

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

October 2, 2008

Safety Report

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

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

Will have to fix fence, reported to fix the gate. Jay asked if insurance guy will be here, before doing anything have the insurance guy to see it. Deductible is ~\$2200. Nicole mentioned that recommendation from Safety is to replace carpets, some mold in cafeteria removed, in infant room will be taken care of today. Jay asked Nicole if all teachers have been asked to do it, they have. Jennifer asked if the carpet people called. Nicole said they are going to come but have not date yet. Dianna mentioned to take carpet out of rooms 1-4 and use tile, Jay mentions what the staff needs, then get it. It was discussed to ask the teachers what is best for the children. Nicole and Dianna mentioned they may get tile and area carpets.

Accident/Illness Report: (Anything that was reported to NASA? Any safety-related events?)

Director's Report

Staffing

Some members lost their homes, such as Ms Margie. May start a fund for her family. Also provided her with info for donations, lodging, etc.

Ms Debbie taking a leave. Leak damage. In process of finding someone to fill her spot. When she comes back she will have a job, maybe not the same job as before she left.

EAP called today to set up debrief, Jennifer mentioned we were supposed to call them, Jay believes someone from HR would be assigned. Jennifer mentioned to update the colors and put a name next to the reds if we have assigned one.

Nicole asked how the assignment is, Jennifer mentioned someone is assigned to all the reds. Jennifer is placed as the contact. Jennifer asked for a note to send for contributions. Jay wants to call Susan Gomez and Mike for volunteers.

Ms Christen terminated on Aug 28. Christal asked if we have a sub, Nicole said there are two, Ms Mandy and Ms Ashley. Clinton asked if they are short in subs, Nicole said they are but are interviewing. Not having a lot of people asking for time off lately.

Jay mentioned for teachers that are out, how to proceed: ask for money, pull from reserve, ... Jay mentioned that the problem is how to decide how much to give them... some got more damage to others. Jennifer mentions to send a note and ask for donations. It is believed things are not needed. Jay asked if they should do it for people that are on red... red means they were with no electricity of water. Jay mentioned to then give money to those with no house. Margie, Debbie, Vanessa are not in their homes. Clinton mentioned that we need to update colors. Jay said then to those with no homes. Lisa Polansky said maybe set a limit, ... "it would be nice to get a one month rent..." or something like that. Clinton said the BOD can match or supplement. Jennifer asked if should include the names. The individuals will be asked. Nicole will take care of drafting the letter.

Committees Report

Education Curriculum

Would like to get computer games, Nicole wants to know the limit for spending. Jay gave the go to get as needed. Nicole wants something different than going to the internet. Lisa Polansky mentioned some games can be donated from the parents.

There is a parent volunteer helping with worksheets. There is no particular program to design them, just using PowerPoint.

Jay mentioned the assessment was made at start of year, decided SFEI had a good one and will develop our own. Jay believes SFEI has a good idea where they want to go. One thing missing is having the strategy written down. It will make sure teachers know where it is and where to go to develop. We want to make sure the kids get what they need and the strategy shows they are getting what they need. In the following years it may become more formal. Need to have it specially for the older children. Nicole asked if the document would be for teachers or all SFEI. **All SFEI.** Need to make sure teachers agree before going to parents. Second, have some volunteers, but if need more help then may need to hire somebody or let the BOD know so we can get the children the material. Lisa Polansky mentioned there is plenty of information on the web. Jay asked Nicole to either let us know that they have it or let us know what they need. Nicole needs help with the design of the worksheet, not the information. May need more volunteers for the worksheets. Jay asked Nicole to get the help either by volunteers, hire somebody, teacher overtime... Jay asked Nicole to get the help and let the BOD know.

Jill Lin expressed that the fact that we got rid off of a good curriculum without one in place is a bad idea. The fact that we have to rely on volunteers is wrong. Parents paid book fees at the beginning of the year. There is no doubt teachers will do their best to teach the children. If Ricky needs help then go ahead and get it.

