

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

REPORTS
Director

Staffing

- **Resignations:** Wendy in Infant 2 has resigned and her last day is next week.
- **New Hires:** Technically still working. Ms. Hirning discussed the rotation planned for the summer. She will be moving three of the regular teachers over to support the Summer Camp program. In August, Angela will go to Infant 1. Jaime will move to Room 2. Sandra from Room 2 will move to room 3. Still working on hiring temporaries but it's in the works. In August, Teresa will be a floater. It was pointed out that the teachers mentioned are the only ones who will be moving.
- **Other:** The migration plan was discussed. We used an example of a child who will move up twice. Once in May and then, again, in August. Largest percentage of parents surveyed on the teacher-moving-with-students subject preferred that at least 1 teacher move. Next year there will be one infant room, 2 toddlers. Room 1 through 9 basically. It was clear from parent discussion that the plan is not clear to many of the members. Ms. Hirning took the action to get it organized in way that it can be posted for the members. Ms. Thomas stated that she had sent a letter to all parents explaining what was happening. Several members stated they had not seen it so this too is to be posted on the door.
- **Summertime:** Ms. Hirning shared that she has 60 kids signed up, and pointed out to Bob Hall who was in attendance, that she has quite a waitlist of folks who would love to get in. The Schedule for the Child Care Center's camp (not the Summertime Program) will be out next week. Tumblebus will be coming this summer and she hopes to continue in the Fall.

Operations

Facility:

Distress buttons are still not installed but are in the queue. Security has requested a list of people who are authorized to pick up children so they can have that at the Guard gate. It was suggested that the list be updated and compiled and sent to them. Ms. Vandersand reminded us that when parents have visitors in town they should stop at the Security building and get passes for those folks who are not on the regular list. That should be a parent responsibility. Ms. Hirning will be working this action. Mr. Hall pointed out that the Agency as a whole has a keen interest these days in security at our day care facilities. The Inspector General's Office had done a recent investigation that demonstrated security was lacking in this area. We all agreed this increased awareness was a good thing.

Special Events: Graduation ceremony is scheduled for Wednesday, May 23.

Other:

Committees

Education Curriculum

(Kristy Hirning)

No report.

Playground: Had a 5-foot snake near the playground that a parent killed.

Newsletter and WebPage: No report.

Room Captains

Infant 1

(Pam De La Cruz; Alternate, Erica Vandersand)

Things are good. Flowerbeds have been planted outside the windows.

Infant 2

(Louis Nguyen; Alternate, Jennifer Lewis)

No Report

Toddler 1

(Angela Hart; Alternate, Cindy Cross)

Migration concerns were addressed during meeting.

Toddler 2

(Steve Grebel; Alternate Neal Sinclair & Steve Hess)

No report.

Young 2's

(Bryan Kelly; Alternate, Linda Moreland)

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)

Have a caterpillar!

Kindergarten

(David Goeken; Alternate, Susan Morgan)

Things are great. Graduation is the 23rd of May.

Board Members

Policies and Procedures

Gretchen Thomas: The Center continues to be full. We will have about 25 new children joining in the fall. Waitlist folks are very interested in status and keeping Ms. Thomas really busy right now. This is the time of year that it's intensive.

The Board discussed the policy associated with losing a board member. Tim Boyes resigned his position as SFEI president earlier in the month. Mr. Hall asked if we had updated the by-laws so that we could officially have contractors as Board members and we shared with him that, yes, that had been changed. Ms. Thomas pointed out that we as the Board had the option to appoint a new member or wait until the next election. It was agreed that with only a few months left, it made sense to wait. Dave Goeken is now officially President until the new Board is in place.

Gretchen Thomas has the action to send an updated copy of the by-laws and ensure that Louis Nguyen posts one on the Web as well.

After much discussion, it was agreed that Ms. Hirning should have full signature authority for all badge and training requests. We will assign alternates for the badge requests in the event Ms. Hirning is unavailable. We also agreed that she should become the primary Facility Manager and that we would appoint a new alternate when the newly elected Board ins in place.

Bob Hall and Erica Vandersand took the action to assure that the training personnel are aware of this. Lynn Buquo has the action to get Ms. Hirning a copy of the new form for Security.

Secretary

Lynn Buquo

Nominations for BOD members are due this Friday. From the nominations, Ms. Buquo will make the ballot. We will send an e-mail requesting that folks vote, but they will receive hard copies of the ballots with the official SFEI seal on it to help ensure the integrity of the voting process. We will shedule the annual meeting after the ballots have been collected.

We also discussed scheduling the Annual Meeting. It was agreed that the meeting needs to be on a Monday or Tuesday at lunchtime. Erica Vandersand is willing to look for a training room for us to use for this. Ms. Buquo has an action to get with her when the date is decided upon.

Ms. Gomez pointed out that SFEI has a requirement as part of its eligibility for Combined Federal Campaign funds to provide an "Annual Report." Last year she pulled that together. She requested that this year each Board Member prepare a report to give at the annual meeting. The Board agreed that was a good suggestion and asked the Ms. Gomez send us what she prepared last year. Ms. Buquo stated that if everyone will prepare their piece and send to her, she will take responsibility for pulling that together into a single report.

Treasurer

Susan Gomez

Ms. Gomez had not had a chance to prepare her formal report, but stated that we were in fine shape. She stated that she is well aware that she has an action to pull together a budget committee and hold a meeting to address finalizing the budget for next fiscal year, but she did a 5-year plan last year and is working to that. She pointed out that she doesn't like to raise tuition until the August time frame so will make certain that activity takes place before that time.

She also reported that all the CFC requirements have been met and that we're eligible for funds for the next season.

Ms. Hirning mentioned that parents have mentioned that with the changes in rooms as a result of the planned migration schedule are interested in what the room rates will be for the next year. Ms. Gomez said it will be necessary for her to look at the rooms themselves and try and use a fair formula to tabulate what the rates will be.

Vice President/President

David Goeken

Parent Watch was the primary subject. There was considerable confusion over the status of this. Mr. Goeken explained that he had not seen the letter from Parent Watch himself, but stated that he had talked to them. The immediacy that Mr. Boyes had stated in his letter to the parents appeared to be over stated. Parent Watch is changing their business model and is asking that instead of them billing the parents directly that the Center needed to manage that and that they would bill SFEI for a yearly fee of \$7,800.

Mr. Goeken said that basically Parent Watch has given us two months to decide what we want to do. Results of the survey submitted by Mr. Boyes were 6 Parents for and 8 Parents against. Only 14 parents voted. Mr. Goeken also stated that the Information Systems Directorate has come out and was looking at what it would take to provide the "internal" security system with NO internet connectivity. So if we agreed to let Parent Watch go, there was still a chance that the Center could have an internal monitoring system. Ms. Buquo stated that ISD had not agreed to pay for the system, but was investigating what it would cost. Mr. Goeken said that Parent Watch would be willing to sell us the equipment to the cost of approximately \$4K.

Several parents asked questions about the system and how it would work. It was also pointed out that the amount stated in the letter to parents was too high. The actual increase would be more along the lines of

\$1.30 a week. The Board agreed that in the best interest of the Center we should retain the service and would factor into the budget considerations for next school year how much to increase tuition.

Mr. Goeken received the action to work on a new contract with Parent Watch.

SFEI Members

Walk-ons

None

BUSINESS

Old Business

None

New Business

None

The next meeting will be June 21, 2001
Room Location JSC Child Care Center--11:30 AM - 1:00 PM