

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

REPORTS
Director

Staffing

- **New Hires:** Ms. Hirning has hired a floater (Teresa Gomez) who will help mostly in the young twos.
- **Resignations:** Potential that one of the teachers in Young Twos room may be leaving because of having a baby. Ms. Hirning already has a backup in the wings.
- **Other:**

Operations

Facility:

Cipher lock still in negotiation, but it is supposed to be being installed by COD. BRSP is at the Center fixing everything. The half door in the two's getting installed today; they're balancing the air conditioning and fixing the ACRV.

Distress button in the Executive Director's office is being fixed. Suggestion was made that one should be put in the kitchen as well.

Special Events: Trick or treating will be Friday, October the 27th. Ms. Hirning requested that Ms. Buquo get 150 bags to cover both trick or treating and the carnival. Ms. Hirning pointed out that she would need to make some arrangements related to gymnastics and these events. She reminded everyone that the carnival is Tuesday the 31st. Costumes are optional.

Other: Fundraiser coming up. There was also a good deal of discussion regarding a situation where a pill was found on the floor in one of the younger rooms. Ms. Hirning has told the staff that any medication needs to be checked into the building. There was also an incident where someone had used a pencil to open a toothpaste tube and the lead was found in the toothpaste. Again, Ms. Hirning has discussed this with the staff.

Committees

Education Curriculum

(Kristy Hirning)

Ms Hirning stated that they are once again doing the Metropolitan Readiness Test for the Kindergartners and stated that there is also another test that will be done during the year.

Playground:

Question was raised about who was leading this committee. Ms. Buquo took the action to contact Arne Admodt to determine if he was. It is clear, however, that we need another committee to work with various playground issues.

Newsletter and WebPage

Newsletter will be out soon. Question was raised about ParentWatch and the delay in updating images. Mr. Goeken had checked with them once and took the action to check again. It was reported that there are 32 parents signed up at the Center.

Room Captains

Infant 1

(Pam De La Cruz; Alternate, Erica Vandersand)

No news is good news.

Infant 2

(Louis Nguyen; Alternate, Jennifer Lewis)

Brought up the issue of the Refrigerator in this room. Talked about the size as being too small. Room for another one like that. Ms. Gomez agreed that Ms. Hirning should go buy another one. A sign that says "No Shoes" has been placed outside the room to help keep carpet clean. Suggestion was made that folks use little booties. Sign that says "Please use Booties." Finding out who is going to get them. Mr. Hirning checking into it.

Parent brought in a gate recommending it for use in the room. Infants are getting into areas of the room that parents think they should stay out of. Recommended an Evenflo product to help keep the kids out. Mr. Markle said that it will work. Larger size required for the bigger areas. The cost ranges from \$35 for the small and \$50 for the big ones.

Mr. Goeken asked if the teachers were OK with this. Mr. Markle pointed out that they were all for it. Teachers, Director, NAEYC issues with gates all covered to Mr. Boyes satisfaction. Ms. Hirning's concern was that she did not want the teachers climbing over them. Ms. Hirning going to work installation with BRSP. Board approved.

Toddler 1

(Angela Hart; Alternate, Cindy Cross)

Toddler 2

(Steve Grebel; Alternate Neal Sinclair & Steve Hess)

Cipher lock on the front door. Ms. Hirning brought up the issue that it helps her get folks to respond if she can show that parents are concerned. Mr. Boyes going to make a call.

Young 2's

(Bryan Kelly; Alternate, Linda Moreland)

Younger twos. Parents brought up their concern with the fact that the other morning there were 9 kids in the room and 4 of them were crying. They just don't feel comfortable that one teacher is enough to cover the room adequately. Ms. Hirning is very aware of the problem and working it.

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)

No issues.

Kindergarten

(David Goeken; Alternate, Susan Morgan)

No issues.

Board Members

Policies and Procedures

Gretchen Thomas:

It was reported that the Center is FULL. She addressed the recent question she had received about the policy for Toddler migration. Ms. Thomas explained the policy that she has been following. Ms. Thomas and Ms. Hirning will be getting together to discuss how they want to ensure effective implementation of the policy. Ms. Thomas mentioned the issues with mixing ages.

Secretary

Lynn Buquo

New procedures being put in place to ensure more timely delivery of Membership packages. Nancy Coppedge will be assuming responsibility for database entry and handing out packages when the member pays their dues.

Treasurer

Susan Gomez

Ms. Gomez started with the report on Profit and Loss by class. Given checks are still being deposited for Summer Camp expenses, she is working on a final profit amount for the summer. Right now it appears that 19.6K was the total. In looking at the balance sheet, it shows how much is in Merrill Lynch how much is in checking. Everything is looking OK. We're about where we were a year ago. As a result, she will probably put some more back in Merrill Lynch.

Mr. Goeken asked about the depreciation. It was pointed out that we need to begin figuring out how to depreciate the new stuff that was bought for the new facility. We discussed that all of the purchases made with the Exchange loan need to be recorded under assets and then depreciated accordingly. This is required as part of the overall audit report. Ms. Gomez stated that she has realized how often that report is used. It was just used in renewing the insurance.

Mr. Boyes asked about janitorial in September. Ms. Gomez checking on that and will report back. This report was difficult because of 4 months with the old school. Bottomline is we are not getting more negative.

Vice President

David Goeken

Still working the letter for corporate sponsorship.

President

Tim Boyes

Cipher Lock and MOU still in work.

SFEI Members

Walk-ons

Ms. Kaufman brought up that she was still working looking into the software for the computer lab.

BUSINESS

Old Business

New Business

Kristy brought up the possibility of having "holiday" care available. Kristy looking for a teacher. The ones she had for summer camp were good. Kristy determining if she has a teacher first. Then she will pulse interest.

The next meeting will be November 16, 2000
Room Location JSC Child Care Center--11:30 AM - 1:00 PM

