

Space Family Education, Inc. Board of Director's Open Meeting
Minutes for January 18, 2001

REPORTS

Director

Staffing

- New Hires: Ad placed for replacement Pre-K teacher. Ms. Hirning will interview on Jan 26 and once day the next week.
- Resignations: PreK teacher finally called and quit after several days of no-show. Rea is subbing.
- Other: Review of emergency-leave letter for Kristy Hirning for 1/16-3/16. Also have one on file for Mrs. Ramsay if she needs it. Shelly knows how to handle paperwork and will have signing authority. We can set up a computer at home for Mrs. Hirning (a laptop from HR). We have collected \$500 for expenses for the family and are signing a get well card. A flier is coming out about a spaghetti dinner fundraiser. The board will cover the costs. Parents can also bring food to the center and it will go home with Mrs. Hirning's sister. Linda will store items in the cooler and coordinate this end of the donations.

Operations

- Facility:
Shelly will cover all issues. BRSB has an estimate of \$5000 to retrofit for non-pinching doors. Hardware will be installed by the end of the month. Early 2's half door has been replaced with a lighter weight one. The playroom will need regular upkeep since there is a problem with chipping paint. There is a new leak but a work-order has been written and these get fixed quickly.
- Special Events: EAA group/NASA are setting up a Rodeo Clown and petting zoo. Usually a trail ride comes in Feb.
- Other: None.

Committees

Education Curriculum: (Kristy Hirning) We are working on accreditation. Issues have been covered with the staff. The data is due in by April.

Parent volunteers are needed. Need to develop a program to improve teacher's skills on an ongoing basis. Will request parent help from all room captains. Looking at enrichment teachers and need to get some site software.

Playground: See above under inspection.

Newsletter: No Report.

Room Captains

Infant 1: No report.

Infant 2: No report

Toddler 1: No report.

Toddler 2: No report.

Young 2's: No report.

Older 2's: No report.

Early Pr-K: No report.

Pre-K: Computers still not working and work-orders are turned in regularly for K, Pre-K and Early Pre-K. Turnaround has been good on the WOs but some computers just need to be replaced.

Even new computers have had to be worked on. Michelle has been good at fixing computers.

Kindergarten: No report.

Board Members

Policies and Procedures (Gretchen Thomas): The center is full!

Secretary (Lynn Buquo): Has a to-do list including getting ready for Board elections. Nominations will be taken in April.

Treasurer (Susan Gomez): Discussed the Accounting Report. One of the main items that is over run is the food. The estimate was just inadequate. Looking into the cost-benefit of the Federal food program. The checking account balance swings more now so we may have to keep more in the account. Mrs. Gomez is looking into other options as well. Monthly fees from the bank are running around \$75.

Vice President (David Goeken): Drafting letter to committee for corporate sponsorship for the computer lab software and playground equipment.

President (Tim Boyes): The MOU is in signature review now.

Walk-ons: None.

BUSINESS

Old Business:

New Business: