

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

**April 19, 2007**

*Safety Report*

**Director & Vice President**

**Close Calls:** Another member complained about the danger of cars driving/parking under the entrance circle obscuring visibility while children are exiting the building. This hazard has already been documented in an open close call report. The problem is exacerbated due to insufficient parking, particularly during inclement weather. Many options have been considered but no practical solution has been identified. During discussion of the problem, 3 suggestions were made. 1) Provide a crossing guard during rush hour, at least temporarily, to monitor children/cars, 2) Increase awareness by sending a memo to parents and including additional material on the hazard in the Open House package, 3) Consider making pass-thru lane on the inside (with clear view of door) instead of the outside – this requires re-painting the driveway. Chris W. will investigate the feasibility and/or implement all three suggestions.

**VPP Audit:** JSC CCC staff prepared for the JSC-wide Voluntary Protection Plan (VPP) safety audit which occurred the week of April 2<sup>nd</sup>. Auditors did not come to the JSC CCC.

**Facility Repairs due to Severe Thunderstorm:** NASA Center Ops completed work on the roof leaks and damaged light fixtures as a result of a recent severe thunderstorm. No further leaks have been observed (but we have not yet had a thunderstorm of the same severity). In addition, gutter downspouts at the CCC were extended to keep rain from pooling near building foundation.

**Facility Power Outage:** On Monday, April 16<sup>th</sup>, NASA had a power outage that extended to the CCC. Power was out for 1 ½ hours while the center was open. No issues were reported.

## *Director's Report*

### **Staffing**

**Resignations:** Jamie R, Room 2 teacher, and Shandi, a newly-hired substitute, resigned this month. Stephanie, Room 2 teacher, announced her resignation due to the birth of a child effective at the end of May.

**New Hires:** A new substitute teacher was hired to replace Shandi. Chris is in the process of hiring 2 additional substitutes.

#### ***Other:***

Debbie has been re-assigned from Room 8 to Room 2.

Cynthia has been re-assigned from floater to Room 8 teacher.

Sarah, Room 3 teacher, will be changing from part-time teacher to floater beginning next fall due to her college course load. Chris will be seeking a new full-time teacher for Room 3.

### **Operations**

#### ***Facility Maintenance:***

- All carpets at the CCC were cleaned on Saturday, April 14<sup>th</sup>.
- The grass was recently cut inside and outside the gates at the CCC. The Pre-K rooms planted some gardens on the playground that look nice.
- Several new riding toys were ordered for the playground.
- Several new, plastic picnic tables were purchased for the patio. The plastic tables will prevent the kids from getting splinters from the tables.

**New Cell Phones/2-Way Radios:** SFEI has purchased 4 new cell phones for the CCC, each with a 2-year service contract. Phones were distributed to staff members Dianna, Sarah and Chris. The 4<sup>th</sup> phone will be used as required (e.g. for bus drivers while on field trips). Jennifer M. noted that, with sufficient notice, NASA's Information Resources Directorate may be able to purchase cell phone service for SFEI in the future. Several months before the expiration of the current contract, this should be investigated.

In addition, 4 new 2-way radios with 10 mile radius coverage were purchased for use inside and around the JSC CCC facility.

**Computers:** A question was raised as to whether a large TV or monitor can be procured so teachers can teach lessons using a computer and display to the class. Jennifer M. noted that NASA's Information Resources Directorate might be able to provide equipment if SFEI justifies the need.

Chris stated that she would like to set up one computer to allow SFEI staff to access email.

As there are frequent computer issues raised at SFEI, a suggestion was made to solicit parent volunteers to offer help with computer issues.

**Extended hours for shift workers:** Chris is considering option for opening the center earlier than 7 am for shift workers who must report to work at 7am. She suggested that the affected parents make arrangements directly with staff members who customarily arrive before 7am and pay them directly. A parent commented that they are already doing that but they would like to see something more standardized. Chris will consider some kind of reservation system for teachers to commit to being early and parents to commit to using the early care in advance. She will talk more about this at the next board meeting and include a mention of it in a letter to the membership. It was suggested that this could also be expanded to evening perhaps after trying it out in the morning. She may also consider whether there is a way and the demand to extend the hours on a regular basis or on certain pre-determined days.

