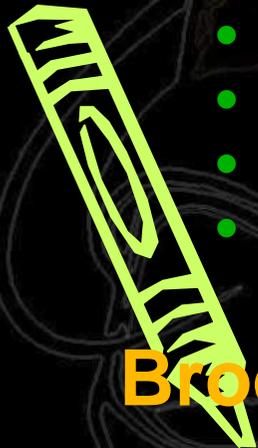
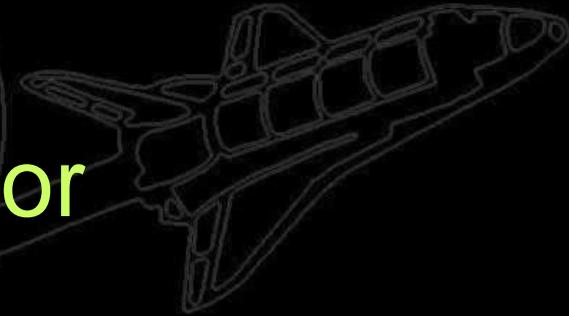
Brooke Stephens

SFEI Annual Report: Director

Plans for Next Year

- ✦ **Beginning discussion for NEW multipurpose building**
- ✦ **Possible uses for new building**
 - Daily P.E./ fitness class
 - Indoor playroom for bad weather days
 - Auditorium for performances
- ✦ **Income that new building would generate:**
 - Transform current indoor playroom into “classroom 10”
 - Summer Camp 5-13 yr olds
 - Holiday Camps 5-13 yr olds
 - After School Program 5-13 yr old

Brooke Stephens



SFEI Annual Report: End of Year Recognitions

- ✦ ***Ms. Mary Campos for 10 years of caring for our children and dedicated member of the SFEI family***
- ✦ ***Ms. Brooke for “Dedication to Improving the JSC CCC and Prompting it into a High Quality Educational Facility”***
- ✦ ***Ms. Dianna For “Continued Service to the JSC CCC and its families by providing Nurturing to all our Children”***

SFEI Annual Report: President

✦ State of the Corporation

- Staff and Teachers are doing a FANTASTIC job with our kids!!!!
- Management Changes
 - Obtained a new Director at the end of October 2010 and a new Financial Officer in May 2011
 - Director – Brooke Stephens
 - Asst. Director – Dianna Ritter
 - Office Managers – Vanessa Hallmark and Lindsay Huckaby
 - Financial Officer – Norma Swire

✦ Board of Director turnover – all positions filled

- Due to personal reasons, Jay Leggett resigned in Dec 2010. Larissa Arnold moved up to the President position and Luis Saucedo came on as Secretary

✦ BOD looking for a parent volunteer to serve as JSC CCC Website coordinator

Larissa Arnold

Our New Director: Brooke Stephens!



SFEI Annual Report: President

✦ JSC's Green Initiative continues

- Thanks to Jerry Rowlands for looking out for SFEI with the project schedule, energy efficient equipment, etc. He is always looking for ways to improve the CCC Facility.

✦ MOU with NASA

- The current MOU with NASA expires at the end of June 2011
- Over the past year, we have been working with HR and the various Directorates that provide services to the center to renew the MOU.
- MOU is being converted to a Space Act Agreement. This provides a more flexible relationship between NASA and SFEI.
- The SAA is currently being reviewed by JSC Center Management and will then be reviewed by the JSC CCC by mid-June.
- The SAA will be signed by all necessary parties by the end of the month

Larissa Arnold



SFEI Annual Report: President

✦ Study HR and the JSC Exchange

- In Oct 2010, the JSC Exchange began a study into what it would look like if the JSC CCC Management was performed by them instead of a parent-lead BOD
- Minimal discussions have taken place over the past 9 months
- No date has been provided by the JSC Exchange as to when a study/proposal might be produced

