

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

March 22, 2007

Safety Report

Director & Vice President

Close Calls: A close call was submitted last month regarding parking in the no-parking zone in front of the CCC. JSC Center Ops attempted to correct the problem by repainting the no-parking areas but the new paint does not adequately address the problem. Chris W. and Debbie R. are continuing to work a resolution. The close call remains open.

CCC Evacuation: Rain water from the severe thunderstorm on Wednesday, March 14th leaked through the CCC roof and collected in some of the ceiling light fixtures (this is a recurring problem at the CCC). JSC maintenance was called but said they couldn't respond until after the storm. On Friday morning following the storm, an electrical burning odor was coming out of the light fixtures and Sylvia G. placed a work order with JSC maintenance to investigate. When maintenance arrived later that day and removed a cover on a light fixture, smoke billowed out of the fixture. The fire alarm was pulled and the CCC, including all staff and children, was evacuated. This is a dangerous situation that has been raised with NASA management (Human Resources) who will work with JSC Center Ops to find a permanent and expedient solution.

Tree Root Hazard: The roots around the large tree on the playground are a tripping hazard. Covering the roots with a non-toxic mulch was previously discussed as a corrective action. However, due to the drain located in the area, and the likelihood that the mulch will wash away, a different solution may be required. Perhaps a flower bed around the tree would be a better solution. Chris W. will investigate.

VPP Audit: A JSC-wide Voluntary Protection Plan (VPP) safety audit will occur starting on April 2nd. The JSC CCC staff is preparing for the audit. Observations/findings from the audit will be discussed at next month's board meeting.

Director's Report

Staffing

Resignations: Jamie R, Room 4 teacher, submitted her resignation and then rescinded it. Immediately following Jamie's submission, Mary, Room 2 teacher, requested a move to Room 4. Therefore, after Jamie rescinded her resignation, she was re-assigned to Room 2, replacing Mary.

New Hires: Christine W. was hired as the new JSC CCC Executive Director. Dianna R. will remain interim director until the transition is complete after which Dianna R. will become the JSC CCC Assistant Director. Congratulations to Dianna R. for completing the required training and certification that enabled her to receive her Texas State Child Care Center Director's License.

Sylvia G. has been converted from the acting JSC CCC Office Manager to the permanent Office Manager. As part of her responsibilities, Sylvia completed training and now is a licensed notary public.

Two new substitutes will begin working at the CCC next week. One has never worked at the center before. The other has previous experience as a substitute at the center.

Other: New job descriptions including roles and responsibilities for the three, newly-established CCC managerial positions have been proposed by the board to match the appropriate positions of Director, Assistant Director and Office Manager. The job descriptions represent a departure from the previous management structure and are expected to make center management more efficient. Chris W. will work with Melanie S. to finalize the job descriptions.

Operations

FACILITY MAINTAINANCE

Washer/Dryer Units: Two new washer/dryer units were purchased and installed at the center this week. "Thank you's" were expressed to all staff who took CCC laundry home to wash/dry in the interim.

Dishwasher: Repairs to the sanitizer on the kitchen dishwasher including replacement of a switch, motor and tube were completed.

Alternate Energy: A group delegated by NASA came to the center to investigate what it would take to make the CCC a "no load" facility using alternate sources of energy such as solar panels or wind turbines.

Cyberflex Playground Padding: As noted in a recent state inspection of the CCC, padding is required under the rocking animals on the playground (currently just grass). The quote for Cyberflex Playground Padding in this area was ~\$8000 for a 25' x 25' area (625 square ft). A question was raised as to whether this is the smallest padded area required under the rocking animals. Chris W. will investigate state regulations. In addition, Chris W. will determine the additional padding required in the fall zone under the swings. None of these expenses have been accounted for in the playground maintenance budget. Chris W. will determine if the Cyberflex padding is feasible or if there are other, more affordable and practical options.

SPECIAL EVENTS

Car Seat Check: A car seat check was hosted at the CCC on March 2nd. Approximately 45 car seats were checked and 5 car seats were given out free of charge to replace obsolete seats.

Vision Screening: For those parents who chose to have vision screening performed on their 3+ year-olds, vision screening was completed on March 20th. One copy of the screening report was sent home and one was kept in CCC files. Hearing screenings still need to be scheduled.

Easter Bunny: The Easter bunny will be visiting the CCC on April 5th.

Spring Fair: A spring fair will be held on April 20th. See "Fundraising" for more info.

Teacher Appreciation Week: Teacher appreciation week will occur the week of April 30th – May 4th.

Spring Portraits: Child portraits will be taken at the CCC on May 3rd and 4th.

