

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

Director Report

Staffing

Resignations:

None

New Hires:

None

Other:

The summer camp teachers will return, and all teachers will be assigned accordingly for the new school year. Ms. Hirning will distribute a notice with the teacher room assignment.

Operations

Facility:

No word on the water fountain yet.

NASA maintenance people came out to assess the roof leaks.

The VPP people did not come. The Center was ready for the VPP inspection, and even prepared with a mocked VPP audit.

Mr. Nguyen asked about the graphics for the hallway walls. Ms. Hirning reported that she does not know when NASA will put them up.

Special Events:

The new school year will start on Monday, August 19th. The books are in. Ms. Hirning said that the cursive writing books should be in by Friday.

Open house/Meet the Teachers Night will be on Wednesday, August 21st. The Karate instructor will be there, but the Tumble Bus people will not.

Ms. Hirning is still working on the enrichment schedule and will have it done soon. She is also assessing the computer network in the computer lab to see whether it will support the planned computer class this year.

Other:

No report

Committees Report

Education Curriculum

Ms. Hirning completed the parents' survey, and she will have a staff meeting to discuss the results and assess what need to be done.

Playground

No news on the ACRV structure. The sandboxes were finished with the sunshade, but still need some kind of cover for the sand. Ms. Hirning still needs to send out thank you notes to the parents that built the sandboxes.

A question was raised about the big kids swing set. The Board authorized the purchasing of the 6-swing without the shade structure. Mr. Kelly has to action to proceed with the purchase.

Another question was raised about buying a replacement "Bye Bye Buggy" (large stroller with seating for 6 infants/toddlers). It is estimated to cost about \$1000. The Board authorized the purchase, and gave the action to Ms. Garcia to determine how to pay for it.

Ms. Hirning raised concern about the condition of the toddler's swing seats. The swing set is relatively new (~2+ years) and shouldn't have cracks in the seat rubber. Ms. Hirning will ask Mr. Kelly to look into the warranty of the swing set.

Newsletter and Webpage

No report

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No complaint

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report

Policies and Procedures (Jennifer Lewis)

Ms. Lewis reported that the Center is full for the fall.

Treasurer (Laurie Garcia)

Ms. Garcia reported that she had filed for an extension on the tax return, and that Ms. Geraldine Clayton is still reviewing the paper work.

Ms. Hirning asked about how to book keep the summer camp tuition. Currently, Ms. Hirning splits out \$35 for fieldtrip. Ms. Gomez and Ms. Garcia believe that all \$135 should be coded as tuition. Ms. Garcia and Ms. Hirning had the action to sort out how to book keep the summer camp budget.

A couple of questions were raised about the financial report handed out by Ms. Garcia. Why 'sale of clothing' (summer camp) is a negative (-) income? And what was the expense for fixing/repairing the safety surface? Ms. Garcia will reexamine the report and come back with the answers for these questions.

Ms. Gomez reminded everyone that the income did not have the loan payment taken out, but overall everything is looking good. Ms. Lewis pointed out that the tuition reserved in the budget is still intact.

Secretary (Louis Nguyen)

Mr. Nguyen reported that he had started transferring the management of the Security List (Parents/Guardians authorized list for the gate) to Ms. Nancy. A question was asked about having those on the wait list wanting to visit the Center on the Security List. Mr. Nguyen answered that wait list members should request a visitor pass from Ms. Nancy for Ms. Shelley to visit the Center.

Mr. Nguyen reported that we currently have 215 members.

Mr. Nguyen handed out a summary of the Director Evaluation result. Mr. Nguyen stated that he would include the written comments from the survey along with the survey result in the August meeting minutes. Ms. Hirning and Ms. Shelley stated that the survey questions needed to be updated to reflect what the Director does and doesn't do. Other comments from parents and Board Members included adding a 'don't know' choice for the questions. Mr. Nguyen will update the evaluation form for next year.

Vice President (Erica Vandersand)

Absent

President (Susan Gomez)

Ms. reported that she called Mr. Bob Hall (NASA liaison) about building 210 (old building) and building 210a (annex). The annex is in bad condition and NASA will not repair it. Nasa

will have it taken away. As for the old building, Mr. Hall said that he would try to let us to use it as long as possible. Ms. Lewis mentioned that the old building might be needed for the Kindergarten overflow in 2003. Ms. Gomez wanted to review the Kindergarten overflow situation for next fall and wanted Ms. Lewis to keep reminding those might be affected on the Kindergarten wait list.