Larissa Arnold

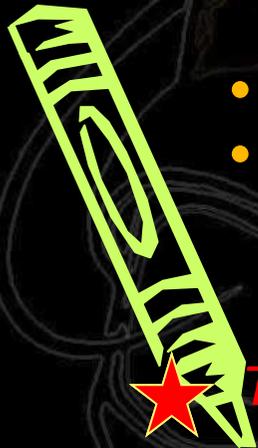
SFEI Annual Report: Vice President Playground



SFEI Annual Report: Vice President Playground

✘ **Due to previous budget constraints, playground maintenance issues/upgrades have been deferred. \$25K allocated in current FY budget.**

- Significant Maintenance Issues:
 - Degraded Paint on ISS node structure (repainted)
 - Dirt/mildew accumulation on outside concrete (pressure washed)
 - Shredded/missing canopies over sandbox areas (R&R'd)
 - Tears in playground shade canopies (in work)
- Safety Items identified:
 - Mulch under Pre-K Swings compacted, retention timbers eroded/missing (completely R&R'd with ASTM F2075 Engineered Wood Fiber & Plastic Safety Timbers)
 - ISS Fiberglass "Sandbox" structure cracking/eroding (removed)
 - Tripping hazards/cracks in "Pour-in-Place" unitary surfaces (ALL walk-ways torn out, filled, & replaced with sod, further repairs in-work)

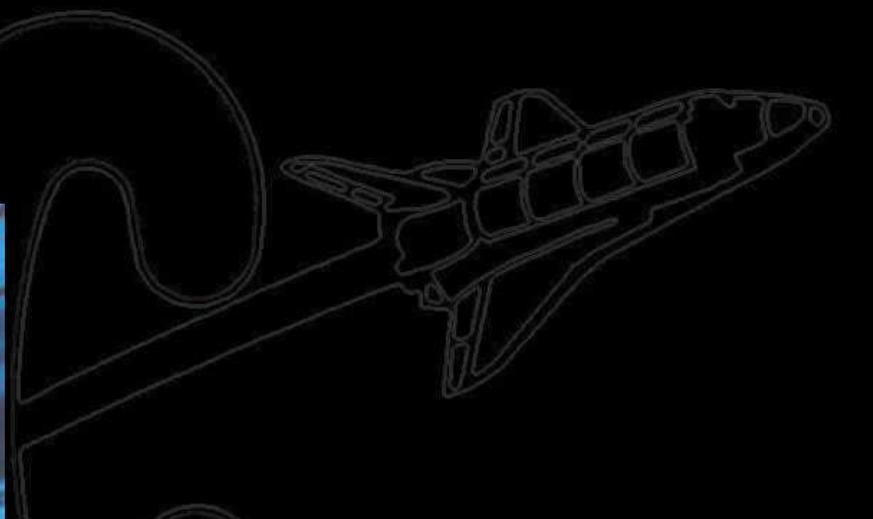


★ THANKS TO ALL WHO HELPED OUT ON OUR INCREDIBLY-SUCCESSFUL PARENT WORK-DAY!!

Parent Work Day Improvements...



Remaining Issues...



