

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

**Thursday January 15, 2009**

*Safety Report*

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

*Close Calls:* No close calls, no major accidents or illness. Room 5 head lies taken care of.

*Accident/Illness Report:* (Anything that was reported to NASA? Any safety-related events?) Nothing to report.

*Director's Report*

**Staffing**

**New Hires:** Ms Carla full time room 2. Ms. Zoila part time room 4, currently under probationary period. Hired Ms. Farah as sub, will hire 3 more subs when Vanessa comes back. Fully staffed after that.

**Resignations:** No resignations.

Benefit guidelines are to be revised.

Feb 13 Carolyn and Nicole will be attending a conference on HR.

*Operations*

**Facility**

Walkthrough, request will be sent to place tile, and will have are rugs for each room.

Shed, trade in value is \$2500, will be used to get a new shed. Will get a 14'x32'. Shed and playground are top priorities as far as facilities are concerned. NASA will be contacted regarding the process of getting the shed. Will take 3 to 6 weeks. Shelving will be added to half the shed, the other side will be open for oversized items. BOD approves the shed.

Got check for hurricane. Adjustor contacted Nicole with companies for estimates.

Stove finally operational, some items left to do in the kitchen but operational.

Insurance was renewed and premium has been paid. It remained within budget.

Problems with payroll company, looking for other companies. BOD compliments Nicole and Diana for doing a great job.

### **Special Events**

13 Valentines

24 Mardis Gras

27 Go Texas Day

## ***Committees Report***

### **Education Curriculum**

Going well so far.

### **Fundraising**

Search engine – Clinton will set it up.

Clinton saw a “Frozen in Time” fundraiser that looked promising. He will find some more information.

Children’s Calendar

### **Newsletter & Webpage**

Website updates and modifications. The volunteer will post items as he receives them. Additions, deletions and modifications will be discussed next BOD Meeting. Calendars, pictures, and required information. As long as it does not require more time from the teachers. We will have to discuss what we want to keep, add and delete and then bring Tom (webpage volunteer) to discuss.

Newsletter - a list of volunteers will be sent to Diana to get help. Used to be out monthly, will be done quarterly (spring summer fall winter). Jennifer will get the next person and get Diana the contact. Pictures and text will be in it.

### **Other**

Summer Camp: Waiting for Vanessa to coordinate. Nicole and Diana have ideas on how to staff it, next BOD meeting they will report progress on this item.

## ***Board Members’ Reports***

**Policies and Procedures** (Crystal H.) Kindergarten registration, will send information to JSC for open house and registration for next year.

**Treasurer** (Clinton B.) Tax due in Jan, extension filed until March 15 to finish the audit cleanly.

**Secretary** (Ed F.) Nothing additional to report.

**Vice President** (Jennifer M.) Playground, all 3 companies about the same price. Will start with the worst area first. Will wait a month for state report to determine which area to do first. Budget will be looked over before a final decision is made.

**President** (Jay L.) Nothing additional to report

**Member Walk-Ons:**

**Future Topics:**

Summer Camp  
Website changes

**Attendance:**

***BOD: Ed F, Chrystal H, Clinton B, Jennifer M , Jay L***

***SFEI Staff: Nicole D, Diana R,***

***NASA Liaison:***

***Members: Eillen Farrar (room 5 captain)***

***Guest Speaker:***

**The next meeting is scheduled for Thursday, February 19, 2009,  
SFEI Director's Office – 11:30 AM - 1:00 PM**