

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

**Thursday, August 20, 2009**

*Safety Report*

**BOD Director & Vice President** (Jay L. and Jennifer M.)

*Close Calls:* No new close calls were submitted over the past month.  
Back in July w/ mary, sprayed air freshener in bathroom, made slippery and almost bumped head.

*Accident/Illness Report:* Ms Linda burned her arm in kitchen, went to clinic. No lost work day but mishap.

*Director's Report*

**Staffing**

New Hires: Hiring new subs to replace new full time positions.

One teacher leaving(Farrah) was offered Full time position.

New K teacher is loving it.

**Operations**

***FACILITY***

Had strong smell in bathroom, used cleaning supplies and will wait to see if smell goes away.

Not feedback or concern w/ holiday closing. Maybe will send a note in September again to remind parents and November as well. The closed week needs to be accounted for in the budget.

Parent watch monitors up front, two TVs are not working. We need to find out if we own the equipment if we choose another provider.

We would like to find out if we could do camera as a project.

## ***SPECIAL EVENTS***

1<sup>st</sup> day of school on monday  
Sept 3<sup>rd</sup> open house 630 and 700  
Would like to have summer newsletter updated by then.

## ***Committees Report***

### **Education Curriculum**

Have workbooks done, printed, did a master copy and then will print the sheets. NASA print shop will print them.

### **Fundraising**

#### ***Fundraising Activity:***

Nicole wants to start doing community fundraising, Oct is breast cancer awareness month, maybe do an activity related to that. NASA Liaison will find if there are any legal implications. The CFC is Oct to Dec but there will be no conflict as long as is done within SFEI membership.

Pizza, baskets and other donations may be taken into account

Clinton suggested to look into a more detail plan on how fundraising would occur.

Cookie dough starts at the beginning of October.

### **Newsletter & Webpage**

Employee Handbooks: Nicole would like to have it separate from the SOP. SOP can continue to be the guiding document and the employee handbook would be the first document employees can use.

## ***Room Reports***

Finished all back to school operations

Ms Mimi due in a few weeks

Ms Jodi may go to room 3 while Ms Mimi is out or to the front desk.

K room has 7 children

Early Pre-K and Pre K responses, Early Pre-K is full, Pre-K has 4 slots.

Room 9 welcome Ms Wendy, her new teacher

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

**Policies and Procedures** (Crystal H. w/ Nikki W.) Crystal and Nikki met last week to do a handover. Nikki does not have a room-to-room match, Nikki would like it to correspond to rooms to make it cleaner. Nikki asked about the one-day migration plan, from a budget perspective is not useful but will be in a better financial situation. It makes sense for it to happen all at the same time. Teachers need to be asked how they feel about the one day migration. Nikki suggested the teachers can get the children prepared for the migration. Final decision would be made at the next BOD meeting. A letter will be drafted to inform the staff/parents the plan.

With tuition discount for board members, the proposal is to ask board members for a reduced tuition. Carolyn would notify the board members. This would prevent a big lumpsum at the end of the year.

**Treasurer** (Clinton B.) Still working on budget, we are on the same page on how much reserves to keep. Awning, carpets, cameras, and other expenses have been accounted for in the budget and end up right a expected reserve.

Room budget, supplies, for next year teachers will buy what they need. Tissues and other operating expenses. Nicole should reiterate that SFEI has the funds and they should spend as much as they need.

For summer activities, tuition will change for next year to include those costs.

**Secretary** (Ed F.) Add NASA Liaison to invites. Send meeting notice to entire SFEI membership.

**Vice President** (Jennifer M.) Trying to get quotes for the shade structures, still ~\$10000 to replace structure and shade. Jay mentioned if they have to fix the structure, or just the canopy part. JM mentioned the companies would want to replace the structure in order to keep warranty. Turnaround time is still TBD.

**President** (Jay L.): Not present

#### **Attendance:**

***BOD:*** Jennifer M, Ed F, Nicole D, Clinton B, Nikki W, Dianna R

***NASA Liaison:*** Sylvia B

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