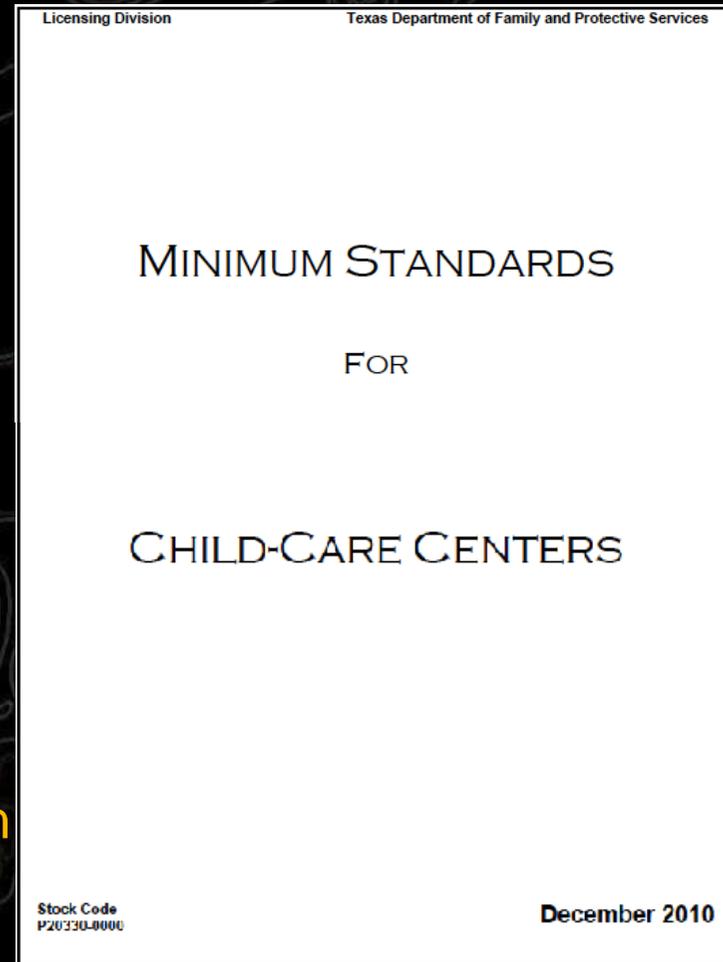
SFEI Annual Report: Vice President Playground

✦ Unitary Surface Options:

- Repair
- Remove & Replace
- Replace with mulch & plastic border timbers
- Replace with synthetic turf
Researched/coordinated

✦ Evaluated playground equipment for compliance with new state regulations (12-2010). Have 5 years to implement corrections:

- Rockers now require impact attenuation surfacing at grade
- Infant / Toddler bucket swings require extension of surfacing area



SFEI Annual Report: Policies & Procedures

✦ SOP Updates

- The SOP is available electronically to all members (Paper copies available upon request)
- Policy changes may be suggested by anyone, but BOD must approve and incorporate the changes
- Final 2010-11 version will be released shortly and the link will be emailed to all parents

Nichole Williams

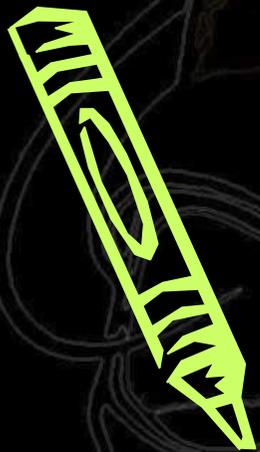
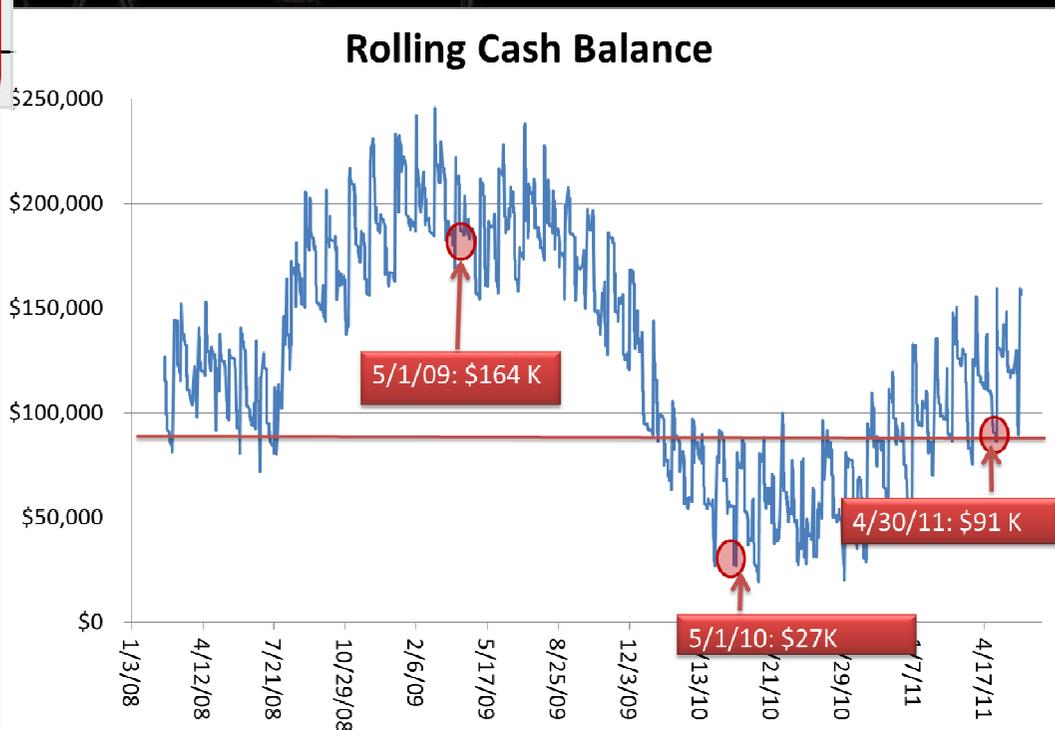


