

1. **Opening Comments**

All board members present.

2. **Director’s Report**

Director’s Report: Monthly Board of Director’s Meeting 01-28-2022

Reporting Month of December 2021

Director: Karen Holt

-Health & Safety–December 2021

- -Mishaps- Teacher slipped in classroom, muscles strained, worked with restrictions
- -Accidents- none
- -Illness-
 - Room 7 and admin, 5 with stomach virus
 - Room 9, one Covid positive, room closed for 10 days
 - Room 4, four Covid positive, room closed for 10 days
- -Licensing Reports- none
- Annual JSC Workplace Health Inspection- No uncontrolled health hazards noted, all required training in compliance, no food safety or sanitation hazards noted, inspector requested Kitchen Assistant have Food Manager certification for backup when Kitchen Manager is absent, completed in January

	<u>December</u>
Income:	
Tuition, Supply Fees	54,571
Fundraisers, Donations, State Grants, Membership Dues	1,975
Total Income	\$56,546
Expenses:	
Salaries	(88,099)
Employee Benefits	(11,907)
Holiday Bonus	(10,950)
General Operating Exp	(21,341)
Total Expenses:	(132,297)
Net Excess/Deficit	(75,751)

Financial –

- Board approved 50% tuition discount for month of December 2021
- Board approved End of Year bonus for SFEI staff
- Board approved SFEI funded Parents Night Out

-Operations –

- Continuing to operate under JSC COVID guidelines, including all adults wearing masks
- Staff wearing KN95 masks due to high Covid transmission in Houston area
- Continuing to follow JSC Return to Site after illness: 7-10 days post symptoms
- Staff are either vaccinated for COVID-19 or testing weekly for it.

-Enrollment- Current

- 01/26/2022 118 /137 86.%
- Started school year with 111 / 137 81%
- Openings in PreK 3's, 4's
- 5 starting Baby 0 January-February, 2 two's starting February

-Staff- December 2021

- Room 0 Teacher Ms Sandra coming back from medical leave February 7!
- New Room 1 Teacher starting 3.1.2022 (Linh Doan from NASA Ames CCC)
- Room 4 Full time Teacher position open, floater Mariea full time in Room 4
- Kitchen Mgr. Donna is back from medical leave!
- Professional Development: No staff Meeting in December

-Special Events- December 2021

- Polar Express Day: Breakfast for Lunch, Pj's all day, Polar Express activities and story
- Holiday parties and Santa

-Looking Ahead- Winter 2022

- Field Trip to Galveston Children's Museum January 27 (6&7), and February 3 (8&9)
- Go Texan Day, 2/25/22 Trail Riders 2/22 9 am

3. **Financial Report** At 86%, last month we did 50% reduction in tuition, cost a little over \$50k. Recently purchased HEPA filters for all classes and teachers lounge. Next week, portal open to apply for state grants. Running at deficit, but healthy reserves in savings. Thanks to Caitlyn Meyer for the recommendation of the HEPA filters, and thanks to the parents who came out to install them. Nick Meyer, Adam Schlesinger, and Nick Adams.
4. **Special Topics** - SFEI Covid Policy

SFEI COVID-19 Plan Updates

- **Confirmed Updates**

- All enrolled families will be notified of symptoms of a communicable diseases and confirmed cases of COVID-19 at SFEI if the child or staff member has been at SFEI within 5 days of symptom onset.
- Used to be 48 hours but changed to 5 days to provide more awareness of illnesses occurring in the classrooms.

- **Will Not Change**

- Close Contact for Quarantine still defined as: Being within ~ 6ft for 15 minutes or more OR direct physical contact with a person that has COVID-19 within 48 hours of illness onset or initial test collection.
- CDC defines close contact as someone who was less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hour period.
- JSC did not change policy from 48 hours to 24 hours and SFEI is required to meet or exceed follow JSC policy.

- **Updates in Consideration**

- Updating Isolation and Quarantine rules to align with updated JSC policy for Staff Members
- Evaluating how to adapt JSC policy to children
 - Updated guidance is based on the ability to wear a mask. Children cannot wear a mask effectively based on age and cannot wear masks in congregated setting during meal time and nap time.

Updating the notification timeline to 5 days (used to be 48 hours).
Hoping to provide updates to the members by next week.

5. **Action Items Status**

Enrichment activities- survey was going to go out in January, but omicron hit and we took a pause to allow for cases to come down- we don't want to introduce additional people and risk to the school. Will re-evaluate at next meeting.

6. **Public comments, future agenda topic proposals**

No comments.

7. **2022 Meeting Dates**

February 25
March 25
April 29
May 20
June 24- Annual meeting (tentative)
July 29
August 26
September 30
October 28
November 18
December 16

Attendees:

Full Name

Coscia, Erin E. (JSC-CK12)[SGT, INC]

Mahan, Dena

Galaviz, Fernando S. (JSC-ER)[Jacobs Technology, Inc.]

Schlesinger, Thilini (JSC-OZ311)

Holt, Karen L. (JSC-AH811)[SPACE FAMILY EDUCATION,
INC.]

Kanelakos, Alexandros D. (JSC-CX351)

Adams, Jacob A. (JSC-JP111)[Straughan Environmental,
Inc]

Meyer, Nicholas B. (JSC-SK211)

WRIGHT, CINNAMON A. (JSC-EG611)