

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

March 17, 2005

Safety Report

Director & Vice President

Ms. Hirning reported that the JSC ambulance was called in February for one of the teachers due to an illness.

Ms. Vandersand reported on the number of injuries and illnesses for the month of February. Ms. Vandersand explained that the injury data were further categorized as either Cause (what cause it) or Result (the result or injury itself). As for illnesses, the data are for children that were sent home from the Center, and are categorized as either Symptoms or Diagnosis (cause/reason based on information volunteered by parents).

Injury-Causes: 26 falls/blows/bumps, 14 bites, and 1 pinch

Injury-Results: 3 bruises, 1 minor cut, 31 red marks, 2 scrapes, 2 swellings

Illnesses-Symptoms: 2 diarrheas, 1 fever, 1 headache, 3 lethargic, 1 runny nose, and 6 vomiting

Illnesses-Diagnosis: No data

Ms. Vandersand said that she would report trends later as more data are collected.

A question was asked about following up with diagnosis of illnesses. Ms. Hirning said that when a child is sent home for an illness, the teacher would update the illness form if parent volunteered any diagnosis information.

Director Report

Staffing

Resignations:

None. Ms. Hirning said, unofficially, that Ms. El said that she would resign in May to move back to Mississippi. Ms. Hirning does not know who would replace Ms. El when she leaves.

New Hires:

None

Other:

Ms. Hirning said that the teachers would be participating in training offered by Houston Association for Education of Young Children on Saturday, April 9th.

Operations

Facility:

Ms. Hirning said that the new fence is up, but the gate is in the wrong place. Ms. Hirning will ask NASA if they could move it. Also the old annex is gone.

NASA facility is still looking into the roof leak problem.

Special Events:

The Easter bunny will come next Thursday, March 24th, around 3:00pm. Ms. Hirning said that each class would have their own Easter egg hunt, and to check with the room teachers for more details.

Other:

Ms. Hirning said that she and Ms. Gomez are still working on finding a facility for summer camp. The Space Center Intermediate gave us a preliminary estimate of about \$2300 per week to use their facility (for A/C, janitorial, lunch facility, etc...). Ms. Hirning said that they are still negotiating, but she does not believe the cost would be much lower. Ms. Hirning and the Board would continue to look into other commercial spaces/facilities in the area, and asked of parents have any suggestions. Parents suggested collaborating with St. Thomas to use their facility for summer camp, or looking into the facility at Clear Lake Park.

A question was asked whether a committee is needed to look for other options for summer camp. Ms. Hirning said that she would send out an informal email to the membership with minimum requirements for a summer camp facility (e.g. ~35 sq-ft/child for approximately 75 children, etc...). Ms. Hirning and the Board would look into the suggestions brought up by parents.

Committees Report

Education Curriculum

No report

Playground

No report

Newsletter and Webpage

No report

Mr. Nguyen relayed a message from Mr. Mathew (webmaster) asking if any parent would like to pick up the task of preparing and updating their Room/Class webpage. Mr. Mathew would upload the updated files/folders to the Childcare Center webpage. If parents need help with preparing the Room/Class webpage, Mr. Mathew would be glad to help convert any Word document into html/web format.

Room-1

“Happy and not as sick as room 2”

Room-2

“Many illnesses”

Room-3

No report

Room-4

Fine

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)

Ms. Lewis said that it’s time to renew agreements with those facilities we selected for offsite evacuation, including the Gilruth. Ms. Lewis said that we never had a signed agreement with the Hilton, and that she would try to get one. Otherwise, she would have to look for another place, perhaps the facility at Clear Lake Park.

One parent asked about the reasons and plans for evacuation. Ms. Lewis referred to the evacuation plan in the Parents Handbook.

Ms. Lewis said that Ms. Berdich, a parent/member, volunteered to work on the Standard Operating Procedures (SOP). Ms. Lewis does not have a deadline for her yet. Perhaps next month, we would have an outline for the SOP, and we could form a committee to complete it.

Ms. Lewis answered a question regarding parents required to be with their children in the cafeteria area if the teacher/class had gone into the classroom. Ms. Lewis said that the Parents Handbook would be clarified if necessary to make sure that if a staff member is not present in the cafeteria, the parent must stay with the child until he or she is finished eating, or to get a staff member to watch the child.

A question was asked about what would happen if the Gilruth gate malfunctioned preventing us from getting in or out during an evacuation. Ms. Lewis and/or Mr. Nguyen would look into it with JSC Security.

Treasurer (Jennifer Mason)

Ms. Mason reported that the Budget Committee met last Thursday to review the books. Ms. Scoggins volunteered to review the books and to make recommendations. Ms. Gomez said that we would need to know the financial status by May to determine the tuitions for fall.

