

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

**April 17, 2008**

This meeting began with a warm welcome to our new Director, Ms. Nicole D.

**Safety Report**

**Director & Asst. Director** (Nicole D. & Dianna R.)

**Close Calls:** One close call occurred on the toddler playground in the past month. A work order has been submitted to Center Operations to see if a latch can be put on the gate without compromising safety and the ability to evacuate the children.

**Accident/Illness Report:** No serious accidents or illnesses to report.

**Director's Report**

**Staffing**

***New Hires:***

Ms. Nicole joined our Center as Executive Director effective April 7, 2008.

Ms. Ashleigh (former Room 8 teacher) has returned and is working as a substitute teacher.

Ms. Carolyn is our new office Administrative Assistant.

Ms. Nicole noted that we have begun using substitute teachers currently on staff rather than Wee Care, and this is expected to improve availability and reliability of substitute teaching.

***Resignations:***

None.

**Operations**

***FACILITY***

Nicole reported that the Center is in good shape. Landscaping improvements have been completed. Jay L. reported that he completed a Safety Walk-Through this morning and is compiling a task list for the next Parent Workday.

***SPECIAL EVENTS***

*The Texas Independence Trail Riders* visited the Center and brought rabbits for the children to pet on February 26.

*The Mayor of Houston and Mike Coats* toured our Center on March 13 to see the new "green technologies" including the solar arrays and wind turbines.

*Safety and Health Day:* Several groups toured the outside of the Center April 16 as part of the annual JSC Safety & Health Fair to see the green technologies.

*Meet & Greet:* A Meet and Greet with the new Director was held on April 10.

*Vision/hearing testing:* Scheduled for April 23, 2008.

*Ice Cream Social:* Scheduled for April 25, 2008.

*Summer Camp:* Scheduled to begin June 9, 2008. 115 children are currently enrolled.

*End of year school celebration party:* Beginning of May timeframe. It was suggested that Room Captains can assist with communicating specific plans to parents. This activity is tied to teacher appreciation week, May 5-9.

### **Committee Reports**

#### **Education/Curriculum Committee**

The Director, Assistant Director, Ms. Ricki, and Ms. Lois are working on developing a new curriculum in preparation for Fall 2008. Parents will be invited to participate in curriculum development.

#### **Fundraising Committee**

No report.

#### **Expansion Committee**

(Currently inactive.)

#### **Newsletter & Webpage**

Wendy W. will need inputs from the classrooms for the newsletter. Crystal will contact her. Nicole D. and Dianna R. will purchase a digital camera to collect new pictures and will provide Thomas A. with updated information for the webpage.

### **Room Reports**

The classrooms are preparing for migration over the summer. Amy E. expressed concern about Room 9 having up to 20 children. The Director and Asst. Director will work with the teachers to plan and manage migration.

### **Board Members' Reports**

#### **President (Debbie B.)**

Debbie gave a reminder to update the Calendar of Events. Debbie is working on getting keys to Nicole D. Debbie is completing necessary paperwork, and working with HR and security to update work instructions for keys. All keys are currently accounted for. Debbie is also working with security, via Vanessa P., to get the teachers their new badges.

**Vice President (Jay L.)**

Jay completed a walk-through this morning with Dianna and Nicole and found no safety concerns; the school looks good. A few repairs are needed, and Jay is planning a Parent Work Day for mid-May. Jay provided copies of Occupational Health forms to Nicole. Jay contacted Stephen C., head facility manager of JSC, regarding requirements for JSC CCC Facility Manager to see if the Executive Director can assume this responsibility. Jay also gave reminder that teachers are welcome to view launches (evening launches would be best). Interested teachers should contact Nicole or Dianna so that arrangements can be made.

**Policies and Procedures (Crystal H.)**

Crystal is working on migration and Kindergarten registration.

**Treasurer (Macresia A.)**

The audit is complete, awaiting receipt of the formal official report from the auditors. The auditor made recommendations, and Macresia will meet with Nicole, Dianna, and office staff to put together Best Practices policies for internal control.

Taxes were filed on time this year. There are possibly some outstanding issues from last year (tbd).

The census report was mailed last Friday. Macresia is working on the budget status for the '08-'09 school year; the Board of Directors is assessing potential necessary increases to tuition, cost of living increases, etc. Recommendations to be determined. Will schedule a Budget Tiger Team meeting in the next couple of weeks, and will roll out the plan by the last week of May (end of current school year). Macresia is also researching moving the main account to the JSC Federal Credit Union and is compiling requirements. More information will be shared as it is collected.

Decisions will need to be made this summer regarding health insurance plans. Teacher paperwork, required for quote preparation, was submitted yesterday, and Macresia will be receiving an official quote in the next week or two. She is research options with Insurance Representative Chad L.

Macresia is also researching child care tuition management software options to manage tuition, expense information, migration, etc. Revenue reserves are being met. Quicken books are currently reconciled up to February 2008.

**Secretary (Kim S.)**

The annual General Membership Meeting is scheduled for June 19. Forms have gone out to the membership, and nominations for new Board members and changes to the By-Laws are due by May 16.

**Member Walk-Ons**

Amy E. reported that she has volunteers in place to give Room 9 tours of B9, MCC, and Saturn V. The plan is for this trip to be a test-run with Room 9, and then if successful, to potentially offer similar field trips to other rooms in the future. She has talked to PAO and learned that there is no funding available for these types of tours; will need to rely on parent volunteers. PAO stated that communication with security will be necessary beforehand to notify them specifically when/where the tours will take place. The Ellington Field tour has been eliminated from the field trip plan because not age-appropriate. Amy E. is still exploring the NBL. Amy plans to provide a Summary Report with Lessons Learned, Points

of Contact, etc. following the field trip tours, so that it can be considered for adding to the curriculum next year.

**Future Topics**

None.

**Attendance:**

***BOD:*** Debbie B., Jay L., Kim S., Crystal H. (by telephone), Macresia A.

***SFEI Staff:*** Nicole D., Dianna R.

***NASA Liaison:*** Susan G.

***Members:*** Amy E.

**The next meeting is scheduled for May 15, 2008,  
Building 111 Conference Room – 11:30 AM - 1:00 PM**