SFEI Annual Report: Treasurer

✦ **2010 – 2011 Fiscal Year much improved over prior year**

Beginning Balance	5/1/2009	\$ 164,276.58
Ending Balance	4/30/2010	\$ 27,321.97
Net Profit / (Loss)		\$ (136,954.61)

Beginning Balance	5/1/2010	\$ 27,321.97
Ending Balance	4/30/2011	\$ 90,808.51
Net Profit / (Loss)		\$ 63,486.54



SFEI Annual Report: Treasurer

✧ How did we do it?

- Increased enrollment
- Increased tuition & fees
- Optimized staffing plan
- Replaced Parent Watch w/ in house system
- Restructured payroll & comp time accrual

Thank you Parents, Admin Staff, & Teachers!

Maureen Gerty



Child Care
Center

SFEI Annual Report: Treasurer

✦ 2011 – 2012 Budget Highlights

- No planned tuition increase
- Reduced fees for membership, summer activities, & school supplies
- Modifications to health care benefits
- \$25K for playground upgrades
- \$10K for curriculum upgrades
- Proposed pest control & lawn maintenance costs transferred to NASA through Space Act Agreement
- No off-site summer program for summer 2011
 - Consideration being given for summer 2012

Maureen Gerty



Child Care
Center

SFEI Annual Report: Secretary

✦ BOD Meetings

- SFEI BOD and members met 11 times since last year's GMM (typically the third Thursday of each month)
- Meeting minutes are available on SFEI web site
 - http://childcare.jsc.nasa.gov/membinfo_new.html

Luis Saucedo



SFEI Annual Report: Secretary

✦ 2010 Board of Directors Election

- Prepared electronic ballots for 3 candidates for 2 BOD positions
- Paperless election via NASA Human Resources web survey program
 - 2011 Election website open from Monday, June 20th until July 1th for voting
 - Voting site link will be emailed to all current members
- BOD election results will be announced by early July

Luis Saucedo



SFEI Annual Report: Secretary

✧ SFEI By-Laws

- No proposed changes to the By-Laws have been submitted this year

Luis Saucedo

Child Care
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2011 Board Of Directors Election



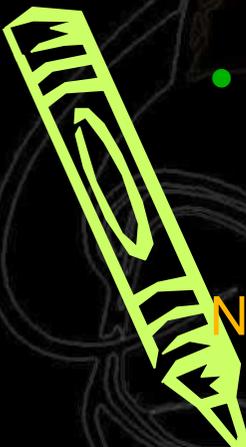
Daryl Schuck



Julia Braman



Luis Saucedo

- 
- Select 2 of 3 candidates to replace outgoing board members
 - Nichole Williams (Policies & Procedures)
 - Luis Saucedo (Secretary)

New board will determine which position each board member will fill

The Challenge...

JSC
DAYCARE



His Mom must be a NASA engineer. He's wearing dual-fault-tolerant diapers!