

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

**October 20, 2005**

*Safety Report*

**Director & Vice President**

Ms. Schroeder reported that she performed a safety walkthrough of the playground and found a wasp nest in the red playhouse and some damage to the walkway from crew repairing the canopy. The wasp nest will be removed today, and we will be getting an estimate for the walkway repair.

Ms. Gomez handed out the monthly safety report and said that it will be made available for the website. Ms. Gomez is getting familiar with all the reporting information and data format because it was created by the last Vice President. Ms. Gomez said that nothing sticks out in terms of unusual data or safety trend. Ms. Gomez is not sure if lice problem is being reported yet, but it will be categorized under illness.

*Director Report*

**Staffing**

**Resignations:**

No new resignation.

**New Hires:**

Ms. Hirning reported that Ms. Margie Ard is hired to replace Ms. Jenny from Room 5. Ms. Margie was a substitute teacher from WeeCare.

**Other:**

No report

**Operations**

**Facility:**

On November 1<sup>st</sup> and 2<sup>nd</sup>, NASA people will be repairing the louvers on the roof. The covered parking will be closed for those two days. Walking access to the front door will be available, but drive through and parking under the covered drive way will not be possible.

Rooms 1 and 2 will have new tiles and carpet, soon? The rooms have been measured and we are now waiting on funding. Responding to a question, Ms. Hirning clarified said that half of the room would have carpeting and the other half would have tiles.

**Special Events:**

Ms. Hirning said that the Fall Carnival is tomorrow, October 21<sup>st</sup>, starting at 3:30pm and it will go until 5:00pm. It will have a tap dance performance (Dance Tree) at 3:45pm and a Juggling show from 4:00pm to 4:45pm.

Room 5-9 will go trick-a-treating on-site next Friday, November 28<sup>th</sup> starting at 9:30am in front of Building 1. Parents can meet at Building 1 if they would like to join the children. There isn't enough room on the buses for parents. The children will walk the same route as in past years, B1 to B12, then B45. Ms. Hunt said that Ms. Buquo, the organizer of the event, is working on a flyer and putting out a notice on JSC Today. Rooms 1-4 will have their trick-a-treating at the Center on Monday, October 31<sup>st</sup>, starting at 3:30pm.

A question was asked why this is the first year that parents are asked to pay (\$9) for the Fall Carnival, and was it the recommendation of the Budget Committee? The Board answered because there isn't a Carnival item in the budget, and parents usually shared the costs of the Fall Carnival. In the past parents were asked to bring drinks and snacks, or to donate money to sponsor things such as a bouncer/moonwalk, etc... This year, the cost for the Carnival is shared equally among the parents.

One parent raised the concern that parents were not involved in the planning of the Fall Carnival. Another said that the plans and financing for the Carnival were discussed in the Budget Committee meetings. The Board said that Ms. Hirning was just carrying out her duty of organizing the event. Ms. Saunders agreed with the discussion that parents would be notified ahead of time, if things were to be done differently, as in this case.

**Other:**

No report

***Committees Report*****Education Curriculum**

No report

**Playground**

No report

**Newsletter and Webpage**

Ms. Hirning reported that she had sent in all the articles for the newsletter, and we are waiting for the newsletter editor to publish one.

Mr. Nguyen reported that he and Mr. Mathew are working on updating the webpage.

**Fundraising**

Ms. Mason reported on the Fundraising Committee activities (see attached report) and said that the Committee will put out a fundraising event calendar for parents. The Fundraising Committee will put together a wish list base on the needs at the Center, and perhaps categorized by room, to plan fundraising activities. The committee needs many volunteers and that it would send out emails with more specifics and requests for help.

The committee is planning a 'Hot Dog Togo' sale (for \$3) on October 31<sup>st</sup>, Halloween night. More information will be provided.

There will be a silent auction and raffle at the Thanksgiving Feast, November 17<sup>th</sup>. There will be craft items made by the children at the auction.