Ms. Gomez handed out the financial report. She said that the net lost so far is about \$100,000, and that we need a profitable summer camp to build up our reserve. Ms. Gomez said that we've turned in our tax, and that the audit is almost done.

A question was asked about having two budgets, with and without summer camp. Ms. Mason said that she would make one without the summer camp.

Various questions were asked about specific costs/expenditures on the budget (e.g. kitchen, playground, etc...), and suggestions were made (e.g. to possibly reclaim the cost for the shed from NASA).

Secretary (Louis Nguyen)

Mr. Nguyen reminded the Board and everyone of important dates coming up. The annual General Membership Meeting (GMM) is coming up in June, where the Director would give her annual report and Board Members would report on the state of the Corporation. Mr. Nguyen asked the Board to consider either Thursday, June 16, in lieu of the BOD meeting, or Tuesday June 21, or Thursday June 23 for the GMM – all from 11:30a-1:00p. The Board agreed that June 16th would be a good date for the GMM.

There will be a Board of Directors election at this June GMM. SFEI members can nominate any of the current Board Member or any member in good standing to serve on the BOD. Nomination has to be submitted in writing to the Secretary at least one month prior to the annual GMM (~May 15). Mr. Nguyen will have BOD nomination forms available with Ms. Nancy and on the webpage after today. Mr. Nguyen will contact the nominees (informing them that they've been nominated, asking them to consider serving on the BOD and to provide a brief biography for the ballot) and develop ballots for the election. The ballots with additional information on the nominees will be distributed two (2) weeks prior to the GMM (~June 1st).

At the GMM, the SFEI membership would also vote on any proposed amendment to the By-Laws. Right now Mr. Nguyen doesn't have any. Again, proposed amendment to the By-Laws must be submitted in writing to the BOD at least one month prior to the annual GMM (~May 15th). Proposed amendment may originate from the BOD or by a petition signed by at least 15% of the Corporation membership (~39 out of 255 according to the current membership roster). The By-Laws is available on the webpage, and Mr. Nguyen will provide a Word formatted template/form for members to use. Mr. Nguyen will collect and put together all of the proposed amendments, and assign numbers. The proposed amendments will be distributed two (2) weeks prior to the GMM (~June 1st).

Mr. Nguyen explained that the electronic voting would start immediately after the GMM, using a survey format on a webpage. Each membership would receive an invitation email

with a unique access code to access the voting webpage. Each membership/family is allowed one vote, unless both parents qualified and paid for two memberships.

Mr. Nguyen reminded everyone of the dates.

March 17: Forms are available to nominate BOD and to propose SFEI By-Laws changes

May 15: Due dates for BOD nominations and proposed SFEI By-Laws changes

June 1: BOD ballots and proposed By-Laws amendments are distributed to membership

June 16: Annual General Membership Meeting, membership vote for BOD and By-Laws amendments

Ms. Lewis mentioned that the wording on the any proposed By-Laws change must in its final form for the By-Laws.

A request was made asking if Mr. Nguyen could send out notices to both parents instead of just the one on the membership roster. Mr. Nguyen said that we only have names and email addresses for both parents of those children in the Childcare Center, and that he would distribute it via the Room Captains

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Ms. Gomez answered 4 questions from a member's email.

Q1. What are the details of the agreement between the JSC Childcare Center and NASA JSC regarding accreditation?

A1. The agreement between NASA JSC and the JSC Child Care Center are governed by a Memorandum of Understanding that is posted on our website at http://childcare.jsc.nasa.gov/SFEI_MOU.pdf. The MOU does state that the CCC will maintain state childcare licensing requirements and NAEYC requirements. In researching with the previous President of the CCC why the NAEYC criteria was added, he couldn't remember. The MOU expires in January 2006 and will need to be renegotiated prior to that. We could choose not to maintain the NAEYC accreditation if we decide not to adhere to the new NAEYC requirements. We would need to ensure that the new MOU does not bind us to maintain NAEYC accreditation if we've decided it isn't in our best interest to do so.

Q2. When is the current accreditation due to be expired/be renewed?

A2. We were accredited by State in 1990, and are inspected every 10-12 months. The results of the yearly inspections and any violations are posted on the Texas Department of Family and Protective Services website. When violations are found, that does not mean State accreditation is revoked. When State finds a violation, they issue a citation. The citation includes when the violation needs to be corrected. They then follow up to ensure that it is corrected. The last inspection was on March 9, 2005. We received minor violations, and they are not yet posted on the website. Ms. Hirning will address the State violations later in the meeting. NAEYC accreditation was attained in 1998 and renewed in 2001. It is up for renewal in August 2006. NAEYC is in the process of adopting new regulations. SFEI will need to determine if we would want to maintain NAEYC accreditation after the new NAEYC regulations/standards are adopted. NAEYC has said they would give us at least an additional 6 months to meet the new regulations.

