

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

**Thursday, December 16, 2010**

**Attendance:**

**BOD:** Larissa Arnold, Sylvia Buchta

**SFEI Staff:** Brooke Stephens, Diana Ritter, Vanessa Hallmark

**Members:** 3 SFEI Parents

***Safety Report***

**Close Calls**

None

**Accident/Illness Report**

None

***Director's Report***

**Staffing**

Georgia is back at 5 hours/day. Thinks she will come back 8hrs/day soon, still need doctor's note to confirm. Evelyn is out until January 10<sup>th</sup> – mild heart attack.

For teacher morale, already distributed Christmas bonuses; 15 teachers received gift cards for birthdays. Teachers had their holiday party last week and it went well, Thanks for supporting the teachers in their fundraisers (spaghetti supper and bake sale) that helped to fund the party.

Whitney in Rm2 started on 11/29 and is going well. Amanda is now a sub/floater and Caren is taking over bookkeeping. Nona has been dismissed. All teachers at this time are stable in the classrooms and there have been no changes.

**Operations**

1<sup>st</sup> schedule pushback on payroll went well and we will do the 2<sup>nd</sup> at the payroll coming up Jan 3-rm1 spot will be filled; rm1,2, and7 – each have one spot open. Rm8&9 – multiple spots will look at posting in JSC today and contractor websites again.

New member enrollment packet paperwork has been consolidated from 15 pages down to 3 pages.

Will have one child (whose normal child care provider is closed during the holidays) enrolled during the holiday weeks (we have the room and this is continuing to serve the NASA community)

Donations have to come in the office to sanitize and make sure not recalled before distribute.

**Facility**

Nothing

**Special Events**

- Santa visit to CCC on 12/17 from 3:30-5:00
- Parents night out 12/17 5:30pm-10:30pm – 25 signed up.
  - Every other month parents night out.
  - 2/11 and 4/15 are the next 2 that are scheduled.

***Committees Report***

**Fundraising**

### **Newsletter & Webpage**

Winter newsletter will be released before the end of the month

### **Video Monitoring Service Review**

Luis received a quote back from IRD if they were to put together a video monitoring system – 55k. This is not something that we can add to the MOU since it is more of a 'luxury' for the center than a necessity. Luis is continuing to explore other companies (like Parentwatch) and in addition get price quotes of camera systems if we were to setup something ourselves.

### ***Room Reports***

None.

### ***Board Members' Reports***

#### **Policies and Procedures (N. Williams)**

See Operations section above under Director's report

#### **Treasurer (M. Gerty)**

SFEI current bank account balances are doing well

#### **Secretary (L. Saucedo)**

See Video Monitoring Service Review section above

#### **President (L. Arnold)**

Work on the renewal of the JSC MOU is progressing and on target for completion by the end of January. Jay will continue to assist the BOD and HR with this process.

#### **Vice President (J. Jacobs)**

Not present

#### **HR Rep. (S. Buchta)**

Legal is getting her something at beginning of January on the JSC MOU. May have to put it on the Space Act Agreement website and that is good for 3 years. She will be contacting Larissa and Jay soon.

#### **Member Walk-On Issues:**

- Parents raised concerns about a rumor that Evelyn is retiring. Is this true? Brooke has not heard this from her. When she has talked to her, Evelyn has not mentioned anything about and when Brooke spoke to her the other week she seemed very interested in returning to the CCC. Brooke will talk to her on 1/10 about how she feels and what she thinks about for her schedule (part days, full days).
- Rm4 – staffing seems to be a lot better.
- Rm6 parents are trying to figure out the role between Cynthia and Fransiska. Cynthia is still a floater in Rm6. Fransiska is a sub filling in for the additional hours of Georgia since Georgia isn't back full-time yet.
- Question on organic milk – difference in price between organic milk and regular (linda looking into the price difference).
  - FYI, as a side note (added post BOD meeting), the milk we receive is from Oak Farms Dairy and comes from cows that are not treated with the Bovine Growth Hormone. And in addition the milk is tested to make sure that no commonly used antibiotics are in the milk.