

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

Director Report

Staffing

Resignations:

No report

New Hires:

No report

Other:

No report

Operations

Facility:

The old building next door is being demolished. Ms. Hirning said that NASA would put up and replace the fence with a large gate.

Ms. Hirning reported new news on a facility for summer camp, and Ms. Hunt (NASA liaison) confirmed the statement. Ms. Hirning said that summer camp registration usually starts on March 1st. Ms. Hunt said that she would talk to Ms. Poole from NASA Center Operation Directorate.

Special Events:

The Christmas Singing Program is scheduled for tonight, Thursday, December 16th, at 4:30 pm.

Santa Claus will visit the children tomorrow, Friday, December 17th, starting at 3:30pm.

Ms. Hirning said that Holiday Camp for the older children would be at the Gilruth old gym this year. Holiday Camp will be for two weeks, the week of December 20th and the week of December 27th.

Other:

Ms. Hirning reported that she had spent the money raised from the Foley's discount ticket sales and the Basket Raffle ticket sales buying new toys (e.g. bicycles, etc...). The new purchases were displayed in the lobby last month.

Committees Report

Education Curriculum

No report

Playground

No report

Newsletter and Webpage

The webpage was successfully moved/migrated to the new server.

The SFEI newsletter went out electronically to parents, and the teachers received hard copies.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

Room 8 is asking for new mouse pads. One parent mentioned that NASA ODIN might be able to donate some. If not, either parents or the Center would buy some for the room.

Room-9

No report

Board Members Report

Policies and Procedures (Jennifer Lewis)

Ms. Lewis reported that she had filled an opening in Room 8. Ms. Lewis also reminded everyone that Kindergarten registration will be in January. Ms. Lewis will put out a notice for Kindergarten registration after the Holidays, and she will review the policies and start calling parents in January.

Treasurer (Jennifer Mason)

No report

Secretary (Louis Nguyen)

No report

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Ms. Gomez reported that she met with the JSC Clinic on illness policy because of past experiences with teachers visiting the Clinic. Ms. Gomez said that it was a productive meeting with discussions on how to take care of illnesses and reporting. The meeting also discussed when the teachers should use the clinic, and cleared up miscommunication in the past. The Director may require the teachers to let her know before going to the Clinic. In the event that the teacher get sent home by the Clinic, the Director will make arrangement to have staff or substitute to cover for the teacher. Ms. Gomez reported that they've established a contact at the Clinic to get help whenever we have some kind of an outbreak at the Childcare Center. The Clinic also pointed out that the kitchen staffs, Ms. Linda and Ms. In-Ae, need yearly physical by the Clinic. The Clinic also offered to give talks to the SFEI staff on how to clean and sanitize, etc...

Ms. Lewis asked what kind of training do the staffs receive from NASA. Ms. Hirning replied, first-aid, CPR, and bloodborne pathogens.

A question was brought up on what happen if there's a substitute staff from WeeCare? Ms. Hirning said that they supposed to have first-aid and CRP training from WeeCare and bring their papers/certificate with them.

Since the discussion was safety related, and there were parents present wanting to discuss the Childcare Center safety and to review the recent broken arm incident on the playground, the President report was concluded, and the safety discussion continued as a 'Walk-on' agenda item.

SFEI Members Report

Walk-ons

The Board addressed a review of a recent incident on the playground where a child suffered a broken arm and a JSC ambulance was called. The incident happened before the Thanksgiving holiday and there were concerns from the child parents that the incident could have been prevented, handled more appropriately at the time of the incident and afterward, and that the Board Members were not adequately notified. Other parents were on hand to bring up past incidents with their children that they believe were not handled appropriately or satisfactorily, and questioned the Childcare Center safety and reporting process.

The Board Members were referred to incidents with and without NASA Close-Call reports filed by parents. Ms. Gomez said that she, the facility manager, and the Directory review and response to all NASA's Close Call and Mishap reports. Ms. Gomez believed that the broken arm incident and the recent concussion incident are the first serious incidents she knew about in the past four years, and that the Childcare Center has a safety procedure and process in

place. Several parents disagreed with the statement and pointed to a recent Close-call report filed after another child suffered a concussion while playing on the playground, also happened in the month of November.

Mr. Graham, a concerned parent, asked the Childcare Center to step back and review what happened. Ms. Vandersand offered that the Board and Director would review these Close Calls and injury reports. Mr. Slater, another concerned parent, commented that this is a NASA Center and it needs to follow NASA current safety process.

The concerned parent of the injured child summarized her concerns. She believed that the incident could have been prevented if the previous incident with the concussion was properly documented and steps or measures were put in place to eliminate teacher distractions and to closely supervise the children. The parent read the Close Call report filed on the concussion incident pointing out that more supervision is needed, and concerned that the teachers did not see the child fall and hit his/her head. The parent believed that the 'five threes' (3-3333) should have been called before calling the parents. The parent reported that she had taken steps to work with the Director after the incident, but reported that the Director had not responded to her appropriately or satisfactorily and had not scheduled a follow meeting with the parent. The parent believed that the Director and Childcare Center responded defensively, and is unhappy about the attitude of management and the supervision on the playground. The parent and other concerned parents felt that the Childcare Center needs a NASA safety representative to make sure proper NASA safety reporting process is followed. The parent and other parents also raised concern and asked for assurance on teacher training and certification. Ms. Gomez noted that the Director did immediately implement a change so that paperwork would not be done on the playground.

