

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

August 18, 2005

Safety Report

Director & Vice President

No report

Director Report

Staffing

Resignations:

Ms. Kristy received resignations from Ms. Scott and Ms Sharisse. Their replacements are discussed below.

New Hires:

Kristy reported that Lois Ward in Room 6 starts Aug 30; she will try to be at Open House to meet parents.

Deanna Smith will be the new teacher in Room 2; she previously worked in the old building, had a baby, and now is back. She is Ms. Sandra's daughter (Room 1).

Other:

Ms. Amalia is on medical leave; Kristy does not have a return date for her. Substitutes will be used in Room 1.

Operations

Facility:

- Kristy reported that the carpet was steam cleaned. We are still waiting for the work order for replacing carpet with tile in Rooms 1 and 2; Kristy will contact COD to get the date for replacement.
- NASA soon also will replace the louvers in the cupola to stop leaky tiles in lobby.
- The tarp over the playground is supposed to be put up at the end of August.

Special Events:

- Open House will be Thursday, August 18 at 6:30 and 7 pm.
- Grandparents Lunch will be at the end of September.
- A calendar for the year will be distributed tonight.

Other:

No report

Committees Report

Education Curriculum

Kristy reported that all books have been ordered and are in (Beka curriculum). Teachers have ordered school supplies.

Playground

No report

Newsletter and Webpage

- Jennifer Lewis reported that she is in the process of filling the newsletter position—2 people are interested. This comes out quarterly.
- Kristy said that calendar updates have already been sent to the webpage.
- A parent pointed out that pictures of the Center need to be updated online. Also, staff birthdays need an update; add new and remove old. Kristy will go through the webpages and check what is needed on each one.

Room-1

The babies are happy; 3 are still not there.

Room-2

The toddlers are working on adjusting.

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report

Policies and Procedures (Jennifer Lewis)

- SFEI is finally full; last minute drop outs have been filled. There are 18 children in kindergarten.
- Jennifer is working on a new version of Parent Handbook; she plans to have this in cubbies next week and on the web. There will be a summary of all the policy changes in the front of the Handbook. For example, State now requires a waiver from the child's doctor if they are allowed to sleep anyway but on their back. Also, Kristy will check with State if a doctor's note is required to permit a blanket at nap time.
- Jennifer reported that the kitchen staff and teachers have proposed cutting out the morning snack because kids are not eating their lunches, which is the most nutritious meal served. After discussing the pros and cons of this with the parents, Kristy agreed to switch the types of snacks offered, and serve a smaller snack in the morning because it is so close to lunch. The larger snack will be offered in the afternoon. This will go into effect Sept 1. Kristy will also ask teachers/lunch room staff to monitor what gets eaten and when, so we can adjust accordingly if necessary.

Treasurer (Susan Gomez for Jennifer Mason)

No report

Secretary (Jennifer Mason for Louis Nguyen)

- Louis is in the process of updating the By-Laws with the latest changes.
- Louis also sent out notice of SFEI membership renewal on August 1st. Members have until August 31 to renew their membership for September 2005 through August 2006. Members wanting to remain on the wait list and/or having children enrolled at the Childcare Center must renew their membership. The membership fee is now \$25. There will be reminders from Nancy and Louis if you are late.

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Susan stated that a parent reported inappropriate disciplinary behavior. After investigating, State found no violation had occurred. The results of the investigation are posted in foyer.

SFEI Members Report

Walk-ons

- A parent requested that they would like to have background/bio info about longterm substitutes. Kristy took an action to make sure teachers provide info.
- A parent requested similar info also on summer camp counselors, and a full calendar for summer, or at least month by month. Kristy explained that we have done this in the past, but this year things were unique since we didn't have much time once we finalized the Summer Camp building. Kristy will do a survey soon to gather feedback on the programs offered last summer.
- There was a discussion of the Center's hand writing approach. SFEI teaches block writing, but there is a quasi cursive (Delilian) approach used in public school. Kristy is

looking at adding other letters to make sure kids are prepared for CCISD and other school districts.

- A parent pointed out that the old USDA food pyramid poster is up in kitchen and recommended that we update it. Kristy explained that SFEI has certain state and USDA rules we have to follow, and she has to check if they have officially adopted the new pyramid before we change it.

Old Business

- A parent asked a question about fundraising on site—Candy Hunt reported that she prepared a precedent statement and sent it to the Legal Office, but has received no response yet.
- The Board reported that it has not distributed the Director and Assistant Director evaluation results yet; a summary will be sent out soon.
- A parent asked about the Budget Committee recommendation that SFEI minimize parties/carnivals. Kristy said that she is not planning a holiday singing program; instead the kids will do their singing in class. Someone suggested the kids sing at the Thanksgiving luncheon. Also, Kristy said that we no longer have a Spring Carnival. Some parents said they want bigger carnivals, which SFEI might be able to do if we charge for booths. Jennifer Mason explained that the Budget Committee recommendation was for Kristy to continue keeping parties and carnivals at an affordable level, which she successfully started doing 2-3 years ago.
- Jennifer Mason reported that a fundraising “one pager” will be given out at open house, explaining things like the Box Tops for Education, Kroger share cards, etc. A fundraising schedule for the year will be sent out at a later date.

New Business

None.

Attendance:

Lisa Blok, T.Q. Bui, Nancy Coppedge, Scott Dunham, Susan Gomez, Kristy Hirning, Candy Hunt, Katy Hurlburt, Jennifer Lewis, Wei Luty, Jennifer Mason, Dianna Ritter, Liana Rodriggs, Melanie Saunders, Teresa Shurtz, Erica Vandersand

The next meeting will be September 15, 2005
Building 111 Conference Room - 11:30 AM - 1:00 PM

Submitted by

Jennifer Mason