



Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058

Phone: (281) 483-4734 • Fax: (281) 244-2411

SFEI Board of Directors Annual Meeting Minutes July 30, 2021

1. Board Members and Attendees:

- Board and Staff: Karen Holt, Alexandros Kanelakos, Rubik Sheth, Dena Mahan, Jacob Adams, Thilini Schlesinger, Erin Coscia
- Titus Toon and Rubik Sheth are our outgoing board members
- Announcement of 2 new board members (Erin Coscia and Thilini Schlesinger)
- 31 parents attending

2. Director's Report

- Membership
 - Currently have 145 SFEI members including waitlist members
 - Projecting 122/137 enrolled in September, which is 89% of capacity
 - Openings in PK3 and PK4
 - Many on the waitlist for 2022
- NASA Incident Reports
 - 0 close calls
 - 4 Mishaps
 - 9 Illness Reports (1 COVID 8/20, 8 COVID 7/21)
- COVID 19 Plan continues to get updated to comply with JSC guidance and CDC
- During facility closure last summer, several improvements were made to the school including paint and kitchen equipment
- Child Care Licensing Reports
 - 2 Injury Self Reports – No deficiencies
 - Annual Inspection on 11/20 – No deficiencies
 - All staff is current on state childcare requirements
- Enrichment activities this year includes Sign Language, Music and Movement, Halloween Fun Day Activities, St Jude's Trike-A-Thon, use of technology to enhance lessons
- Summer enrichment activities include splash pad, field trip to JSC Rocket Park, Armand Bayou Nature Center presentation, Magician Lanny Kibbey performance, Dino Rocks! Performance, etc.
- Extracurricular activities (for additional fee) includes Sports & Play and Dance Tree
 - Tumble Bus and Pre-K Educational field trips are on hold
 - Parents Night Out is also on hold

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Titus Toon

Secretary
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Policies & Procedures
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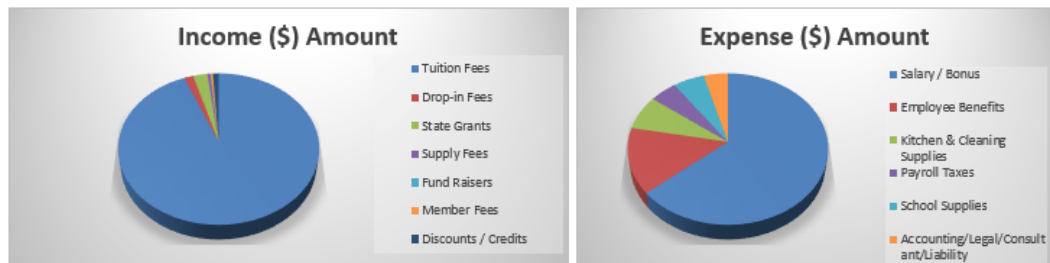
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- Looking forward to 2021-2022
 - Exploring foreign language and other classes that can be done safely
 - New Program Coordinator - Ms. Amalia
- 2020 Parent Survey Plan Results were presented including:
 - Invested in Brightwheel
 - Less screen time in classrooms
 - Following USDA Healthy Plate Guidelines with as additional fresh foods
 - Hired 2 new teachers with Child Development Associate Certifications
 - Staff and teachers were given a salary increase

3. Annual Report: Treasurer

- SFEI 2020-2021 Actual

Income vs Expenses Report



Category	Income (\$) Amount	%	Category	Expense (\$) Amount	%
Tuition Fees	\$ 1,113,458	109%	Salary / Bonus	\$ 815,355	69%
Drop-in Fees	\$ 6,121	1%	Employee Benefits	\$ 148,724	13%
State Grants	\$ 4,713	0%	Kitchen & Cleaning Supplies	\$ 59,945	5%
Supply Fees	\$ 5,775	1%	Payroll Taxes	\$ 59,561	5%
Fund Raisers	\$ 742	0%	School Supplies	\$ 38,354	3%
Member Fees	\$ 3,455	0%	Accounting/Legal/Consultant/Liability	\$ 60,745	5%
Discounts / Credits	\$ (113,486)	-11%	Total Operating Expenses	\$ 1,182,684	100%
Total Income	\$ 1,020,778	100%			

***Results in \$161,906 in Net Operating Loss**

- 2021-2022 Budget Focus Items
 - Board approved a tuition increase of 1% for the 2021/2022 school year.
 - Assumes a 93% capacity of membership.
 - Increase also help offset the continual increase of insurance costs and salary increases.
 - Board did approve an increase for teacher salaries of 9% and year end Teacher/Admin Bonuses.