SFEI Members Report

Walk-ons

Parents asked the Director to remind other parents not to double-park in the covered driveway. Ms. Hirning will have the teachers discuss the issue at the Open House/Meet the Teachers Night.

A parent asked about having first grade at the Center. Ms. Hirning reported that NASA has no desire to have first grade or anything higher at the Center. For now the answer is NO first grade at the childcare center.

A question was raised about the vote on the wait list policy change. Mr. Nguyen reported that the voting does not end until next Monday, and that he will count the number of vote to determine whether we will have enough votes required for a quorum (20% of the membership).

Old Business

None

New Business

None

The next meeting will be September 19, 2001
JSC Child Care Center - Room 122 - 11:30 AM - 1:00 PM

SFEI 2001-2002 Director's Evaluation

	Ques. #	Staff 18 Avg. Score	Ques. #	BoD 4 Avg. Score	Ques. #	Parents 18 Avg. Score
Anticipates and handles health and safety related issues.	1	1.1	1	1.3		
Manages training of self and staff.	2	1.2	2	1.0		
Maintains supplies and equipment.	3	1.3	3	1.0		
Manages parental grievances and handles conflict.	4	1.3	4	1.5	1	2.1
Manages staff grievances and handles conflict.	5	1.5	5	1.0		
Develops and implements curriculum.	6	1.4	6	1.3		
Supports staff.	7	1.3				
Communicates with staff clearly and timely.	8	1.4				
Models appropriate interaction with children.	9	1.3				
Uses community resources for special needs of family/staff.	10	1.2	7	1.3	2	1.9
Presents center and staff concerns to the BoD.	11	1.1	8	1.0		
Communicates expectations of the staff to the staff.	12	1.2				
Maintains facility within JSC, State, and NAEYC guidelines.			9	1.0		
Manages migration of children effectively.	13	1.2	10	1.3		
Communicates new trends in industry.	14	1.1	11	1.8	3	2.1
Is responsive to staff requests.	15	1.2				
Is available for consultation.	16	1.3	12	1.0	4	1.6
Oversees children's development.	17	1.2				
Is responsive to phone calls.			13	1.0	5	1.5
Is open to inputs.	18	1.1	14	1.3	6	1.9
Provides opportunities for staff education.	19	1.1				
Provides opportunities for parent education.			15	1.8		
Is responsive to special needs and concerns.	20	1.2			7	2.0
Recruits and maintains appropriate staff.	21	1.2	16	1.0		
Communicates SFEI activities.	22	1.2	17	1.0	8	1.4
Manages facility related activities as required.			18	1.0		

SFEI 2001-2002 Director's Evaluation Written Comments

	Suggested Goals for Next Year	Accomplishments	Other Comments
<u>Board Members</u>		Excellent job with summer camp Acquired and retained a very good staff Incorporated new enrichment activities	Great job* ...need to work on her responses to parents complaints...
<u>SFEI Staff members</u>	...I would like to be on the staff... Pay should be determined by work performance Suggestion box for worker to voice concerns	Sick time can be carried over	Need to have a more professional and serious attitude when interacting with parents and staff Setup and write rules/guidelines that all staff will need to follow Respect staff and speak to them one-on-one behind closed door when important issues arise ...good director and is easy going ...great to work for*...She puts a lot of trust in us and hope we can live up to that trust
<u>SFEI Parents</u>	Better mediation between parents and teachers. Parents concerns are met with defensiveness ...making problem solving difficult ...communication of industry trends	Summer activity organization was great...thanks for the long term plan ...School is well run and of higher quality than any previous director ...tremendous improvement ...in area of children promotion...organized and parents were well informed ...very enthusiastic and involved. She seems to really care for the children Always upbeat...thrilled to be with the kids	Ms. Hirning seems resistant to change*...rarely acts on them (suggestions from parents)...defensive when anyone criticizes a policy or staff member... Long term migration remains a mystery. Please communicate plan and any director/teacher comments or concerns ...Responses to parents at times have been unprofessional

*Indicates different evaluation comments.