

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

**October 21, 2004**

*Director Report*

**Staffing**

**Resignations:**

**New Hires:**

Ms. Barbara Rose was hired for Room 9 after school care.

**Other:**

Ms. Joy is out for some time for leg surgery. She will be back in November.

**Operations**

**Facility:**

Next door is ready to be demolished. NASA will replace the fence for us. Ms. Hirning is reminded to ask NASA for a large double gate on the new fence.

Ms. Hirning reported that NASA had generated a work order to replace the louvers on the roof structure to fix water leaks during heavy rain. NASA also had a work order to look into the dust problem in the ductwork.

**Special Events:**

Ms. Hirning reminded everyone that the Fall Carnival is tomorrow. The Childcare Center will have two baskets raffles, one is to raise money for the Teachers Christmas Dinner and the other is to raise money for the Center. Basket items are due tomorrow. The drawing will take place after the kids trick-or-treating.

Halloween trick-or-treating on-site will be at buildings 1, 12 and 45. Lynn Buquo is coordinating the event for the children. The children will start leaving from the Childcare Center at 9:20 am.

Thanksgiving feast will on Tuesday, November 23<sup>rd</sup>.

Ms. Hirning explained about a fundraiser activity with Foley's Department Store, where the Childcare Center would get a certain amount ticket/coupon to sell for \$5 each. The ticket/coupon is good for a 25% off any sale item at Foley's. All non-profit participants in the program would share the proceeds from the ticket sales. Ms. Hirning will have more information on the event later, which is now scheduled for November 16<sup>th</sup>.

The cookie dough fundraiser ended last Friday. Ms. Hirning will tally up the orders and send them out soon.

**Other:**

No report

*Committees Report*

**Education Curriculum**

No report

**Playground**

Ms. Hirning reported that we spent about \$900 on parent workday. The Childcare Center collected about \$300 from parent donations. Ms. Hirning said that many parents participated in the workday and did lots of work to fixed up the playground, power washed play structures, sanded picnic tables, fixed up the sandboxes, did yard work, etc...

**Newsletter and Webpage**

Ms. Lewis reported that the newsletter editor, Susan Rapley, had resigned. Ms. Lewis will look for a new volunteer.

**Room-1**

No report

**Room-2**

No report

**Room-3**

No report

**Room-4**

No report

**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** (Ms. Lewis)

Ms. Lewis reported that she had updated the Parents Handbook with the potty training policy. The updated handbook is on the website with change pages for the updates since August.

Ms. Lewis reported that we had two withdrawals, in room 6 and 8, and that she had filled the openings.

### **Treasurer** (Jennifer Mason)

Ms. Mason handed out the financial report.

Ms. Mason reported that she still need to figure out some salaries and spending to put in either the main school or Summer Camp (unclassified item). Ms. Mason believed that she's still missing a few deposits, not accounted in the report.

Ms. Hirning asked about the budgeted item numbered 5540, PC SW for new school, whether it's an obsolete item. Ms. Gomez pointed out that the Exchange's loan should be code'd correctly as 2120, not 7001.

### **Secretary** (Louis Nguyen)

None

### **Vice President** (Erica Vandersand)

Ms. Vandersand said that children from the Childcare Center first Kindergarten graduating class will be graduating from high school in May 2005, and asked if we should do something to recognize the children and the event. Mr. Nguyen suggested that we could invite those children to participate in the 2005 graduation ceremony. Ms. Vandersand also suggested a feature article in JSC Roundup.

Ms. Vandersand asked about forwarded emails from Ms. Lewis where various groups would like to set up fundraiser 'shop' at the Childcare Center and share a certain percentage of the proceeds with the Childcare Center. Ms. Vandersand will forward the emails to Ms. Hirning to contact those individuals for more details.

### **President** (Susan Gomez)

Ms. Gomez volunteered to take care of all insurance matter for the Childcare Center. She will work with Ms. Mason and Ms. Schroeder to obtain all the necessary information. Ms. Gomez believed that she had found someone that could help her with insurances.

Ms. Gomez reported that she met with a NASA Task Force, tasked to improve NASA/Contractor relationship/policies, and it believed that the Childcare Center should not change its current policies

Ms. Hunt, NASA/Childcare Center liaison, reported that NASA does not have the fund to support the Childcare Center expansion plan. NASA offered a representative from Center Operation Division (COD) to work with us to find ways to fund the expansion by some phasing approach. Ms. Hunt also said that she had contacted the Exchange to ask for

financial help for the Childcare Center, but no one from the Exchange had called her back. Ms. Hunt said that Letti Poole from COD would continue to help us look for a facility for Summer Camp.

### *SFEI Members Report*

#### **Walk-ons**

None

#### **Old Business**

None

#### **New Business**

Ms. Lewis asked Mr. Nguyen to add a date field on the SFEI membership renewal form.

#### **Attendance:**

Louis Nguyen  
Shelly Schroeder  
Katy Hurlbert  
Scott Dunham  
Dianna Ritter  
Jennifer Lewis  
Candace Hunt  
Jennifer Mason  
Susan Gomez  
Kristy Hirning  
Erica Vandersand

The next meeting will be November 18, 2004  
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM