

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

July 17, 2008

Safety Report

BOD Director & Vice President (Jay L. and Jennifer M.)

Close Calls: None

Accident/Illness Report: (Anything that was reported to NASA? Any safety-related events?)

Director's Report

Special Events

Open House is scheduled for the 1st week in September. Jay L recommends Nicole and Diane to think of fun activities to do during the Open House.

The BOD needs to assess Summer Camp for next year, including budget, personnel issues, buses, Fast Track transportation, etc. Nicole is responsible for organization of Summer Camp. SFEI does not have to be licensed for Summer Camp but all SFEI guidelines must be followed.

Facility

A/C outage and power outage in room 6. Nicole needs to find the POCs for those incidents. Nicole had a question regarding the treatment of blood-borne pathogens, apparently a crew is supposed to come to the center and clean it up. There are two documents indicating the procedures, but there are discrepancies. Jay L mentioned SFEI has a procedure for such event.

Staffing:

All employees are to have Satern accounts. Nicole will address Satern training.

Georgia is in the hospital. She left the previous day.

Diana fractured her foot and will be doing light duty.

Christen returned from break.

Last Friday the center had eight people out, at least one person per classroom except room 3.

Other

Nicole has a draft of the revised Employee Handbook.
The gate list and safety report were turned in on time.

Committees Report

Education Curriculum:

There will be Saturday training for new curriculum. Nicole would like to purchase software packages for the school. Jay L recommends Nicole talk to Jennifer M (IT for the school) about the procedure to install the packages.

Fundraising

Fundraising will be discussed at the next staff meeting.

Newsletter & Webpage:

Newsletter: Will be working on it on a quarterly basis.

Room Reports

Board Members' Reports

Policies and Procedures (Crystal H.): Nothing else to report.

Treasurer (Clinton B.): Nothing else to report.

Secretary (Ed F.): Nothing else to report.

Vice President (Jennifer M.): Nothing else to report.

President (Jay L.): Nothing else to report.

Member Walk-Ons:

George Gafka wanted to discuss the Curriculum. BOD agreed that Nicole and SFEI are tasked to develop/search a curriculum that is suitable for SFEI and that follows the guidelines stated in the SOP. Progress will be reported to the BOD.

Future Topics:

Attendance:

BOD: Jay L, Jennifer M, Clinton B, Christal H, Ed F

SFEI Staff: Nicole D, Diana R

NASA Liaison:

Members: George Gafka

Guest Speaker:

**The next meeting is scheduled for Aug 21, 2008,
SFEI Director's Office – 11:30 AM - 1:00 PM**