Rodeo Week: Rodeo week was held February 19-23, 2007. Chicks were brought into the center during rodeo week. As stated previously at board meetings and other discussions, chicks (and reptiles) are not permitted at the CCC due to the risk of them carrying disease. This MUST be prevented in future events. In addition, parents commented that the rodeo events, in general, need to be better organized and more supervised (more parent participation) to, for example, manage the kids around the horses.

LICENSING/ACCREDITATION:

NACCP: Accreditation under NACCP requires the CCC to provide parent teaching. Examples of ways in which JSC CCC meets this requirement are the car seat check, sending out manufacturer recall notices, providing information on how to treat lice, etc.

The JSC CCC's NAEYC accreditation expired on February 28, 2007. JSC CCC has been under "self study" with NACCP since December 2005, extending through December 2007. Chris W. does not believe JSC CCC will be able to complete the NACCP accreditation process by December 2007 so SFEI will pay the \$200 fee by the deadline of April 1, 2008 to extend the self-study exercise for another 2 years.

Committees Report

Fundraising:

Spring Fair: Plans for a spring fair at the CCC are in work. The event will include an ice cream social in which kids make ice cream and also kids/parents make their own sundaes for a fee as a fundraiser. The committee is considering advertising the event in JSC Today and using the opportunity as a tour/open house for the CCC.

Valentine Gift Baskets: The Valentine gift basket raffle raised \$970 for the CCC. One of the basket winners was someone who read about the raffle in JSC Today. The money raised was distributed as follows: For rooms 3-9, split between the room supplies (50%), the playground equipment (40%) and the JSC CCC future improvements fund (10%). For Rooms 1 and 2, split between the room supplies (90%) and the future improvements fund (10%). Given this distribution, the money raised for each individual room was minimal. The fundraising committee is looking at the results of the basket raffles from previous years to determine if this fundraiser should be continued (if the effort is worth the benefit).

Other: The fundraising committee will meet with the new CCC director this week to fill her in on the committee's objectives and plans for the coming year.

Standard Operating Procedures (SOP):

SOP re-write still in work.

Newsletter and Webpage:

A new JSC CCC newsletter editor has been named, Wendy W. Thanks, Wendy, for volunteering!

Expansion:

No report.

Room Reports

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members' Reports

Policies and Procedures (Liana R.)

Kindergarten 2007 Registration: 15 children are currently committed to be in the Kindergarten 2007 class by providing a non-refundable deposit. The remaining spots (target enrollment is 17 students) have been advertised in JSC Today. In addition, flyers were sent out to the room captains to spread the word about the Kindergarten openings throughout the NASA and contractor communities.

Migration: The school is currently full and migration planning for the 2007 school year is well underway. A memo will be sent out by April 1st requesting withdrawal dates for all children currently enrolled in Kindergarten and pre-Kindergarten at the CCC. This information is required to facilitate the migration planning.

Summer Camp 2007: Summer camp registration is on-going. There are currently 90 children enrolled. SFEI will accept up to 120 children for Summer Camp 2007. A JSC Today advertisement for SFEI Summer camp was published today. Camp staff recruitment has begun and field trips are being booked. Summer camp updates to the JSC CCC webpage are coming soon. Summer camp open house will be held on June 1st, the Friday before camp starts, at the summer camp facility (Clear Lake Recreation Center). SFEI staff will be discussing with staff from the camp facility the possibility of extending the camp ½ week.

Treasurer (Miranda S.)

No report. Miranda was unable to attend meeting.

Secretary (Tammy G.)

By-Law Changes: Some of the SFEI by-laws governing committees need to be changed. For example, the by-laws currently require the fundraising chair be a BOD member. The board does not feel this is necessary and the current fundraising chair is not a BOD member. Tammy will work re-writes for discussion at annual SFEI meeting in June.

Board of Director Elections: Board member elections will occur in the latter part of June for 3 (of 5) positions that will be opening up. Nominees are accepted up to 1-month prior to elections (nominations due by late May). Tammy will write a memo for distribution to members announcing the upcoming election, call for nominees and process for nominations. Board member nominees will be introduced at the SFEI annual meeting typically scheduled for the 3rd Thursday in June, from 11:30a-1p.

Vice President (Debbie B.)

Facility Evacuation Plan: The facility evacuation plan has been updated and will be posted in several areas of the CCC by early April.

Badging: NASA Badging Risk Designation forms have been filled out and submitted for all SFEI staff.

Other: Melanie S. questioned whether the CCC has carbon monoxide detectors. If not, SFEI management should get with NASA to procure some.

President (Melanie S.)

New JSC CCC Executive Director: Melanie S. welcomed the new JSC CCC Executive Director, Chris W.

Member Walk-Ons

None.

Attendance:

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

SFEI Staff: Chris W., Dianna R.

NASA Liason: (unable to attend)

Members: Gloria C., Jennifer M., Jay L.

**The next meeting is scheduled for April 19, 2007
Building 111 Conference Room – 11:30 AM - 1:00 PM**