## ***SPECIAL EVENTS***

**Easter Bunny:** The Easter bunny visited the CCC on April 5<sup>th</sup> and posed with the kids for pictures. Thanks to Mike F. for volunteering.

**Spring Fair:** The Spring Fair/Ice Cream Social will be Friday, April 27<sup>th</sup> from 3:30p to 5:15p and is open to the full membership. It will serve as an Open House for prospective families. A flyer went out to the enrolled members. Liana will email an announcement to members on the waiting list. Anyone who wishes to attend but does not have a badge to get on-site will need to contact Sylvia G. at the CCC at least 3 days in advance and must be a U.S. Citizen. Events include make your own sundae, taste testing of ice cream made by the children and voting for best ice cream at one penny per vote. A parent suggested checking with the cafeterias to see if we can get discounted ice cream.

**Teacher Appreciation Week:** Teacher appreciation week will occur the week of April 30<sup>th</sup> – May 4<sup>th</sup>.

**Portraits:** Spring portraits will be taken at the CCC on May 3<sup>rd</sup> and 4<sup>th</sup>. Parent Gloria C. asked what percentage, if any, of the portrait sales goes back to the CCC and if parents can buy digital copies of the portraits. Once the answers are known, Gloria suggested that the information be provided to the parents as it might encourage them to purchase or purchase more portraits. Chris W. said she would check with the photographer on both items and send the information to parents via email.

Cap and gown and class pictures have been delivered and are available through Sylvia.

A parent requested that the photographer provide a form for parents to consent (or not) to portraits of their children being used for promotional purposes. Chris W. took the action to discuss with the photographer.

**Graduation:** The Alamo Room at the Gilruth Center has been booked on May 23<sup>rd</sup> for Pre-K and Kindergarten graduation (Rooms 7-9). The graduation ceremony will begin at 6:30p. Prior to the ceremony, the CCC will be providing dinner (cheese pizza and apple wedges) for purchase to interested SFEI members and children.

**Summer Activities:** Planning for summer activities at the main school is in progress. The required staff is being interviewed and hired. On Tuesdays, outside resources will be brought in for specific activities (puppet shows, music, science projects, etc.). Thursdays will be splash day. Mondays and Wednesdays will be field trip days (not necessarily both days or all weeks). Chris will get input from teachers on what field trips they would like their classes to take over the summer. Melanie noted that Chris needs to define a field trip policy that addresses frequency, duration, distance, cost, etc. This has been a sensitive issue for members in the past. Finally, Chris stated that she is seeking a few new ideas for summer activities that have not been done at the CCC before. She welcomes suggestions.

#### **LICENSING/ACCREDITATION:**

**NACCP:** The JSC CCC's NAEYC accreditation expired on February 28, 2007. As a result, the CCC is currently not accredited beyond the standard Texas State accreditation (NAEYC references and logos need to be removed from SFEI letterhead and the webpage). However, the CCC has been under "self study" for NACCP accreditation since December 2005 which Chris W. has recently extended through April 29, 2009. Chris is currently working to modify the programs and environment at the CCC to meet NACCP requirements. These requirements are laid out in the NAC handbook currently kept in the Director's office. Chris got the action to use the NASA print shop to make copies of the handbook for each room and make additional copies available for member check-out. In addition, Tammy will post the handbook on the JSC CCC webpage.

Among others, NACCP requirements include eliminating worksheets and restricting television use in favor of more active and creative learning techniques. In addition, Chris will be looking into using more educational games on the computers (suggestion was made to inquire if parents have educational games to donate). Implementing these requirements has been perceived by the parents as a change in the curriculum but, actually, the changes are being made to meet accreditation requirements that the CCC should have already been meeting. Some parents expressed a concern that they liked the worksheets so they could see what their children were working on and how they were progressing. Chris noted that worksheets may be used as assessment tools but not as regular, daily exercises. In addition, she noted that whatever projects the students work on will be sent home so parents can still monitor the learning activities from the CCC.

