

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

Monday, Nov 16, 2009

Safety Report

Close Calls: None

Accident/Illness Report: (Anything that was reported to NASA? Any safety-related events?)

Dianna called the five threes due to odor in kitchen, electrical burn smell, CFC determined nothing was wrong.

Ms Amanda updating emergency info for all classrooms, by the end of week all info should be updated. It should be located in one place on line.

When parents picking up in afternoon, some children running around or getting outside, will be addressed, maybe a memo will be sent to the parents.

Director's Report

Staffing

Room 1 and 3 changes: Mary in room 1 now a teacher in classroom. Ms Philis to room 3, Ms Brenda floater on that side.

Still trying to hire more subs.

Ms Amanda filling in for Vanessa until she is back.

Ms Teresa... husband passed away last week. Address will be made available, donatios will also be available at the center. The center sent her card and flowers.

New Hires: None

Resignations: None

Operations

FACILITY

Nicole D picked samples for wall colors. Concern is the doors... probably will not be painted. Nicoe D may ask the teachers for input on colors. Different colors in rooms is not possible.

Por packing boxes, won't be available for a long time. Teachers need to determine how many boxes they will need.

Once boxes are packed, where are they put away? In the shed. Jay is putting together a work day. Parents will be asked to clear up their kids cubbies.

SPECIAL EVENTS

Nov 19 Thanksgiving feast from 3 to 5 pm.

Nov 23 to 27 Thanksgiving break - no curriculum.

Nov 26 closed for Thanksgiving.

Dec 2 and 3 pictures. Dec 2 for siblings in rooms as well as rooms 1, 2, and 3.

Dec 5 teacher walakathon

Dec 17 Santa's visit to the center.

Committees Report

Education Curriculum

Report cards went out.

Children making cards for the troops. Also for the troops, maybe some cookies will be made and sent out to the troops. We will find out if we can do it.

Fundraising

Nothing to report.

Newsletter & Webpage

Newsletter; Asking for inputs on not-a-set schedule. Tool runs out every 30 days. Maybe get a newsletter by Thanksgiving or before the Christmas break. It is better to pick a date and publish the newsletter. An idea that could work is set a time to have a tutorial on how to make the inputs for the newsletter. Teachers will be asked to turn in something by Nov 20th. Nicole D will have a story, will need someone else to write a story about Thanksgiving. Maybe a story from a parent regarding a field trip for future newsletters. Clinton B will write a story of Thanksgiving, can be sent through email to Chris G.

We will have 4 dates through the year when the newsletter inputs will be due.

Room Reports

No room reports.

Board Members' Reports

Policies and Procedures (Nikky) SOP form signed for updates to SFEI staff. Nikky W discussed the migration plan. An update to the wait list will be made soon. Memos will be sent to the parents earlier to provide early notice and get feedback. SFEI director and teachers will have more control on which children are accelerated.

Treasurer (Clinton B.) Tag up in Dec with Nicole D and talk about the budget. Bank statements as expected. Doing ok and will be better next year. Reminded teachers about buying things for the rooms, it is accounted for in the budget.

Clinton B asked about parents night out. Nicole D will ask the staff for the best date.

Secretary (Ed F.) Nothing to report.

Vice President (Jennifer M.) Will come and look at replacing the cameras, they will make us sign a 3-year contract. The other company was quite responsive, slightly more expensive. JSC should be able to provide the web resources required. Some upgrade possibly within the next year.

President (Jay L.) Not present.

Member Walk-Ons: None

Future Topics: None

Attendance:

BOD: Jennifer M, Clinton B, Nikky W, Nicole D, Ed F

SFEI Staff: Ms. Ricky, Ms. Sandra

Members: Chris G.

**The next meeting is scheduled for Thursday, Dec 17, 2009,
SFEI Director's Office – 11:30 AM - 1:00 PM**