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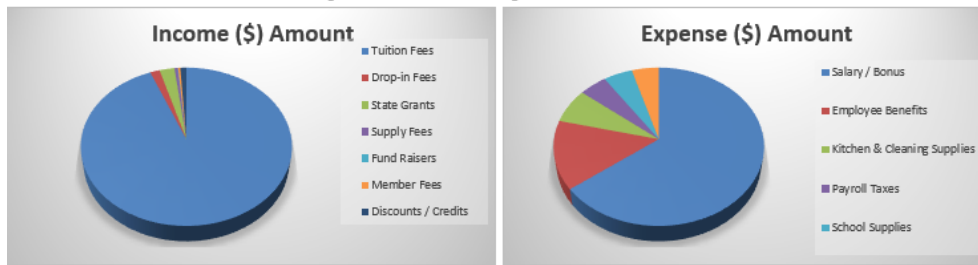
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- Did not reinstate week of vacation reimbursement, which saves SFEI about \$12,000 per year.
 - Tuition increase of 1% will not cover all these additional costs, but SFEI plans to slowly eat into the remaining excess funds not allocated
 - SFEI secured an additional PPP loan in the amount of \$207,000. The PPP loan is eligible for full or partial forgiveness if the money is used for qualifying costs including payroll, rent, mortgage interest, or utilities.
- SFEI Proposed 2021-2022 Budget

Income vs Expenses Report



Category	Income (\$ Amount)	%	Category	Expense (\$ Amount)	%
Tuition Fees	\$ 1,358,893	98%	Salary / Bonus	\$ 946,865	67%
Drop-in Fees	\$ 7,193	1%	Employee Benefits	\$ 168,787	12%
State Grants	\$ 19,200	1%	Kitchen & Cleaning Supplies	\$ 97,040	7%
Supply Fees	\$ 7,040	1%	Payroll Taxes	\$ 65,584	5%
Fund Raisers	\$ 487	0%	School Supplies	\$ 55,694	4%
Member Fees	\$ 4,560	0%	Accounting/Legal/Consultant/Liability	\$ 76,422	5%
Discounts / Credits	\$ (5,396)	0%			
Total Income	\$ 1,391,977	100%	Total Operating Expenses	\$ 1,410,392	100%

*** Result in a \$18,415 Net Operating Loss**

4. 2021 Annual Survey Results

- Received 41 responses
- Ratings
 - Received positive ratings for center news communications, staff availability to address concerns and staff integration with children
 - Received lower ratings for weekly lesson plans, field trips, and daily ops communication
- Ranking of Areas of Importance
 - Safety, Education/Curriculum and School cleanliness were ranked as the top 3
 - New technology and new classroom and outdoor areas were ranked as the bottom 2

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- Improvements
 - Highlights were more communication, more enrichment/STEM activities, more fresh food options, getting past COVID-19, new video system, more teacher training, and extended hours
- Feedback on Curriculum
 - Reduce screen time
 - Understanding/communication of lesson plans
 - More challenging curriculum
 - Emotional growth
- Funding Reinvestment –
 - Teacher retention/pay/bonuses was the top response
 - Emphasis on teacher training
 - Student life skills training and more enrichment activities
- Challenges with COVID-19 and Lessons Learned
 - More teacher interactions and communication. Brightwheel does not replace in-person interactions
 - Families appreciated the use of masks by staff
 - Sanitation
 - Better emotional supports
- Anything other suggestions?
 - Lots of kudos to staff
 - Offering fee-based classes
 - Different ways to raise funds outside scholastic book club
 - More parent teacher conference

5. COVID Policy Updates

- Thanks to all the parents for your support, being flexible, and being compassionate!
- There are a surge of cases in the community and we are also seeing that manifest in our school.
- Countermeasures to specifically address this recent uptick include:
 - Staff required to wear KN95 masks until further notice
 - Reduced occupancy in the staff breakroom
 - Hiring new staff member with disinfection and cleaning
 - More active in sending symptomatic children, close contact children, and siblings home
 - Disciplinary action for staff that do not adhere to policies
 - Postponing class transitions
- Reminder of policies including staying home if child or anyone in the home has symptoms

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- COVID-19 Acknowledgement Form will be sent out to families for the 2021-2022 year but awaiting additional updates from administration
- Scholarship applications are available if any families are encountering financial issues
- Mask Mandates – Not pursuing for children right now
 - Main goal is to prevent COVID or other illness from getting into the school
 - Parents are welcome to send children in masks and teachers will help facilitate
- Federal Vaccine Mandates – Will review once formal guidance is released and respond appropriately
 - If the requirement is for civil servants and contractors, that will also include SFEI staff
 - As of a few months ago, around 50% were vaccinated but Ms. Karen is polling again this week

6. Open Items/Actions

- All 5 board members voted to continue with participation in the USDA Child and Adult Care Food Program (CACF) for the 2021-2022 school year.
- The Board of Directors will investigate mask requirements for students.
- The Board of Directors will investigate requiring COVID vaccines for employees.

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