

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

May 21, 2009

Safety Report

Close Calls: No new close calls were submitted over the past month.
Had HQ audit, request medication and admin policy. Nicole developed training and presented to Occupational Health. They suggested making sure every room is following the same procedures.
Ceiling tiles, work order in place, 1 month before they come,
Filing system needs to be more organized.

Accident/Illness Report: None

Director's Report

Staffing

New Hires:
Ms Laura.

Resignations:
Got official notice from Ms. Kurch

Operations

FACILITY

Children enjoying new sandbox
Mulch sprayed on swing side.
Mechanic construction came and gave estimates, waiting for those estimates for the covers and the flooring.

SPECIAL EVENTS

Planted a tree last month.
Graduation June 4th at Gilruth.
Last day is June 5.
Filed day tomorrow – bring your cameras.
Donuts for dad June 12.
Summer program June 8.

Dianna talked to Chris and working on Newsletter. First shot for several years. May come out on June 1st.

Committees Report

Education Curriculum

No updates on curriculum. Looking for Kindergarten teacher.

Fundraising

No updates

Newsletter & Webpage

No updates

Room Reports

No room reports.

Board Members' Reports

Policies and Procedures (Crystal H.) Started migration. Got notice letters out to estimate when children would leave. Will start in June at the end of school. Will meet again before June 8 when migration starts. Looks like all rooms will be filled up except room 9... depending on waiting list. Regarding SOP need to have a meeting for the volunteer points. All updates and forms have been approved. Updates on room size, tuition, volunteer service and points. Regarding BOD Election, it could be considered to add another board member. Another option is to have Wait list duties go to staff but would need to add more staff.

Treasurer (Clinton B.) Budget is pretty much balanced out. Should meet to have something to report for the next meeting.

Secretary (Ed F.) Nomination and General Membership Annual Meeting coming up. Will set up the ballot system and request nominations from SFEI membership.

Vice President (Jennifer M.) Got email from a playground vendor about the playground padding. A decision has not been made yet. Nicole asked about mulch as opposed to padding, it may be ok in older playground. Final decision will depend on estimates.

President (Jay L.) Need to meet for volunteer points and budget. Jay is writing the letter about flooring and paint. Needs to be out before the end of the month.

Attendance:

BOD: Jay L, Jennifer M, Clinton B, Chrystal H, Ed F, Nicole D.

SFEI Staff, NASA Liaison, Members, Guest Speaker: None

**The next meeting is scheduled for June 25, 2009,
Gilruth Center – San Jacinto Room -- 11:00 AM - 1:00 PM**