The committee is also planning a fundraiser for Ms. Amalia, a Southern Living items sale. It will have a sale table setup at the Fall Carnival. It was asked if Ms. Amalia will not be coming back, and Ms. Hirning said that Ms. Amalia is resigning her position.

In December, the week of Santa coming to the Center, there will be a Theme Baskets auction/raffle (on December 16<sup>th</sup>). The teachers and parents will plan on a theme basket for their own room. The Theme Baskets will need to be on display by December 9<sup>th</sup>.

Other fundraising plans include Chuck E. Cheese night in the spring, and Valentine's Day ice cream social.

Ms. Hunt reminded everyone that when canvassing for donation, don't forget to mention that it's for the SFEI (not NASA).

**Room-1**

No report

**Room-2**

No report

**Room-3**

No report

**Room-4**

No report

**Room-5**

Parents thank for the recent extermination, "...back on track. No new complaint".

**Room-6**

No report

**Room-7**

No report

**Room-8**

A parent expressed having issue with the substitute and asked about Ms. Vanessa status. Ms. Hirning said that Ms. Vanessa will start rehabilitation in November, and that she may be back as soon as January. The parent is worrying about Mr. Chester leaving also. Ms. Hirning assured that Mr. Chester is not leaving any time soon, and that the teacher situation in the room should be stabilizing soon.

One parent asked about Ms. Vanessa coming back in a wheelchair, and if that would pose any safety concern. Ms. Hirning and the Board said that they would monitor the situation to make sure everything is safe for the children.

**Room-9**

No report

***Board Members Report***

**Policies and Procedures** (Absent)

Mr. Nguyen relayed the message that Ms. Rodriggs is working on updating the waiting list (purge) based on the September membership renewal. Ms. Rodriggs hopes to have the list updated by November 1<sup>st</sup>.

Mr. Nguyen was asked to check into the contact us link on the website. Apparently, the ‘...@ems.jsc.nasa.gov’ email address is not working. Ms. Gomez said that she would check the Global to see if the Childcare Center email is still good.

**Treasurer** (Absent)

Ms. Gomez reported that she is transitioning the books and the rest of the treasury duties to Ms. Scroggins, and that the audit (FY05) is almost complete. Ms. Gomez answered that the same CPA doing our audit last year is doing our audit.

Ms. Gomez commented that the reserved is looking good, and not depleting.

**Secretary** (Louis Nguyen)

Mr. Nguyen said that he is working on updating the membership roster based on the membership renewal this fall.

Mr. Nguyen reported registering himself, Ms. Hirning and Ms. Gomez with the Consumer Product Safety Commission (CPSC) Subscription List to automatically receive all press releases, including recalls on consumer products. If any parent/member want to subscribe to receive email notices, they can register at the CPSC website,

<http://www.cpsc.gov/cpsclist.asp>

Mr. Nguyen said that he would ask Mr. Manoj to add this link to the webpage.

Mr. Nguyen brought up the JSC form 1713, Request for Approval of Outside Activity, and said that the Board Members were asked to fill out one of these form for their involvement with the Childcare Center. Mr. Nguyen said that SFEI committee members are encouraged to fill out one of these forms. Ms. Hunt reminded that the form JF1713 is for civil servants only. Contractor members should check with their employer regarding outside activities policy.

**Vice President** (Susan Gomez)

No report

**President** (Melanie Saunders)

Ms. Saunders reported that the independent assessment is ongoing, and that Ms. Carnahan-Webb is finalizing her data for a report. The Childcare Center has not heard anything yet.

Ms. Hunt said that Ms. Carnahan-Webb is out of town this week, and NASA is hoping to get something by the end of the month.

Ms. Saunders said that there has been no update or report on the independent review of the playground accidents either.

Ms. Saunders discussed the news about the overseas bird flu. She said we might want to make sure that the Center is aware of this, and of the coming flu season. One parent informed the group that nurse Huss is the new head nurse at the Clinic. Ms. Saunders and Ms. Kristy took the action to contact the appropriate people to request the JSC Clinic to visit the Childcare Center to give flu shots to the staffs.