***Director's License:***

Chris completed all requirements and has now received her Texas State Child Care Director's license. Congratulations to Chris! Now, both Dianna, SFEI Assistant Director and Chris, SFEI Executive Director, have their director's licenses. With the receipt of Chris' director's license, Tammy will draft a memo to the SFEI staff and membership announcing that the director transition is complete. Dianna will now officially be the SFEI Assistant Director and Chris will be the SFEI Executive Director.

***CURRICULUM:***

Chris will be assembling a new curriculum committee of parents and staff to research various curriculums and make a recommendation to the SFEI Board of Directors. Parents will be informed if and when there is a curriculum change and may participate in the process by joining the committee. Any change in curriculum will be made to improve the education at the CCC, not diminish it. Any selected curriculum will be standardized across the classes (for example, Rooms 7 and 8 will be using the same curriculum) so parents are aware of what the children will learn. Teachers will be trained on any new curriculum at staff meetings and/or during the day when appropriate substitutes are arranged. Chris will draft and send a memo to the members describing her plan for evaluating and, if deemed necessary, selecting a new curriculum for the CCC.

***Committees Report***

**Fundraising:**

***Spring Fair/Ice Cream Social:*** Proceeds raised from the sales of ice cream sundaes at the Spring Fair will be deposited in the fundraising accounts for future CCC needs. Sundaes will be sold for \$2 for adults and \$1 for children.

***Sippy Cup Golf Tournament:*** The Sippy Cup Golf Tournament is in the planning stages and may be moved to early 2008 to avoid overloading everyone with so many fall fundraising events and special activities.

**Curriculum:** Chris is currently forming a new Curriculum Committee of parents and staff members to research curriculums for the CCC. Interested parties should contact Chris.

**Standard Operating Procedures (SOP):** SOP re-write still in work.

**Newsletter and Webpage:** No report.

**Expansion:** No report.

### ***Room Reports***

No room reports.

### ***Board Members' Reports***

**Policies and Procedures** (Liana R.)

***Kindergarten 2007 Registration:*** Kindergarten registration stands at 15. We need to have 17 for a full class so efforts are underway to spread the word to off-site contractors.

***Migration:*** Migration planning is well underway. There will be very little movement of children at the beginning of the summer. Most kids will move to their next classroom on Aug. 27<sup>th</sup> for the start of the new school year.

***Summer Camp 2007:*** Summer Camp updates have been posted to the SFEI webpage. The camp calendar will be ready by the end of April and will be emailed to registered families.

**Treasurer** (Miranda S.)

No report. Miranda was unable to attend meeting.

**Secretary** (Tammy G.)

***By-Law Changes:*** A memo announcing the call for SFEI By-Law change proposals along with By-Law change forms was emailed to the general membership and posted to the SFEI webpage. Completed change forms along with petition, if required (see SFEI By-Laws posted on webpage for details), are due to Tammy G. or Sylvia G. by May 18, 2007.

***Board of Director Elections:*** Board member elections will occur in the latter part of June for 3 (of 5) 2-year term positions that will be opening up on the board. A memo announcing the upcoming election and call for nominees along with board member nomination forms was emailed to the general membership and posted to the SFEI webpage. Completed nomination forms are due to Tammy G. or Sylvia G. by May 18, 2007.

**Vice President** (Debbie B.)

No report. Debbie was unable to attend the meeting.

**President** (Melanie S.)

No report.

**Member Walk-Ons**

Two parents voiced complaints about the outside vendor "Dance Tree". They said that one entire lesson was spent simply trying on recital costumes (not dancing). Dance Tree management has not responded to phone calls. In addition, Gloria questioned what percentage of Dance Tree fees go back to the CCC and stated that this should be publicized to parents. SFEI staff and board did not know. Chris took the action to speak to Dance Tree on both issues.

**Attendance:**

***BOD:*** Tammy G., Melanie S., Liana R.

***SFEI Staff:*** Chris W., Lois W.

***NASA Liason:*** Rene H.

***Members:*** Gloria C., Jennifer M., Amy E., Heather R.

**Topics for Next Month:**

- Budget review and possible tuition increase (Chris will ask Miranda if Sylvia can help get it started)
- Options for providing early morning care for shift workers
- Curriculum updates
- Cyberflex playground padding

**The next meeting is scheduled for May 17, 2007  
Building 111 Conference Room – 11:30 AM - 1:00 PM**