Ms. Lewis said that as a Board Member she would like to understand and be informed of all incidents. She expressed concern about not finding out about safety incidents happened at the Childcare Center, and reiterated the need to look into teacher training and certification.

Mr. Slater pointed out that a Mr. Eric McMichael is a NASA safety representative, and he might be able to help the Childcare Center with NASA safety procedures, policy, and plan. Ms. Hirning said that the Childcare Center already have a NASA safety representative, Mr. Tom Sullinger (from NASA Safety and Mission Assurance Directorate), and that he's already is involved in reviewing these safety incidents at the Childcare Center. Ms. Gomez also pointed out that the Childcare Center does have a safety process and reporting process in place, and parents are encouraged to use NASA safety reporting process. Mr. Graham and Mr. Slater said that the Childcare Center safety process needed to be a NASA safety process, and warned that these safety incidents could jeopardize NASA Volunteer Protection Program certification. Mr. Graham said that the Childcare Center is headed for a major incident.

Ms. Vandersand proposed to add a safety topic to the Board meeting agenda. Ms. Lewis suggested that Board Member should review these safety incidents and safety issues and possibly with a NASA safety representative. The Board and Director should also review our policies and procedures. Ms. Lewis said that the Board would respond to the concerned parent of the child with the broken arm injury and all concerned parents.

Mr. Graham brought up some suggested changes to the Parents Handbook addressing safety and other issues. Mr. Graham read and elaborated on his suggestions (provided by Mr. Graham and attached below), and said that the Childcare Center needs to follow NASA policies and procedures and should ask NASA safety representative how best to utilize NASA process. Mr. Nguyen pointed out many of the safety concerns that parents raised may have been captured already in many places and not necessary comprehensively in the Parents Handbook. Mr. Nguyen suggested that perhaps the safety policies and procedures and other operating procedures required by NASA should have been collected in one 'Standard Operating Procedures' (SOP) to allow easy examination of compliance with NASA policies and procedures, and for parents to reference. The Parents Handbook is intended to help parents with childcare related operation and SFEI policies, and not necessary a comprehensive operating procedures for the Childcare Center and staffs. The Board suggested considering the proposed modifications/additions from Mr. Graham and temporary put them in the Parents Handbook, until the Board and Director could develop an SOP to host all of the facility related operating procedures for parents and NASA to reference.

Ms. Lewis pointed out some suggested correction to Mr. Graham's suggestion #5. Mr. Graham also suggested the Childcare Center to implement safety procedures and to hold safety drills with the staffs and children to simulate and practice executing these procedures.

The Board made arrangement to have a Board of Directors meeting to review the recent safety incidents and also all accidents and Close Call reports from the past six month. The Board also said that it would review the November incidents and produce a report.

Old Business

Ms. Hirning clarified some confusion about the donation for the staff Christmas Party. She said that some parents thought that it was a donation for the teachers.

New Business

None

Attendance:

Louis Nguyen
Shelley Schroeder
Scott Dunham
Valerie Thompson-Fowler
Jennifer Lewis
Lee Graham
Erica Vandersand
Susan Gomez
Jennifer Mason
Candace Hunt
Dianna Ritter
Kristy Hirning
Richard Slater

The next meeting will be January 20, 2005
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM

Recommended modifications to SFEI Parents Handbook (as provided and read by Mr. Graham):

1. Add at the end of section E.5,
All medical emergencies requiring JSC emergency personnel response will be documented in a Medical Emergency Report. The Medical Emergency Report forms are signed by both the parent and the Facility Director and stored in the child's permanent file. If requested, parents may have a copy of the form.
2. Add section E.7, Medical Emergency and Injury Review
At least once a month, the Facility Director and the Board of Directors will review the number and severity of all Medical Emergency Reports and Accident Reports that have occurred since the last review. The intent of this review is to identify any undesirable trends in injuries/accidents and to identify any preventive or corrective action(s) as a result.
3. Add third paragraph in section F.2,
For each report of significant problem behavior by the child or parent, the Facility Director will document the occurrence and keep the records for a period of three (3) years after the parent/child left SFEI. These records shall be available for review upon written request of the parent.
4. Delete last sentence of second paragraph in section F.4.
5. Add after second paragraph in section F.4,
If the parents or staff are unsatisfied after conferring with the Facility Director and the Board of Directors, they may pursue an appeal along the following paths:
 - a. For safety-related issues: If resolution cannot be reached at any of these successive steps, the appeal can be advanced to the next one
 - i. Report the issue through JSC Close Call system
 - ii. Call the Director's Hotline at x31234
 - iii. Contact the NAEYC organizationSpecial note should be made if there is imminent danger to life or health, parents should inform the Facility Director immediately. If not satisfied with the response, they should call the JSC Safety Hotline at x37500 or the JSC Emergency number at x33333.
 - b. For all discrimination or sexual harassment-related issues: If resolution cannot be reached at any of these successive steps, the appeal can be advanced to the next one
 - i. Contact the JSC Equal Employment Office at x30603
 - ii. Contact the NAEYC organization