

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

Director Report

Staffing

Resignations:

Ms. Angela resigned after having her baby.

New Hires:

Ms. Mary Campos was hired on to replace Ms. Angela.

Other:

No report

Operations

Facility:

On Monday morning, January 13th, the facility had a gas leak in the kitchen. Gas was leaking from a connection valve on one of the kitchen appliances. The NASA facility people checked and corrected the problem without incident. Ms. Hirning reported that the children were not evacuated, but in hindsight they should have. Mr. B. Gaffney, from NASA Emergency Operation Center, suggested that the childcare center update the evacuation procedures to include natural gas leak. Mr. Hirning will work on adding that to the evacuation plans. It was also suggested to Ms. Hirning that the childcare center should have a loud horn (handheld air horn) to use in evacuation drills, because pulling the fire alarm for drill is not permitted. A question was raised about having a gas detector and how often does NASA check for gas leak. Mr. Hirning answered that the NASA facility should be doing that whenever they inspect the building.

Although, the children were not evacuated, the room captains were notified of the incident that morning. Most room captains activated the calling chain. Some room captain raised concerns that they do not have the correct information or do not have a prioritized list as to which phone number or parent to call first. Many room captains reported that they've made up a calling list for their rooms. Mr. Nguyen was concerned that parents and room captains are not using the Contact and Transportation Information form to provide or update contact information, and that the teachers are requesting and updating these information for the room captains. Mr. Nguyen reminded parents that the Contact and Transportation Information form is the central (preferred) way for the Center to collect and to have these information for the Center, room captains and NASA (at the gates). Mr. Nguyen took the action to work with Ms. Nancy to distribute the current data for each room and to request parents to provide or update the information (using the Contact and Transportation Information form), and to update the Center's database (and also for the room captains). It was suggested that the information put together by Mr. Nguyen and Ms. Nancy to include the call priority for the room captains, and that the Contact and Transportation Information form be available on the

webpage. Ms. Hirning suggested that maybe in a couple of months we will have an exercise to activate the calling chain, and to check/verify the information.

Further discussion on the gas leak incident, the evacuation, and the calling chain included the need for an official email (to room captain?) for any evacuation. It was agreed that the room captains should be called first, then follow up with an email. It was also agreed that any contact person picking up the child(ren), other than the parents, has the responsibility to contact and let the parents know that he/she has the child(ren). The Center might not have time to follow up with the parents, and trusts that the parents to carefully picked those on the contact list. Also on the morning with the gas leak incident, there was a NASA security guard posted at the entrance to the childcare center to keep parents out but was not provided with any useful information to handle concerned parents.

Ms. Vandersand passed on concerns from parents, and requested that the Director, Ms. Hirning, or the Assistant Director (Ms. Schroeder) be present in the early morning to address problems. Ms. Hirning reported that Ms. Jody Garza is in charge before she or Ms. Schroeder arrives. Parents should see Ms. Garza if they need help or have any issues or concerns.

Ms. Hirning reported that the ACRV is finally removed, but metal spikes are still there, sticking up from the ground. She will have the area secured until they could be removed.

Ms. Hirning might need to have the parents' workday sooner this year. She will let us know.

Special Events:

Ms. Hirning reported that we raised about \$3187 from the cookie dough sale. It was a big success and we will do it again next year. Each room got to spend the money they've made, and have gotten some neat toys and supplies.

The chocolate fund raising will start next Tuesday. Each family will be asked to sell one box, but it's not mandatory. Again, Ms Hirning said that each room would get to keep and spend the money raised for whatever is wanted or needed in the room. Each big box will have 50 chocolate bars/boxes at \$1 each.

Ms. Hirning asked for about \$350 for a 'Snow Day'. The plan is to have parents pay a portion for each child and the Center to come up with the \$350. The Board approved spending \$350 for the snow/ice, and Ms. Garcia (Treasure) will take care of the financing.

March 4th at 10:00am we'll have Irish music for the kids, put on by one of the parents.

Other:

No report

Committees Report

Education Curriculum

No report

Playground

The new swing set is up in the big kid playground. Everyone is enjoying it.

The sandboxes will need sand more sand. Sand could be one of the donation items from parents for this year Parents' Workday. Ms. Hirning asked that the sand be purchased in individual bags (25 lbs?), and be delivered right into the sand box. Past year purchases of sand were delivered and dumped just outside of the fence, and parents and teachers had to laboriously move it to the sandboxes.

Newsletter and Webpage

Mr. Nguyen will provide the Contact and Transportation Information form for the webpage.

Room-1

No report

Room-2

Parents in room 2 is requesting Ms. Joy address while she's out for knee surgery to send well wishes.

Room-3

No report

Room-4

Room 4 is happy that Ms. Sandy's back.

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

The kids and parents love the teachers.

Room-9

The kids and parents love the teachers.

Board Members Report

Policies and Procedures (Jennifer Lewis)

Ms. Lewis reported that one child left after Christmas, and we went without three weeks tuition (of one child).

2003-2004 Kindergarten registration is still going on. Ms. Lewis reports that we will probably have more wanting to register than we can accommodate. Physically the

kindergarten room is limited to 20 (cubbies, size, etc...). The deadline for parents to register is this Friday. Ms. Lewis suggested the board to meet sometime next week to review the status of the 2003-2004 Kindergarten registration.

Ms. Lewis also reported that we're currently having 100 people on the infant room waitlist.

Treasurer (Laurie Garcia)

Ms. Garcia handed out the financial report, and reported that everything is looking good. The kitchen spending is still within budget. Ms. Garcia pointed out that the ParentWatch DSL fee and the \$2400/month loan payment (need to be taken out of the profit) are not included in the report.

Ms. Hirning answered Ms. Garcia that the 3rd division Holiday camp is from Thanksgiving camp only. It does not include the Christmas camp.

Ms. Garcia reported that she would like to increase our return check fee because the Bank has increased their fee. Ms. Garcia will draft a letter, notifying members of this increase, and send it to the Board. Ms. Garcia also would like to transfer \$10K from the Sterling Bank account to the Merrill Lynch account because it gives us a higher interest on the balance.

Ms. Garcia reported that the audit is still not quite done. The tax extension has been sent in but the accountant is charging for it. Ms. Garcia will resolve it with them.

Secretary (Louis Nguyen)

No report

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

No report

SFEI Members Report

Walk-ons

None

Old Business

None

New Business

None

The next meeting will be February 20, 2003
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM