

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

**REPORTS**  
***Director***

**Staffing**

- **New Hires:** Ms. Hirning has a Pre-K new hire named Ms. Chris who has started working.
- **Resignations:** Jenny in older 2's is moving to Colorado. Ms. Hirning already has applications to review and begin interviewing for a replacement.
- **Other:** Ms. Hirning is in the process of beginning plans for Summercamp. Right now there are questions of facilities. Where are they going to be? Bob Hall is currently working this. Space Center Intermediate is being considered as a location. Preliminary requirements are being defined. Ms. Hirning has determined that Vanessa and Jaime will work Summercamp. She will be working on hiring full-time summer temps. Ms. Hirning plans to have an answer by early March to ensure that it's even doable. Start date would be day after Memorial Day. Ms. Hirning will need to work with the Transportation Group on this as well. She reminded the Board that last summer leasing the bus was around 2K a month.

**Operations**

**Facility:** Mr. Boyes brought up the status of the air conditioning. The system is now balanced and regulated. Kelsey Seybold found the problem initially and came out and verified that everything is working fine now. The leak from the Kitchen exhaust is taken care of. Entrance and Exit signs are fixed. Delivery sign up. The half door in the Young Two's is fixed.

**Special Events:** School birthday will be coming up in April. Pictures will be in May. Graduation will be in May.

**Other:** Discussion occurred about letting non-members use the nursing room to pump during the workday. The idea was generally agreed to be a good one.

***Committees***

**Education Curriculum:**

(Kristy Hirning)

We are up for accreditation in April. Parents will have surveys to complete. Paperwork will need to be in 90 days before August.

**Playground:** No report.

**Newsletter and WebPage:** Ms. Coppedge and Ms. Buquo are currently working on the labels for the Newsletter.

***Room Captains***

**Infant 1**

(Pam De La Cruz; Alternate, Erica Vandersand)

No report

**Infant 2**

(Louis Nguyen; Alternate, Jennifer Lewis)

Parents are wanting to convert the room to a Toddler room. Mr. Markel was present to support this discussion. Several items were discussed related to this topic. It was considered a good idea, but several things need to be thought through before it's completely put in place. For example, it needs to be

considered in terms of what happens as the next group rotates in; they will need to return to an older infant room.

It was decided that temporarily the cribs would stay assembled and moved to the old facility. They will be needed again at the beginning of next year. Ms. Hirning took the action to get with Ms. Thomas to work on the plan for migration.

Ms. Hirning took an action to look at the budget and see if we can buy cots for the room. There was a lot of discussion relative to what kind of cot would be used in the room. Mr. Markel took the task of checking with parents to see if they were OK with foam versions of mats. The advantage is that these could be funded immediately. We're talking \$100 compared to 1K. Ms. Hirning's recommendation is that they go with the foam ones. Parents would have to start bringing in blankets. SFEI would supply the crib sheets.

Mr. Boyes suggested that we could dedicate the next fundraiser to these COTS. There was also discussion about getting toddler toys and development centers in the room. Ms. Hirning believed that this was something they could take care of immediately by shifting toys around within the Center. It was determined that no TV/VCR would be placed in the room because that would be a violation of NAEYC guidelines.

#### Toddler 1

(Angela Hart; Alternate, Cindy Cross)

It was reported that the table had been changed out. The kids like the trays. Kids starting to move to cups. Building a home center. Working on the parents to help with that. Kids don't have a lot of the older toys.

#### Toddler 2

(Steve Grebel; Alternate Neal Sinclair & Steve Hess)

No report.

#### Young 2's

(Bryan Kelly; Alternate, Linda Moreland)

No report.

#### Older 2's

(Trish Caffey; Alternate, Ray Gomez)

No report.

#### Early Pre-K

(Garry Fender; Alternate, Vanessa Patterson)

No report.

#### Pre-K

(Laurie Garcia; Alternate, Gretchen Thomas)

the subject was raised regarding extending care beyond 5:30. At the recommendation of Ms. Gomez, Ms. Hirning took the action to look at this initially by doing a parent survey to determine overall interest. From there we would need to determine how to manage it so that financially it would be a break even. The Board decided to review the subject after the survey was conducted.

#### Kindergarten

(David Goeken; Alternate, Susan Morgan)

Everything is good.

### ***Board Members***

#### Policies and Procedures

Gretchen Thomas:

No report. We're full.

Secretary

Lynn Buquo

Ms. Buquo reported that Ms. Coppedge is now handling most of the duties associated with membership packages and keeping the database current. She was doing an absolutely super job of it too.

Treasurer

Susan Gomez.

We briefly reviewed the financial statements and discussed a few items. Everything is generally OK.

Vice President

David Goeken

Nothing major to report. Still working the action related to corporate sponsorship.

President

Tim Boyes

No report!

***SFEI Members***

Walk-ons

Hester Yim talked about the idea of using the old Kindergarted facility to start an after-care program. Again, it was decided that this would be something that we would have to survey parents to see if they were interested. Discussion occurred about membership; deciding a limit; transportation, etc. Ms. Hirning took another action to look into another survey. Generally everyone agreed it was an idea with merit. Mr. Boyes pointed out that there would be no problem related to Center Management approval.

It was also mentioned at this point at a United Space Alliance Human Resources person would be coming over to talk about 24x7 operations.

***BUSINESS***

**Old Business**

**New Business**

The next meeting will be March 15, 2001  
Room Location JSC Child Care Center--11:30 AM - 1:00 PM