

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

Thursday, October 21, 2010

Attendance:

BOD: Jeremy Jacobs, Larissa Arnold, Maureen Gerty, Sylvia Buchta

SFEI Staff: Diana Ritter, Nicole Dickerson, Vanessa Hallmark

Members: 8-10 SFEI parents

Safety Report

Close Calls

None

Accident/Illness Report

Ms. Wanda experienced a minor injury about three weeks ago, but has fully recovered.

Ms. Georgia in Rm 6 was transported to Memorial Herman Hospital, 4th floor as a result of a stroke. She continues to be treated in critical care.

Director's Report

Staffing

Ms. Dickerson – last day with CCC is Friday, October 22, 2010

Interviews have been completed for a full-time staff addition in Rm 2. Recommendations have been made to Dianna to move forward with the hire.

Brie will be assigned as a part time floater for Rooms 2,3, & 4.

With the adjustments above, the staff is still short 1 person 5 hrs/day, & 1 person 4 hrs/day.

Operations

Facility

Special Events

- Cookie Dough Fundraiser – Oct 1st -21st
- Fall Festival – Oct 22nd – Setup @ 3:00 p.m. Parents please come & help!!!
- Bike-a-thon – Oct 26th – Fundraiser for St. Jude's Children's Hospital
- Trick-or-Treating at NASA/JSC – Oct 29th -9:30 1st group (rms 6&7), 9:45 2nd group (rms 8 & 9)

Committees Report

Fundraising

There is a present need to 'revive' the SFEI Fundraising committee, as we are currently operating without leadership in this area. Any volunteers to help lead up this committee?

- Bake Sale – going well, planning another sale around the Christmas holiday

- Spaghetti Dinner – raised \$500
- Book Sales - \$787

Newsletter & Webpage

Need a new volunteer for the quarterly newsletter. Possible interest was expressed by Kyle Clem.

Video Monitoring Service Review

N/A.

Room Reports

Rm. 2 – Currently working to execute a full-time hire to replace Phyllis.

Rm. 4 – Teachers struggling daily with six new (outside) children and potty training. Current plans are to assist with assignment of a shared floater between Rooms 2-3-4. Previously, Room 4 had a part-time floater that was shared between rooms 3 & 4, but primarily supported room 4. Recommendation was made to re-evaluate the entire staffing plan.

Board Members' Reports

Policies and Procedures (N. Williams)

None.

Treasurer (M. Gerty)

Lengthy discussion on budget, in particular regarding the justification for the tuition increase.

Discussion on additional cost cutting measures was entertained.

Based upon previous years, we are expecting \$2,000-\$3000 on cookie dough sales

Secretary (J. Jacobs)

Attempting to more proactively communicate to the SFEI membership regarding current events.

Encouraged parents to get involved & invested in our classrooms, as well as management of the corporation.

President (J. Leggett)

Briefly discussed current efforts to recruit a director to replace Nicole Dickerson.

Vice President (Larissa Arnold)

HR Rep. (Sylvia B.)

Not present.

Member Walk-On Issues:

Future Topics:

Budget cost cutting

Bus / Vanpool solution

Summer Camp

Assigned ACTIONS:

Actionee	Action	Date Assigned	Due Date / Complete?
D. Ritter	Develop a staffing plan to address the needs (resources) to supplement in-room teacher support (floater pool) across the entire center. Present the plan to the BOD for consideration if additional hire is justified.	8.19.10	8.20.10 OPEN
D. Ritter	Start publishing monthly financial statements for board review. Quick Books needs to be kept up to date, especially given these tight times. Action Due Date - 8/31 & every month forward.	8.19.10	8.31.10 OPEN
D. Ritter	Pursue getting an in-house "conflict management" training class for teachers and staff to be better prepared to deal with crazy parents & angry staff.	8.19.10	10.21.10 OPEN
D. Ritter	In accordance with state licensing requirements (RULE §745.4151), SFEI needs to incorporate a written policy regarding drug testing for employees and staff. Propose drug testing language to be incorporated into the employee handbook (Board to consider).	8.19.10	10.21.10 OPEN
J. Leggett	Investigate the ability to reduce our operating budget with NASA provided transportation for fieldtrips. Also investigate adding the annual SFEI audit and lawn care to the upcoming NASA MOU.	8.19.10	5.19.10 OPEN
M. Gerty	Look into different shared virtual work spaces as a replacement to SharePoint. The existing SharePoint site required NASA VPN access & not all BOD members have that access.	8.19.10	10.21.10 OPEN
N. Williams	Incorporate documentation on "peanut-free" facility into New Member packet and/or change to SOP reflecting permanent elimination in Rooms 1-3.	9.16.10	10.1.10 OPEN
D. Ritter	Investigate options and costs for liability insurance policy for consideration regarding the new BUS/VAN Transportation proposal.	9.16.10	11.1.10