

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

**January 18, 2007**

*Safety Report*

**Director & Vice President**

***Injury Incident:*** A parent slipped in the cafeteria on a spill. The incident was documented and closed.

***VPP Audit:***

Rene H. requested a meeting with Debbie B. and Dianna R. to go over expectations of VPP auditors during upcoming VPP audit of JSC CCC. Debbie will coordinate.

*Director's Report*

**Staffing**

***Resignations:***

- Kristy H., former director, left JSC CCC on January 12, 2007.
- Shelly B., former assistant director, resigned from JSC CCC on January 17, 2007.

***New Hires:*** None.

***Other:*** Ms. Sarah, Room 3, changed work status from full-time to part-time in order to attend college classes.

**Operations**

***FACILITY MAINTAINANCE***

***Cyberflex Playground Padding:*** Dianna took the action to get familiar with the Cyberflex playground padding maintenance schedule and assure the project gets completed. The board informed her that, in light of the management transition activities going on at the center this month, this task is not urgent.

***Computers/TVs:*** In the last month, a question was raised as to whether the JSC CCC computers and TVs can be used at summer camp. The answer is no. Electronic resources must remain on JSC CCC property. If computers and TVs are needed for summer camp, they must be provided from someone else or purchased using the summer camp budget.

## ***SPECIAL EVENTS***

***Valentines Parties:*** Each room will be hosting individual Valentines parties on February 14, 2007. The types of celebrations and associated party supplies, refreshments, etc. required will be determined by the individual rooms.

***Mardi Gras:*** JSC CCC will host a parade in celebration of Mardi Gras on Tuesday, February 20, 2007. Note that Monday, February 19<sup>th</sup> is a holiday. The parade will be held inside the JSC CCC.

***Go Texan Day/Rodeo:*** “Go Texan Day” will be on Friday, February 23, 2007. JSC CCC will be hosting a rodeo celebration including a petting zoo, hot dogs and an art contest. Per restrictions, no chickens or reptiles will be brought to the JSC CCC due to the risk of spreading disease. Rene H. will determine where a grill can be safely located at the JSC CCC for grilling hot dogs. Melanie will get judges for the art contest. Last year, NASA managers, Bob C. and Natalie S., judged the contest.

As part of the rodeo festivities, trail riders will be riding through NASA and camping at the Gilruth Center on either Tuesday February 20 or Wednesday February 21.

## ***Committees Report***

**Education Curriculum:** Nothing to report.

### **Fundraising**

***Valentine Gift Baskets:*** A gift basket fundraiser will be held in February for Valentines Day. Some members have stated that they don't want to participate. As with all JSC CCC fundraisers, members have the option to participate or not as they choose. The fewer donations received for the baskets, the smaller the baskets. Regardless of specific participation, proceeds from each room basket will benefit the entire room. All basket contents should be delivered to Dianna R. by February 5<sup>th</sup> so she can prepare the baskets and have them on display in the JSC CCC lobby at least a week prior to Valentines Day, when the baskets will be raffled off. Pictures of the baskets will be displayed on the JSC CCC website. The proceeds from the baskets from rooms 3-9 will be split between the room supplies (50%), the playground equipment (40%) and the JSC CCC future improvements fund (10%). Since they don't use the playground, rooms 1 and 2 will split the proceeds between the room supplies (90%) and the future improvements fund (10%).

***Sippy Cup Golf Tournament:*** The fundraising committee is targeting April as the month to host the first SFEI “Sippy Cup” Golf Tournament. Weekly meetings are being held to work out the details.

***Box Top Fundraiser:*** Box tops for the box top fundraiser are due in February 2007.

### **Standard Operating Procedures (SOP)**

The daily operating procedure sections for each classroom are finished including editing and approval by the teachers. These sections make up a large portion of the SOP. The focus now turns to other areas including recommended policy changes. Liana has drafted several policy changes. The board has yet to vote on them. An additional suggested policy was brought up at this meeting for Fundraising and Expansion Committee volunteers to receive waiting list points. Liana will consider.

### **Newsletter and Webpage**

The JSC CCC webpage has been updated to reflect Dianna R. as the acting JSC CCC Director.

Information on Summer Camp will be posted to the JSC CCC webpage soon, after specific dates and tuition rates are determined.

### **Expansion**

Steven W. has been appointed the chair of the newly-formed Expansion Committee by the SFEI Board of Directors. The kick-off meeting for the committee was held in December with subsequent meetings to follow as determined by the committee chair and members.

