

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

Thursday, March 17, 2011

Attendance:

BOD: Larissa, Arnold, Nikki Williams

SFEI Staff: Brooke Stephens, Vanessa Hallmark

Members: 3 SFEI Parents

Safety Report

Close Calls

None

Accident/Illness Report

We had a self report on a younger child having "nurse's maid" elbow. Fifth's disease has been going around many of the rooms.

Director's Report

Staffing

Georgia is back in Rm6 full-time. She looks great. Whitney from Rm2 has gone on maternity leave. She will be available for substitutions in Rms 6-9 for another month.

We have 2 new subs in training – Jessica and Sonia.

There are no staff changes happening at this time. Teachers that are moving in August, have been notified (6 month advance notice).

Enrollment

Rm 2, Rm 5, and Rm 8 have all had one new student start in each of those rooms. There is a recent opening in Rm3.

Operations

New computer program has been implemented into the curriculum for Rooms 6 and 9. The program focuses on literacy and math lessons. It is going really well. The program will allow the teachers and Brooke to track the progress of the children in the program. The program allows the students to advance as fast as they need to. There are 7 different reportings that we can use to look at the kids. For example, They show what the classroom as a whole can improve on, what each student needs to focus on and how much time everyone is spending on the program..

Facility

Plumber has been out a couple months to fix some issues in the kitchen – seems to be resolved. Gas turned off this Sunday for standard maintenance repair (kitchen).

Special Events

Dinner to Go on March 24th – pick up forms at front desk

Next Parents Night Out is April 15th

Brooke is looking into when the Easter Bunny is coming

Working on organizing a send-off party for Mike Fincke prior to STS-134

Working on details for a Family Work Day in May

Committees Report

Fundraising

Scrip Gift Card program- Scrip is the only fundraising program that raises money by shopping with gift cards for everyday purchase like food, clothing, and entertainment. Each scrip gift card purchase earns a rebate for SFEI as a non-profit organization. You are not required to participate or buy anything. We offer this gift card ordering service school-wide so that you can buy these gift cards from us.

We have signed up for the Scrip program and are waiting authorization. An e-mail will be sent out with details on how the program works (basically if we buy gift cards through JSC CCC then a % comes back to the center). Once we have a process up and running we will send out reminders every month with gift card details.

SFEI Kids Items Sale – possible baby/kid item sale. Still working on the details.

Newsletter & Webpage

Kylie is finishing up the newsletter for the 1st quarter of 2011. Plan to finalize Friday 3/25.

Video Monitoring Service Review

Daryl, Luis, and Brian are continuing to work on the video monitoring system. They will start signing up parents next week, beginning with Rm1. Parents will have to sign a waiver release form before receiving the User ID & Password. We are expecting a higher than normal system utilization for the first few weeks as more parents try out the system. (This could mean degraded performance upfront).

Have a meeting with IRD on March 29th to discuss the potential for tying our system to the JSC network and potentially increasing our bandwidth from ~1 Mbps to 6Mbps.

Room Reports

None.

Board Members' Reports

Policies and Procedures (N. Williams)

Go over updates to the migration plan at next BOD meeting.

Nikki plans to do another SOP revision in May. Corrections for this rev are due by mid-April. Of course, updates can be submitted at any time

Treasurer (M. Gerty)

Taxes (last year) are filed. We have started using quick books on-line and it is going well.

Secretary (L. Saucedo)

See Summary above on the Video Monitoring System

President (L. Arnold)

HR has received all the updates to the MOU from the various NASA organizations. HR, legal and center ops have come to an agreement that the MOU can be turned into a Space Act Agreement between SFEI and NASA. All updates are currently being reviewed by HR and Center Management and then will be submitted to SFEI. We are in track to have everything signed off by June (which is when the MOU is up for renewal).

SRs have been submitted to update administrator access to the website. Amy Cassady will be joining Mike Allyn in updating the website as soon as the SR is approved. In addition, Vanessa will have access if a staff member needs to perform any updates.

BOD is in the process of reviewing the Employee Handbook. It will be finalized by beginning of April.

Vice President (J. Jacobs)

None

HR Rep. (D. Stokes)

None

Member Walk-On Issues: