

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

Thursday, July 22, 2010

Safety Report

Close Calls

None

Accident/Illness Report

None

Director's Report

Staffing

Need to hire for 2 full time teachers for next year – Room 2 and 3

Operations

Facility

Jay has been requested to a nomination for Energy Award at JSC.
Power outage for a few hours over weekend for HVAC upgrades.
Jay will call about CCC signs down out front.

Special Events

7/23 Pajama Day

7/30 Crazy Hat Day

Planning to have Open House the week before school starts

Committees Report

Education Curriculum

Requested pre-K workbooks through printshop, working approval from Mike Kincaid

Waitlist letters went out for new Fall enrollment

Nicole is working the supply fee with Clint and will send out letters to membership next week.

Fundraising

Raised \$300 at carnival, thanks to all the teachers and staff who made this a success!

Thoughts on carnival for next year: maybe have it in early summer for slightly cooler weather, try to have it behind school if possible

Newsletter & Webpage

Jen will ask Chris G if he has one ready to proof and send out.

Room Reports

Elizabeth T proposed SOP update to allow a parent-signed waiver allow babies to be placed to sleep on their stomachs. Unfortunately this does not meet Texas Minimum Standards for Child Care Centers:

Texas Department of Family and Protective Services Minimum Standard Rules for Licensed Child Care Centers-

§746.2427

Are infants required to sleep on their backs?

Subchapter H, Basic Care Requirements for Infants

09/01/03

Medium-High Infants not yet able to turn over on their own must be placed in a face-up sleeping position, unless the child's parent presents written documentation from a health-care professional stating that a different sleeping position is allowed or will not harm the infant.

{Sudden Infant Death Syndrome (SIDS), the sudden and unexplained death of an infant, is the major cause of death in babies between 1 and 4 months old. After 30 years of research, scientists still cannot find a cause for SIDS; however, research has found the risk of SIDS may be reduced by placing a healthy infant on his or her back to sleep. If the infant was born with a birth defect, often spits up after eating, or has a breathing, lung or heart problem, a doctor or nurse may recommend a different sleep position to use. Some "tummy time" during awake hours is good for the baby. }

Texas Department of Family and Protective Services 78

Nicole will call our state licensing rep to clarify what constitutes "turn over on their own", and how this should be documented. She will also ask if a legal form (signed by parents and notarized) can be submitted for waiving a minimum standard. The BOD will consider an SOP wording update that reflects the TX standard.

Board Members' Reports

Policies and Procedures (Nikki W.)

Treasurer (Clinton B.)

Maureen will work on Market Analysis of other local child care centers

Secretary (Ed F.)

Vice President (Jennifer M.) Jen will look at by-laws to determine if CCC staff can be SFEI members and whether they have voting privileges.

It was discussed that the SFEI membership fee might be waived for CCC staff wishing to add a child to the waitlist.

Jen will have Sylvia and the new BOD members added to the NASA Sharepoint page for the CCC

President (Jay L.) Talked to staff about bonuses being delayed until September

New BOD positions:

President – Jay

VP – Larissa

Secretary – Jeremy

Treasurer – Maureen

P&P – Nikki

HR Rep. (Sylvia B.) Starting to work MOU due June 2011, Sylvia retiring effective the first of the year. Thanks for all your support, Sylvia!!

Member Walk-Ons: None

Future Topics:

Attendance:

BOD: Jen M, Clint B, Jay L, Jeremy J, Larissa A, Maureen G (telecon), Sylvia B

SFEI Staff: Diana R, Nicole D, Sandra L, Monica H

Members: Elizabeth T