### ***Room Reports***

#### **Room-1**

No report

#### **Room-2**

No report

#### **Room-3**

No report

#### **Room-4**

No report

#### **Room-5**

No report

#### **Room-6**

Over the holidays, parents of Room 6 were asked to bring in supplies for a “Shelter in Place” emergency box. Gloria C. raised the question of what specific emergencies the box was supposed to protect for and the Room 6 teachers were unsure. Melanie stated that the supply list was to include extra snacks, beverages, diapers and entertainment items, as appropriate

for each room. Gloria pointed out that the specifics of the emergency to be protected for needs to be understood before an adequate box can be prepared. Gloria suggested that each year at open house, detailed information on any “Shelter in Place” scenarios and supplies should be included in the information package provided to the parents. Liana noted that the “Shelter in Place” information could be put in the SOP.

Gloria questioned whether the school would be drilling on any “Shelter in Place” scenarios. She also noted that there are existing kids safety programs available (including mascots) that could be used to help train the kids on emergencies. Perhaps this type of training could become part of the annual Safety and Total Health Day activities at the JSC CCC.

As part of the discussion, Melanie noted that the frame in the JSC CCC entry way showing the facility managers’ titles, contact info and pictures needs to be updated. The current facility managers are Debbie B. (primary) and Dianna R. (back-up).

### **Room-7**

Several questions have been raised by parents in Room 7 over the holidays on school policies related to religion, movies, candy, the soda machine and chocolate milk. Melanie briefly summarized as follows:

*Religion* – the JSC CCC has adopted a religion-neutral policy. All school learning materials will be religion neutral.

*TV and Movies* – The policy on the use of TV and appropriate movies to show at the school will be documented in SOP.

*Candy* – Traditionally, candy has been provided at the school as an incentive for use at the teacher’s discretion (e.g. potty training). Different aged children have different motivators so the board has chosen to leave this policy to the teachers in the individual rooms. Specific concerns on the use of candy in specific rooms should be discussed between the parents and the teachers in that room.

*Soda Machine* – The soda machine is provided for the teachers. Employees will be allowed to retain that privilege. Removing the machine would affect staff morale.

*Chocolate Milk* – The use of chocolate milk has also been left to the discretion of the teachers. The teachers need to communicate with the parents what their policy on chocolate milk is. Is it always available or a special treat? Teachers in Pre-K rooms try to teach how to make good choices (since chocolate milk is always available in public K). In some cases, chocolate milk has been used with parent consent to entice a child to eat. Any parent concerns made on the use of chocolate milk should be brought to the attention of the teachers.

### **Room-8**

No report

### **Room-9**

No report

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

### **Policies and Procedures** (Liana R.)

***Enrollment:*** The current enrollment at the center is good, 130 students. As a result of recent withdrawals, 2 new students enrolled to fill spaces in rooms 6 and 7. There are currently 15 students in Kindergarten.

***Wait List:*** The infant wait list has been broken down into two lists, older and younger infants, to make the list easier for parents to interpret. Emails were sent to members on the wait list explaining the new break down and also announcing the recent JSC CCC management change.

***Kindergarten 2007 Registration:*** Thus far, the number of students enrolled in Kindergarten 2007 has been disappointing (particularly given the Kindergarten poll results which indicated overwhelming support for the program). Of the 20 current SFEI members that signed their child up on the Kindergarten wait list, only 5 have put down non-refundable deposits to ensure their spot. 4 withdrew from the list and 11 remain as potential students. Another memo was sent out in January to encourage parents to submit their Kindergarten deposits and secure a spot. The deadline for early registration is January 31<sup>st</sup> after which time the remaining spots will be advertised to attract new students (not currently enrolled at the CCC). There are currently 2-3 children not at the JSC CCC that are on the external Kindergarten waiting list. Any parents wishing to observe the Kindergarten class at JSC CCC prior to enrolling should arrange a time with the Kindergarten teacher, Judy R.

Liana clarified a question she has been asked as to whether kids awaiting 1<sup>st</sup> grade in August 2007 can enroll in Kindergarten at JSC CCC for Summer 2007. Liana stated that this is permitted if the child meets the age restrictions for the class.

***Migration:*** Liana is trying to submit the migration plan earlier this year than in previous years. She may be able to present the plan at the next general board meeting. Note that there is likely to be some changes to the teacher pairing in each room based on the new director and staff preferences. It will be difficult to know for sure which teachers will be in which rooms until the summer but Liana will work with Dianna to try to sync up the migration plan with the teacher's room assignments as much as possible.

