

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

**November 29, 2007**

*Safety Report*

**Director & Vice President** (Dianna R. and Jay L.)

*Close Calls:* No new close calls were submitted over the past month.

*Accident/Illness Report:* Dianna reported that there were no significant accidents or illnesses this month. Debbie B. will transition the task of generating the reports to the new Vice President, Jay L. Jay will generate the reports, post on the JSC CCC website and outbrief the data at subsequent monthly board meetings.

*Director's Report*

**Staffing**

*New Hires:*

No new hires reported.

*Resignations:*

Chris Wood has resigned the position of Executive Director. Tammy G. has resigned from the Board and is accepting the position of Transitional Administrative Advisor to assist the Board during the transition period.

Ms. Johnna, a Room 2 Teacher, resigned effective November 27, 2007, due to health reasons. She will be replaced by Ms. Jessica, former Floater, who started in Room 2 today.

**Operations**

***FACILITY***

Jay reported that he performed a facility walk-through, and overall the Center is in good shape. He generated a report including a list of repairs and maintenance needs and submitted it to NASA Facilities. A Parent Workday will be planned for after the holidays to re-paint and spruce up the Center.

Dianna reported that a new kiosk has been placed in the lobby to monitor Energy-In and Energy-Out (from the new renewable energy sources). Jay and Dianna reported that the Sacred Power, the company that designed and installed the renewable energy sources, presented a mini solar panel bubble maker to the CCC.

Jennifer M. reported that a Room 6 Teacher has requested a way to hook a computer up to a TV monitor. Jennifer is looking into setting up this capability in the Computer Room. Jennifer also raised a question regarding the temperature of the Computer Room. Jay will look into this.

### ***SPECIAL EVENTS***

***Thanksgiving Feast:*** The Thanksgiving Feast was held on November 15 starting at 4:00 pm at the JSC CCC. There was good turnout for the feast and positive feedback from parents was received about the improved set-up.

***Fall Festival and Halloween Parade:*** Positive feedback was received about both events. Jennifer suggested improving the efficiency of the parade next year by coordinating transportation better.

***Holiday Pictures:*** Holiday pictures of the children were taken on November 27 and 28. Tammy suggested using a more neutral winter-scene background next year. Dianna does not foresee any problems with this and will discuss this request with the photographer.

***Santa Visit:*** The 2007 Santa Visit is scheduled in two weeks on December 14. Jay will ask Mike Coats if he is available to return as "Santa" this year from approximately 3 to 5:00 pm.

### ***Committees Report***

#### **Education Curriculum**

No report.

#### **Fundraising**

***Cookie Dough Sale:*** Jennifer M. reported that this was the most successful year to date, with most classes selling more than 60 boxes. Room 6 sold the most boxes, and the teachers earned gift certificates, and the children won the Pajama and Movie Party to be held next Friday. A second batch of cookies is expected to arrive this week. Jennifer will send an e-mail to members to communicate that there are extra cookies still available.

***Original Works Art Work:*** Jennifer M. reported that the orders have been received and will be distributed at the school.

***Golf Tournament:*** Jennifer M. will be meeting with NASA Legal to work out logistics.

**Newsletter & Webpage:** Thomas A. is available to make updates to the webpage.

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### ***Room Reports***

None. Jennifer M. (parent) raised a question regarding the process for requesting improvements and items for the classrooms, and suggested improving the process for allocating room funds, with increased communication about funds available to each room, and a list of what has been purchased. Jennifer M. shared a question that has been raised regarding computer use in Room 6. Dianna is having a Parent-Teacher meeting with the involved parties today to address the concern.

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

#### **Policies and Procedures** (Crystal H.)

None. Crystal was unable to attend the meeting.

#### **Treasurer** (Heather R.)

Heather reported that the upcoming audit is currently in work. She is also working on Payroll Policies to clarify leave time and comp time policies, after-hours care policies, etc. Dianna stated that she will implement a lights-out procedure at pick-up time so that the Center can be cleaned and prepared for closure beginning at 5:30 pm and will address individual concerns as needed.

#### **Secretary** (Tammy G./Kim S.)

Tammy reported that Kim S. has been appointed by the SFEI Board of Directors to the position of Secretary for the remainder of Tammy's term (through June 2008).

Tammy also reported that Dianna was nominated and has received an Award for her excellent service and contributions to the CCC. She will receive a VIP tour of the Mission Control Center by an astronaut during the next launch scheduled for December 6.

#### **Vice President** (Jay L.)

Jay reported that the Facility Manager Training has been deferred, so he will coordinate and work with the lead facilities person to get the appropriate training for his role as CCC facility manager.

#### **President** (Jay L. for Debbie B.)

None. Jay reported that Debbie is working the HSPD-12 security requirements, and the process for getting the teachers re-badged is in work.

#### **Member Walk-Ons:**

None.

#### **Future Topics:**

Hiring Process for Director Replacement – Jay L. reported that the job opening announcement and flyers have been distributed to local colleges and contacts. The

Board will convene to plan ahead for the hiring process. Jennifer M. suggested considering a professional headhunter recruiter as a resource.

**Attendance:**

***BOD:*** Heather R., Jay L., Tammy G. (by telecon), Kim S.

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

***NASA Liaison:*** Rene H. unable to attend.

***Members:*** Jennifer Mas., Jennifer Mad.

**The next meeting is scheduled for January 17, 2008,  
Building 111 Conference Room – 11:30 AM - 1:00 PM**