

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

Friday, November 19, 2010

Attendance:

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

SFEI Staff: Diana Ritter, Nicole Dickerson, Vanessa Hallmark

Members: 6 SFEI Parents

Safety Report

Close Calls

None

Accident/Illness Report

Rm 5, one of the children consumed parts of an exosketch (after biting into it), which resulted in a visit by poison control / JSC EMS.

Director's Report

NOTICE: B. Stephens plans to be on-site at the center full-time starting November 29th!!!

Staffing

11 candidates have been interviewed, with five offers extended to date. Four have accepted part-time substitute teaching. Plan is to implement a "trial" period before making decisions regarding conversion to full-time. Attempting to address personal needs of both current and new staff members, and are allowing some movement between classrooms to find a happy medium.

Operations

Facility

Special Events

- Picture Day – December 1 & 2

Committees Report

Fundraising

- Cookie Dough Fundraiser – \$1500 in profits
- Bake Sale for Ms. Georgia - \$600 in donations

M. Gerty discussed plans to kick-off a "revival" of this committee at the start of the year in January 2011.

Newsletter & Webpage

Kylie Clem briefly discussed working on a December newsletter.

Video Monitoring Service Review

N/A.

Room Reports

None.

Board Members' Reports

Policies and Procedures (N. Williams)

Meeting set up the 1st week in December with B. Stephens to discuss our migration and wait list processes.

2 open positions in room 1 are being filled with our existing wait list. 1 opening in Rm 2 and 1 in pre-K are being advertised.

Treasurer (M. Gerty)

New tuition rates will be in effect starting Dec. 1.

Due to tuition increase, annual membership fees, & fundraisers, SFEI current bank account balances are healthy!

Secretary (J. Jacobs)

Raised payroll schedule problem (time cards turned in on Wednesday in advance of checks distributed on Friday). Plans are in place to execute a five-day payroll shift by the end of January 2011.

President (J. Leggett)

Not present..

Vice President (Larissa Arnold)

Noted that SFEI is a non-profit organization. Please consider us as you plan your current and future charity contributions.

Renewal of the JSC/SFEI MOU is in work with hopes to complete by the end of January 2011, although the official renewal date is June 2011.

HR Rep. (S. Buchta)

Sylvia is currently working the center MOU, and researching how the other NASA daycare facilities are operated. Discovered that both the KSC & LaRC childcare facilities are currently operated under management by the NASA Exchange.

Also investigating how other NASA Centers handle the support of transportation (field trip buses) in their MOU's. The KSC CCC does not take their children on Field Trips, LaRC does but are handled differently since they are a NASA/Military facility. Still plan to contact MSFC for additional comparison.

Attempting to add coverage for lawn care and pest control into the MOU.

Close to releasing a very mature draft of the MOU for review, and will distribute shortly.

Member Walk-On Issues:

Parent raised concerns about peanut products that may have been brought into the center for the Thanksgiving meal. Recommendation was given to send out a reminder to parents for future events where food will be brought in by parents.

Parent raised concerns regarding staffing in Rm 4. B. Stephens responded with a plan to get additional support by the end of the month.

Parent questioned availability for automatic bank draft. Recommendation was given to participate in automatic billing with your bank, in which a check can be sent automatically.

Comments were raised on dress code, suggesting that the restriction on jeans is overly conservative. Director responded by citing the facility is only implementing the existing requirements written in the SOP.

Concern was raised regarding parent/teacher/director communication. There may be a perception by teachers that they shouldn't talk to parents about classroom problems for fear of retribution by CCC management. Director is attempting to work on communication with the SFEI staff throughout this transition period, and is seeing marked improvement.

Future Topics:

Budget cost cutting
Bus / Vanpool solution
Summer Camp

Assigned ACTIONS:

Actionee	Action	Date Assigned	Due Date / Complete?
B. Stephens	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
B. Stephens	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
B. Stephens	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
B. Stephens	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	8.19.10	5.11 OPEN

	adding the annual SFEI audit and lawn care to the upcoming NASA MOU.		
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
B. Stephens	Investigate options and costs for liability insurance policy for consideration regarding the new BUS/VAN Transportation proposal.	9.16.10	11.1.10