Christal said we promised to do it 2 years ago, we are overwhelmed. Chrystal said we are pressed by the parents because the SOP states religious neutrality. Jill is paying and the expectation is different for older children than for younger children. Jay mentioned we are

trying to recover from that, it's been difficult. Jay said if help is needed the BOD needs to be notified, BOD has no problem getting volunteers. Lisa Polansky did not realize the scope, but has more free time if needed. Lisa Polansky does not understand all that needs to be done but has come up with some great sources, and many resources are free. Nicole said one of the main goals is to have a curriculum similar to ABECA. Lisa Polansky said if given all the ABECA material she can change the template. Nicole mentioned teachers have been working on worksheets. Jill Lin mentioned the parents need to be notified of how the classroom material will be presented. Chrystal pointed out the Curriculum Committee is for help but not to develop the curriculum. Jennifer mentions we are talking too much on hiring people, but there may be other curriculums out there, ABECA may not be the only one. Brad Ashford asked what other centers are doing. Jay mentioned some centers pick from other curriculums and build their own. Chrystal asked for allocation for the curriculum, Clinton mentioned there is no set line of the budget if it is a one-time expense. ACTION to Nicole: Strategy on Paper, show that there is a curriculum in place, the kids are getting it but it has to be shown, and what the plan is: need help, get other curriculums. The BOD and the curriculum developers will be getting together to discuss. There will be an open house with parents. Will get BOD and curriculum in a week.

Fundraising

Nothing to report.

Newsletter & Webpage: Wendy Watkins, still working on somebody for the newsletter. Chrystal H will be working on that through the waitlist. Jennifer M working on the website.

Staff raises given out this month. Jay L gave Kudos to Nicole D and Clinton B for the budget. Make sure to let teachers know they are doing a good job.

Summer Camp delinquent fees that are being paid.

Finances, 401k, employees need to be here for a whole year, SFEI does not match, Nicole asked if can be changed to start as soon as they start. Jay mentioned they have to discuss it.

NASA received kitchen equipment, they will be upgrading the kitchen. Jay L mentions if a gift can be sent to Jerry.

Will begin setting Halloween parade onsite, Nicole is looking for volunteers.

Cookie Dough fund raising, looking for volunteers.

New state licensing rep, 100% compliance! Jay L asked Jennifer M for solid surfacing, Liana gave her information, the issue may be how they applied it. Jay L mentioned the stuff that needs to be repaired and not expensive then get it done, in ~2 years can be addressed again. For the rocking horses may get some mulch. Jennifer M will get an estimate for patching.

For mowing, MOU may be updated for NASA to mow, in a couple of years. In the meantime will use what Center Operations is using, need to find out how much we are paying right now.

Dianna wants to thank Jay L for coming over the weekend and mowing with the push mower.

Jay L wants to give kudos to Nicole and Dianne for hurricane coordination, great job for coming and making sure the school was ready.

Board Members' Reports

Policies and Procedures (Crystal H.): Have some updates that we did for tuition are wrong, will have to change that, was going to update SOP to allow general volunteering for points, JM asked if BOD has to vote.

Treasurer (Clinton B.) Not much, working on budget, as soon as done will get to ND to input in QuickBooks. R Russell is still up in flux, will get a schedule and get to us, CB mentions he will be filing the extension. CB terminated MC and Jones.

Secretary (Ed F.): Have room captains send reminder for fees and evaluations.

Vice President (Jennifer M.): Did a walkthrough before hurricane, need to do another one.

President (Jay L.): Nothing else to report.

Member Walk-Ons: AED, Nichole Williams asked why not one here. Jay L worried about AED and the children. Jay L votes we do not need AED. EMS personnel get here quick, most likely before anyone at SFEI can start the AED, thus not having AED at the center reduces the risk of using wrong pads on children.

Attendance:

BOD: Jay Leggett, Jennifer Madsen, Clinton Baggerman, Christal Haddock, Ed Fonseca

SFEI Staff: Nicole Dickerson, Diana Ritter,

NASA Liaison:

Members: Lisa Polansyy, Brad Ashford, Nichole Williams, Jill Lin

Guest Speaker:

**The next meeting is scheduled for Oct 16, 2008,
SFEI Director's Office – 11:30 AM - 1:00 PM**