



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

Thursday February 19, 2009

Safety Report

Close Calls

Nothing to report.

Accident/Illness Report

Nothing to report.

Director's Report

Staffing

Mimi went to Room 5 after Margie left. Phyllis was hired from Gloria Dei and is in Room 1 to replace Mimi. Tara has been hired for Room 4 and is starting 2/23. Zoila was hired but she was let go three weeks later. Carla was hired and is working in Room 2. Farah has been hired as a new sub.

Nicole is in the hospital. Dianna sent her a plant and flower from SFEI friends and family. BOD also agreed to getting her a \$100 gift card. We don't know when she'll be back.

Georgia had to go to the hospital last week; she's been released, is back at home and seems to be doing well. Mimi, Mary and Dianna are helping with Room 5. Georgia is planning to return on 2/23.

Operations

Facility

Portable building is on order, and company will remove the old shed upon delivery of the new shed. When Dianna/Nicole get a date for delivery, Jay wants to schedule a 'parent help day' to unload the old shed, sand and mulch the playground, and to reload the new shed.

Dianna just talked to Linda Spuler and she is coming over today @ 1:30 to show me the tiles for the floors so they can get that started ASAP. We will finally get rid of the carpet.

Special Events

Mardi Gras Parade is 2/24

Go Texan Day is 2/27.

Committees Report

Summer Camp

Nona will be running summer camp. Nicole and Dianna gave her all the info they have. Nicole prepared a book and gave to Nona as well. We still need to secure the facility (either Falcon

Pass or CL Rec Center). Application for Falcon Pass is online and cost may have gone up significantly, but Dianna/Nona will find out more.

Board Members' Reports

Policies and Procedures/Waitlist (Crystal H.) We have an opening in Room 1 that will be filled on March 30. In order to save the spot the parent will start paying tuition on March 15th. There are still several openings in Room 6, and the opening in Room 8 was filled on Feb 2nd.

Consequently, I have been struggling to get everything done related to my assignment and believe the Policies and Procedures (which includes SOP updates) portion of my duties should be transferred to another Board member that has more time and less to do or a new Board member added to take on that responsibility. The SOP should have been updated at the end of last year, and I'm delinquent because the waiting list and making offers takes precedence.

Jay L. was in favor of getting another Board member to take on the duties and wondered if we could wait until the next election, but I feel like someone needs to help us get caught up now. Jennifer M. said she would check with Ed F. to see if between the two could find time to help. (Crystal H.) I have made the updates for the tuition and ratios into the document, but we also need to update the curriculum section because it says we're using Abeca. Nicole D. has provided a paragraph for the update but it needs some editing before it's incorporated into the document.

A Kindergarten memo and form have been prepared for distribution to the in-house members (with enrolled children) telling them they can begin registration for the 2009 school year and what the fees are. Vanessa was going to distribute it but I don't know if that's been done yet. Dianna R. will check on the status. Starting March 3, members or waiting list parents without enrolled children will be allowed to register and following that an ad will go into JSC Today to solicit children until the class is full.

Treasurer (Clinton B.)

Secretary (Ed F.)

Vice President (Jennifer M.)

President (Jay L.) SFEI received a letter from auditor, and Clint B. is working out the issues/details.

Member Walk-Ons:

Future Topics:

Attendance:

BOD: Jay L, Jennifer M, Chrystal H.

SFEI Staff: Dianna Ritter

**The next meeting is scheduled for Thursday, March 19, 2009,
SFEI Director's Office – 11:30 AM - 1:00 PM**