



Space Family Education, Inc.

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SFEI Board of Directors General Meeting Minutes January 31, 2025

- Opening Comments:
 - 5/5 Board members present, Director Karen Holt presented Director’s Report.

- 2. Director’s Report:

Director’s Report: Monthly Board of Director’s Meeting 01/31/2025
Reporting Month of December 2024
 Director: Karen Holt

-Health & Safety- December 2024

- -Mishaps- none
- -Illness- Flu rooms 3,4,6,7,9
- -Licensing Reports- none
- -JSC Safety Reports – Annual Inspection notes below

Income:	December
Tuition	138,769
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	3,283
Total Income	142,052
Expenses:	
Salaries	(104,356)
Employee Benefits	(12,932)
General Operating Exp	(26,652)
Total Expenses:	(143,940)
Budget	
Income/Deficit	(11,859)
Actual	
Income/Deficit	(1,888)

-Financial –

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Enrollment for December was 131 (budget 133, 2 new enrollments in January)
- December financials include lower expenses due to lower health insurance costs and unrealized annual expenses.

-Operations –

- USDA Food Program Compliance Review 12/17/2024-12/19/2024 (3 year)
- 2 Commendations, 6 Findings (all corrected)
 - Commendation: The site staff are actively engaged with program requirements, participants are satisfied, and the observed meal was visually appealing and met expectations.
 - Commendation: CE promptly provided documentation, clarified information as necessary, and remained actively engaged throughout the review process to ensure alignment with program operations and to update
 - Finding 1: Meal count and attendance changes on paperwork for test month not initialed
 - Finding 2: Missing 1 milk receipt for test month
 - Finding 3: Meal production record not reflecting new Food Buying Guide measurements
 - Finding 4: CE exceeded food budget
 - Finding 5: Non-creditable foods included in food budget
 - Finding 6: Food procurement procedure needs update to reflect current practice
- Annual JSC Workplace Health Inspection 12/30/2024. 0 Deficiencies
- The inspector reviewed:
 - Update of our Hazard Analysis and Critical Control Points (HACCP) Plan
 - Staff Health and Safety Training Records
 - Walk through of all classrooms, inspecting cleanliness, required procedures and postings in kitchen, diaper, and bathroom areas
 - Walk through of SFEI commercial kitchen, inspecting cleanliness, sanitation procedures, required postings, required labeling and recordkeeping
- Hurricane Beryl
 - Request for replacement of Playroom carpet approved, carpet ordered

-Enrollment- Current

- 01/31/2025 132/133
- Openings in PreK 3's & 4's
- All Infant and Toddler Rooms full
- New Infants coming January-February

-Staff-December

- Annual Staff Holiday Party
- No December Staff Meeting

-Special Events-December

- Holiday pictures (enrolled students and families)
- Holiday parties, Santa, and sing along
- Parent's Night Out

-Looking Ahead- Note date swap for Trike a Thon and Spring Parties/Egg Hunt

- February 6 Class Pictures & Pre-K Graduation Pictures
- February 14 PNO 5:30-10:30
- February 14 Valentine's Day Parties
- February 17 President's Day – SFEI Closed
- February TBA Trail Riders Visit, 9 am
- February 28 Go Texan Day- BBQ Lunch, Games and Activities School Wide

- March 10 Dr. Seuss Day - Special Food & Activities School Wide
- March 14 Parents Night Out 5:30-10:30
- March 17-21 Public School Spring Break – SFEI is OPEN
- March 28 Trike-A-Thon fundraiser for St Jude (Rooms 4-9: 9:00-12:00)
- May 15 Pre-K Graduation at the Gilruth Center- 6:00 pm

- April 11 Parents Night Out 5:30-10:30
- April 18 Spring Parties & Egg Hunt
- April 22 Earth Day- Special activities school wide
- April 23-25 Spring Pictures – Sibling and Individual

- May 5-9 Teacher Appreciation Week
- May 09 Muffins in the Morning
- May 09 Parents Night Out 5:30-10:30
- May 15 Pre-K Graduation at the Gilruth Center- 6:00 pm
- May 26 Memorial Day – SFEI Closed

3. Financial Report : Discussed along with Director's Report

4. Action Item Status

- Ann will return in the near future with special topics for our board meetings. Accepting ideas for topics any time.

5. Public Comments, Future Agenda Topic Proposals

- None

6. Special Topics

- None

7. Remaining 2024/2025 Meeting Dates (3:30-4:30 pm unless otherwise noted):

- February 21
- March 27 (Thursday)
- April 25
- May 30
- June 27
- July 25

Meeting Attendance:

- Director

Karen Holt

- Board

Kirstyn Johnson
Hayley Spears
Carly Meginnis
Rebecca Rapp
Zach Florida

- Members

Audora Zambrano