Regarding the Memorandum of Understanding with NASA (MOU), Ms. Saunders said that she is waiting on the outcome of the independent assessments and any actions from NASA. She also wanted to determine the ownership of playground surfaces to determine whether it needs to be in the MOU (need to be resurfaced next summer). She would work with Ms. Hunt to prepare the MOU. One parent asked who would be involved in the MOU negotiation. Ms. Saunders said that the Board of Director and representation of the membership, the Childcare Center Director and NASA. Ms. Saunders said that a draft of the MOU would be available to SFEI membership (November or December) prior to any meeting with NASA. Ms. Saunders agreed that it would be reasonable and to our benefit to have the MOU reviewed by SFEI attorney.

### ***SFEI Members Report***

#### **Walk-ons**

One parent asked about whether we would have Holiday Camp without Ms. Vanessa. Ms. Hirning said that we would not have our own Holiday Camp this year, because we do not have a facility, the school districts might need to have make-up days due to the hurricane, and that she is uncertain of the demand for Holiday Camp. The parent suggested that Ms. Hirning to check with St. Thomas because they are preparing to have their own Holiday Camp. Ms. Hirning said that she would ask St. Thomas about their plans and perhaps refer our parents to St. Thomas.

Ms. Cybulski reported that she is planning this year Parents Workday. She is working on getting a list of things to do and fix. She asked parents to provide suggestions to the teachers, and she will collect them from the teachers. Perhaps, we will have two workdays instead of just one.

#### **Old Business**

None

#### **New Business**

None

#### **Attendance:**

BOD: Susan Gomez, Louis Nguyen, Melanie Saunders

Staff: Kristy Hirning, Shelley Schroeder, Dianna Ritter  
Members: LeeAnn Audet, Katy Hurlbert, Kristi Strother, Scott Dunham, Connie West,  
Gloria Cybulski, Debbie Berdich, Melanie Miller, Jennifer Mason  
NASA Liaison: Candy Hunt

The next meeting will be November 17, 2005  
Building 111 Conference Room - 11:30 AM - 1:00 PM

SFEI Fundraising Committee Report  
10/20/05

Members: Lisa Blok, TQ Bui, Melissa Campbell, Gloria Cybulski, Jane Gensler, Susan Gomez, Kristy Hirning, Jennifer Mason, Dianna Ritter, Shelly Schroeder

Suggested– fundraiser to help with Ms. Amalia's medical costs.

Email to parents with calendar/ call for volunteers

- ***V olunteers are needed to ask for donations from area businesses starting now, for the Thanksgiving Feast auction and raffle.***
- ***V olunteers earn points toward discount on tuition.***

Wish List – Lisa Blok will coordinate list of used item parents can donate to school

Calendar of Events – Fall/Winter 2005

1. Scholastic Book Fair
  - Held in conjunction with Grandparents Lunch; held longer due to hurricane
  - \$567 profit
  - \$100 in books
  - 35% more than last year
2. Cookie Dough Sale
  - 45% of profit goes to SFEI
  - Committee recommended 50% of funds go to rooms that sold dough; 50% go to general school operating expenses
  - Allows flexibility to apply funds elsewhere if need arises
3. Fall Festival, Oct 21
  - Raffle of donated items benefiting teachers moved to Thanksgiving Feast
  - Theme baskets donated by rooms delayed until December
  - \$9 charge per child requested so carnival is no longer operates at a loss
  - Also covers prizes, candy, etc, usually donated by parents
  - Southern Living vendor will display items and take orders this week and next
    - 30% of profit from orders goes to SFEI
    - 40% of magazine profit goes to SFEI
    - \$5-10 per show booked.
    - Also will donate item for Thanksgiving Feast auction.
    - Benefits Ms. Amalia.
4. Halloween Hotdogs-to-Go, Oct 31
  - First come, first served, starting at 4:00
  - 100-150 meals
  - \$3: Hotdog, chips, fruit
  - Benefits Ms. Amalia

(Parent work day, sometime in Nov)

(Photos, sometime in Nov)

6. Thanksgiving Feast, Nov 17