

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

January 24, 2006

Safety Report

Director & Vice President

Ms. Hirning reported that the windowsills in rooms 1-5 were covered/padded by NASA.

Ms. Hiring reported that one teacher is in the hospital for health reason, but she doesn't have health insurance yet because she is new.

Director Report

Staffing

Resignations:

Ms. Hirning reported that Mr. Chester (in Room 8) has resigned and that Ms. Vanessa would not be able to come back to work this year.

New Hires:

Ms. Hiring is looking to hire a new full time teacher for Room 8. She has three interviews this week.

Other:

No report

Operations

Facility:

Ms. Hirning said that she plans to have Parents Workday soon.

Special Events:

Ms. Hirning is planning for Go Texan day with hotdog cook out on February 21st. She said that she might have something for Mardi Gras.

Ms. Hirning said that vision and hearing screening for the children will be on February 15th and 16th. She is looking into getting a speech screening service for the children.

Ms. Saunders asked about the children ID kit that was done in the past. Ms. Hirning said that the company that came and do that for the Center has went out of business, and that she would have to find another company. Mr. Nguyen suggested looking into which company CCISD used to provide parents with the children ID cards.

Other:

No report

Committees Report

Education Curriculum

No report

Fundraising

The Fundraising Committee will meet this Friday.

Ms. Saunders provided information on what we can and cannot do with respect to fundraising on-site; can put fundraising information on our website, cannot use email, can use federal building for fundraising but would need a permit from the facility manager. Ms. Saunders said there are other rules for on-site fundraising, such as blackout during Combined Federal Campaign (CFC) period.

One parent asked if there are any exceptions to the CFC blackout rule, e.g. ‘grandfathered’ reason or organization. Ms. Saunders said that she would check with NASA legal and find appropriate forms.

Ms. Saunders informed everyone that new committee is forming to work on the Standard Operating Procedures (SOP), and to make it more in-line with NASA’s recommendations. The Director, Ms. Hirning, will chair the SOP committee. The plan is to have the first draft for review by mid April, 2006.

Newsletter and Webpage

Ms. Hirning said it’s almost time for another newsletter.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

“Everything is fine”. The teacher that’s in the hospital is a Room 5 teacher. Parents in the room will work with the fundraising committee to see if they can help the teacher.

The room is also doing parent teacher evaluation this week.

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report

Policies and Procedures (Liana Rodriggs)

Ms. Rodriggs reported that the school is full after filling all openings. The last new student will start next Monday.

Ms. Rodriggs said that we're in the middle of Kindergarten registration. Six of the twelve on the Kindergarten wait list have signed up. This will go on until February 10th for all 'in house' students. After that she will take in new applicants.

Ms. Rodriggs reported that currently the wait list still has over 130 children.

Treasurer (Absent)

No report

Secretary (Louis Nguyen)

No report

Vice President (Absent)

No report

President (Melanie Saunders)

Ms. Saunders informed everyone that Ms. Mason (former SFEI Board Member) is being honored by the Friends of Bay Area Turning Point in their upcoming Men and Women of Heart Gala.

Ms. Saunders said that she had asked NASA to find a facility for summer camp, but NASA is not certain if they would have a place for us. Ms. Hirning informed the Board that there is still the possibility for collaborating with St. Thomas, because they have not make it definite that they wouldn't be able to accommodate our summer camp program.

Regarding NASA independent assessment, Ms. Saunders said that she's working on an FYI memo to distribute to parents.

Ms. Saunders informed everyone that SFEI insurer has made a settlement with injured child parents. She believed that this is normal practice and more cost effective for insurance

company to settle disputes. SFEI was not involved in the settlement, but plan to inform the insurance company of NASA independent investigation/assessment. However, Ms. Saunders doesn't believe there's any merit either way.

Ms. Saunders handed out a marked up copy of the MOU for everyone to review and comment. She explained that the proposed changes/updates are based on current concerns and priorities, and wanted this to be the starting point for negotiation with NASA. The understanding is that we want to keep cost low for NASA, while maximizing benefits for SFEI and the children. Important MOU issues and clarifications include; fundraising rules, distinction for non NASA contractors and employees, summer camp facility, NAEYC accreditation, fund for training, etc...

One parent asked when do we have to have the new MOU done. Ms. Saunders explained that the current MOU expires February 21st, but things were on hold until NASA completed its independent investigation/assessment.

Comments and suggestions from parents and Board Members included; broad wording to include the Gilruth as a possible summer camp facility, detailed summer camp requirements attach to MOU (square footage, bathrooms, etc...), defining collateral equipment to include storage shed and playground padding/fall-zone (preferred rubber padding over mulch), scheduled inside and ground (inside the fence) maintenance services, and any services from the JSC clinic.

Ms. Saunders said parents are welcome to provide additional feedbacks and inputs to her after the meeting.

SFEI Members Report

Walk-ons

One parent concerned and asked about WeeCare service and staffing issue. Ms. Hirning said that WeeCare is losing many of their people and sometime are unable to supply us with a substitute, and we're trying to cope with the problem and staff the rooms as required. The parent suggested that parents should be informed of such problem or if there are times when staff/child ratios are not met.

Some parents discussed recent emergency drill (calling emergency contacts) and were concerned that things did not go well. After further discussions, the Board believed that the drill was quite successful in that it had identified problems and possible areas for improvement, and that parents and teachers should adjust according to the outcome of the drill.

Ms. Mason passed out the wish list compiled by the Fundraising Committee. She said that it will be posted on the website also.

Old Business

None

New Business

None

Attendance:

BOD: Louis Nguyen, Melanie Saunders, and Liana Rodriggs

SFEI Staff: Kristy Hirling, Shelley Schroeder, and Dianna Ritter

NASA Liaison: René Hasson

Members: Scott Dunham, Katy Hurlbert, Ric Slater, Debbie Berdich, Renita Fincke, Jane Gensler, Gloria Cybulski, Kristi Strother and Jennifer Mason

The next meeting will be February 16, 2006
Building 111 Conference Room - 11:30 AM - 1:00 PM