



Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058
Phone: (281) 483-4734 • Fax: (281) 244-2411 Email:
SpaceFamilyJSC@gmail.com

SFEI Board of Directors General Meeting Minutes

August 21, 2026

1. Opening Comments:

- 5/5 Board members present (one online), Director Karen Holt presented Director's Report.

2. Director's Report:

- See attached document below.

3. Action Item Status

- Jon Rickert departing SFEI Board of Directors due to an employer change resulting in loss of his NASA badge. A special election will be held in the coming weeks to fill the open position on the Board. Information on the special election will be coming soon via email from the Board.
- In accordance with the membership vote earlier this month, the bylaws will be updated to better share responsibilities amongst the Board of Directors positions and to better align duties with the Bylaws. A quorum was reached and a motion was passed to modify the Bylaws. Relevant documentation will be updated and made available in the coming weeks.
- SFEI is changing banks from Comerica to Wellby to reduce fees and achieve a more favorable interest rate. (Treasurer: Ben Honey)

4. Public Comments, Future Agenda Topic Proposals

- N/A

5. Upcoming SFEI Board of Directors General Membership meetings (4:00-5:00 pm unless otherwise noted):

- The Board of Directors will determine the General Membership Meeting dates for 2026-2027
- Sept 18th
- Oct 16th
- Nov 20th – **12:00pm start**
- Dec 18th – **12:00pm start**

Meeting Attendance:

- Director
Karen Holt
- Board
Kirstyn Johnson
Ben Honey (online)
Kristine Davis

Carly Meginnis
Jonathan Rickert

- Members
Irene Chan
Chris Hisle
Garen Hartley
Jocelyn Johns
James Reil
Cinnamon Wright
Khadijah Shariff
Zach Holiday

Link to the recording:

https://drive.google.com/file/d/1IZt9DoKyei0UOTOGdjH7G2fG1cZiDubb/view?usp=drive_link

Director's Report: Monthly Board of Director's Meeting 08/21/2026
Reporting Month of July 2026

Director: Karen Holt

-Health & Safety- July 2026

- -Mishaps- none
- -Illness- none
- -Licensing Reports- none
- -JSC Reports – none

Income:	July
Tuition	163,092
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	2,884
Total Income	165,976
Expenses:	
Salaries	(112,834)
Employee Benefits	(18,557)
General Operating Exp	(39,423)
Total Expenses:	(170,814)
Income/Deficit	(4,387)

-Financial –

- 26-27 tuition rates and staff wage increases will be reflected in August financials
- Wage expenses over due to training and weekend classroom work
- Food/Kitchen expenses over, looking for cost savings with other vendors
- Enrollment for July was 131 plus Summer Drop Ins

Operations –

- Floors in Rooms 1, 2, 6, 7, Cafeteria, and Lobby were stripped and waxed. Remaining floors scheduled one per week

through September.

- Met with Enrichment providers and planned start dates
- 2026-2027 Calendar approved, posted on website, and sent to members.

-Enrollment- Current

- 08/20/2026 125/133
- 95 Returning children, 30 new children, SFEI serving total of 100 JSC families
- Infant Rooms full, Toddler one's has 2 openings, Toddler 18 months full, Young and Older 2's full, Preschool 3's have 2 openings, PreK 4/5's have 8 openings

-Staff-July

- Mrs. Wanda Sanchez retired after 25 years at SFEI!
- Hired Marleney Vargas for Toddler Floater
- Hired Kloi Jones as part time Substitute Teacher
- Hired Bryce Hendon as part time Program Aide (heavy work help)
- Interviewing for Substitute Teachers (available 8:30-5:30 at least 3 days a week)

-Special Events-July

- Backhoe visit and demonstration at SFEI
- Petting Zoo visit at SFEI
- Moody Gardens presentation at SFEI
- Parent's Night Out
- Summer Splash Pad was open

-Looking Ahead-

September 7

September 11

September 14-18

September 28-Oct 2

Labor Day – SFEI Closed

Parents Night Out 5:30-10:30

Fall Parent-Teacher Conferences

Scholastic Book Fair Fundraiser

October 09	Parents Night Out 5:30-10:30
October 12	Indigenous People/Columbus Day – SFEI Closed / Staff Prof Dev
October 23	Fall Festival-Games and Activities School Wide 9a-12p
October 30	Costume Parades Rm 2-5 @ SFEI, Rm 6-9 @ JSC Building-1
November 11	Veterans Day – SFEI Closed
November 13	Parents Night Out 5:30-10:30
November 20	Thanksgiving Pie Party- 4:00pm
November 26 & 27	Thanksgiving Holidays – SFEI Closed
December 2-4	Holiday Pictures – Sibling and Individual w Holiday Background
December 11	Parents Night Out 5:30-10:30
December 18	Holiday Parties & Santa Sighting
December 24 & 25	Winter Holidays – SFEI Closed