***Summer Camp:*** There will be some basic information on Summer Camp 2007 posted to the JSC CCC website soon. The board and director are currently considering who will run summer camp. Several parents and staff have commented that the JSC CCC Director should not run summer camp (as in previous years) since it takes her away from the day-to-day CCC operations during the summer. Summer Camp 2007 will be held at the Clear Lake Recreation Center.

### **Treasurer** (Miranda S.)

***Summer Camp:*** Miranda reported that she is working on the summer camp budget and should have the tuition rate finalized very soon. In reviewing the Summer Camp 2006 budget, she found that the camp ran at a loss due to the depreciation on the

buses not being included in the budget and the additional, unknown costs that the host facility ended up charging. In addition, prior to setting the rate, Miranda is looking into comments made last year that SFEI charges less than the market rate.

**Staff Payroll:** With the SFEI management change, Miranda is working hard to ensure staff payroll is not affected and pay checks go out on time. Miranda will perform a trial on Wednesday to ensure that the current administrative staff understands how the payroll system works.

**Tax Statements:** Miranda is also working to provide the annual tax statements to the members to reflect tuition paid in 2006. These statements were previously performed by the assistant director who has resigned. Miranda has been searching existing computer and paper files to find the information and establish the system for providing this year's tax statements. Tax statements must also be provided to those who were enrolled in summer camp 2006. Miranda noted that the summer camp information is kept in separate books.

**Financial Improvements:** With the change in management, Miranda has been looking into ways to make SFEI financial matters more efficient. She is researching methods of direct deposit for tuition payments and staff payroll. Melanie suggested that, if the SFEI corporate account were at the JSC Federal Credit Union (FCU), direct deposits for tuition payments would be simplified. Up to now, JSC FCU has not been interested in handling the SFEI corporate account. Miranda will ask again.

**Secretary** (Tammy G.)

**Child Care Licensing and Accreditation:** With the director change, Tammy has been working the paperwork with the associated state and national agencies to ensure that the JSC CCC remains licensed under the Texas Department of Family and Protective Services (TDFPS) and accredited under the National Association for the Education of Young Children (NAEYC).

**Director Job Announcement:** Tammy reported that she has been researching and collecting information to include in the JSC CCC Director job announcement. A draft announcement is in work. In addition, Tammy has been researching appropriate places for posting the announcement and the costs associated with the various postings.

**Vice President** (Debbie B.) Debbie reported that she and Judy, a NASA safety officer, have been working with NASA Human Resources to prepare for the safety audit to occur in February, making sure NASA is in agreement with the JSC CCC safety plan. The safety plan includes processes, procedures and work instructions for various safety and health related activities at the center. Debbie noted that these activities are a lower level of detail than those currently contained in the SOP and that the JSC CCC management and SFEI board needs to determine where these more detailed documents should be archived.

In addition, Debbie reported that she has been working transition activities with Dianna associated with the recent separation of the JSC CCC director and assistant director.

**President** (Melanie S.)

Melanie reported that her focus has been on ensuring that the routine activities at the center go smoothly given the management transition. Prior to the transition, Melanie stated that the board had extensive planning meetings to ensure that all immediate needs would be covered including maintaining the inventory of all school supplies (office, food, etc.), ensuring access to records and files, providing keys, credit/debit cards, and checkbooks to the new management, assuring staff payroll was unaffected, securing bus drivers for upcoming field trips, etc.

Melanie reported that all SFEI staff have been encouraged to remain at the center through the transition and ensured that the decision to replace the director had nothing to do with the performance of the overall staff.

**Member Walk-Ons**

Gloria C. reported noted that the roots around the large tree on the playground are a tripping hazard. A previous suggestion was made to build a bench around the tree to cover the roots. However, the bench was found to be expensive and deemed another hazard for the kids. The master gardener club that came to the center to help with the gardens recommended covering the roots with a non-toxic mulch. Considerations with the mulch are that it must be maintained and care should be taken to ensure that the deep mulch around the roots won't kill the tree.

**Attendance:**

***BOD:*** Tammy G., Melanie S., Miranda S., Liana R., Debbie B.

***SFEI Staff:*** Dianna R.

***NASA Liason:*** Rene H.

***Members:*** Gloria C., Jen M., Jeremy J., Jennifer M.

**The next meeting is scheduled for February 15, 2007  
Building 111 Conference Room – 11:30 AM - 1:00 PM**