Q3. What response is expected from NASA JSC if accreditation is lost?

A3. It is difficult to predict NASA's response. However, we don't anticipate that they would immediately shut down the Child Care Center should accreditation be lost. We have not officially asked NASA what it would do.

Q4. What is the Board's plan of action if accreditation is lost?

A4. The Board does not have a formal plan of action if accreditation is lost. We do not anticipate losing accreditation, or perhaps the plan is not to lose our accreditation.

SFEI Members Report

Walk-ons

None

Old Business

Due to the number of recent comments and questions concerning State and NAEYC accreditation, Ms. Hirning provided some information and status of State and NAEYC accreditation. State told Ms. Hirning that because the Childcare Center is on federal land, it does not need to be regulated by the State. However, SFEI chose to be State licensed. Similarly, SFEI chose to pursue NAEYC accreditation to be over and above State standards. Ms. Hirning explained that when we were accredited by NAEYC, we did not follow their standards/regulations exactly. There were compromises and things we do differently. Yet, these were disclosed and explained to NAEYC, and they accredited us.

One parent commented that she knew of one IRS office that requires NAEYC accreditation for its on-site childcare center, and asked if NASA or all federal sites require certain standard such as NAEYC accreditation for an on-site childcare center. Ms. Hunt, NASA Liaison, accepted the action to look into the answer to the question.

Ms. Hirning believed that NAEYC is in the process of “reinventing” itself. NAEYC is raising standards on teacher qualifications and other things (e.g. 75% of all teachers would need to have a four years degree, teacher/child ration must be maintain at all times, etc...). However, these new standards are not all official yet. Ms. Hirning said that SFEI must evaluate the costs and benefits of the new NAEYC standards and decide for ourselves whether NAEYC is right for us.

As for the State, the Texas Department of Family and Protective Services (TDFPS) regulates and inspects us annually. The State inspection was done last week. Ms. Hirning reported that we passed with a few minor citations: 1) parents provide verbal feeding instructions for their children in the infant room (these should be written instructions), 2) a tube of ointment was found without a child name on it, 3) the rabbit in room 6 has not had a ‘well-child’ checkup, 4) one employee has not had a background check in two years. These were fixed, or are being fixed (obtain written feeding instructions from parents, the tube of ointment actually belongs to the center, the rabbit is scheduled for an examination and to mention in the Parents Handbook that the Center has live animals, and the employee background check is in process). Ms. Hirning said that the State requires the Childcare Center to post, in a

prominent place, all State inspection reports and any forms or letter, and that the report from the recent State inspection, March 9th, will be posted in the lobby. Ms. Gomez said that we could provide a link (from our website) to the information on our childcare center on the TDFPS website.

One parent asked about the need to seriously consider NAEYC reaccreditations, and if the Director and the Board have started the process. Ms. Gomez and Ms. Hirning said that they have ordered the kit from NAEYC and are in the process of reviewing the requirements. Questions were also brought up about the recent safety concerns and the seriousness of violating NAEYC rules or standards (February BOD meeting). Ms. Hirning and Ms. Gomez reported that NAEYC received a complaint from one of the membership, and that we have not heard back from NAEYC or that they've found any violation. Ms. Gomez preferred to wait to hear back from NAEYC to comment on the concern. Mr. Sullinger (NASA Safety Representative) commented that NAEYC may take its time to investigate allegations from parent, but in the mean time, we should fix any problem we may have and go on.

Regarding another old business item on fundraising and selling chocolate on site (in the office), Mr. Dunham reported that he had asked NASA Ethic Office, and they said we could not sell things in the office. Ms. Hunt said that she had asked the same question to NASA legal, and is waiting for a response.

New Business

Ms. Lewis distributed a presentation addressing a proposed change to the By-Laws to implement staggered terms for Board of Director positions. Ms. said that a member, Ms. Audet, had asked her to bring up this topic for discussion. Due to the lack of time, this topic was deferred until the next meeting.

Attendance:

BOD; Louis Nguyen, Susan Gomez, Jennifer Lewis, Jennifer Mason, Erica Vandersand
Kristy Hirning, Shelley Schroeder, Nancy Coppedge
Candy Hunt (NASA Liaison), Tom Sullinger (NASA Safety Representative)
Peggy Carruthers, Scott Dunham, Lisa Blok, Arne Aamodt, Katy Hurlbert, Mathew
Geraghty, Kiana Rodrigues, Chris Lupo, T.Q. Bui

The next meeting will be April 21, 2005
11:30 AM - 1:00 PM