

SFEI Board of Directors General Meeting Minutes November 17, 2023

1. Opening Comments:
 - 4/5 Board members participated, Director Karen Holt presented Director's Report.
2. Director's Report:

Director's Report: Monthly Board of Director's Meeting 11/17/2023 Reporting Month of October 2023

Director: Karen Holt

-Health & Safety- October 2023

- -Mishaps- Teacher tripped on toy resulting in pain, swelling, and bruising of knee. Restricted duty 5 days. Cleared by doctor and returned. Teachers counseled on reducing toys on floor.
- -Illness-
 - Flu Rooms 1,2
 - RSV-Rooms 4,8
- -Licensing Reports- 10.3.23 Final 6.13.23 Injury Investigation Report (see below)
10.16.23 Unannounced Inspection, no deficiencies, in compliance with parent notification and follow up training, actions
- -JSC Reports – none

Income:	October
Tuition, Supply Fees	128,083
Fundraisers, Donations, State Grants, Membership Dues	2,977
Total Income	131,060
Expenses:	
Salaries	(94,754)
Employee Benefits	(14,645)
General Operating Exp	(28,139)
CCRF Expense	(0)
Total Expenses:	(137,538)
Budget Income/Deficit	(184)
Actual Income/Deficit	6,478

-Financial –

- Enrollment for October is 128
- Under budget for October, -\$4 k medical insurance
- YTD on budget with Federal Grant

-Operations -

- Bus transmission quotes coming. Age of bus makes it challenging.
- Final Injury Investigation Report from DFPS Texas Childcare Licensing 10.3.23.
 - SFEI cited for 2 deficiencies for teacher whose actions caused an injury to a child on 6.13.23. Teacher was terminated. Parents of enrolled children notified 10.5.23
 - SFEI steps taken to provide additional training, support, and supervision of teachers in the classroom.
 - All SFEI staff were counseled and completed 3 refresher courses at the beginning of July 2023 through the Texas A&M Early Childhood Education Department:
Positive Discipline and Guidance
Injury Prevention and Child Safety in Child Care Settings
Child Maltreatment: A Guide for Child Care Professionals
 - Professional child care consultant Ann McKittrick and JSC counselors joined staff meetings to discuss stress reduction and managing emotional and physical health.
 - SFEI directors are performing in person and video camera observations of all classrooms and following up with classroom management support highlighting appropriate redirection practices and seeing behavior as communication.
 - Additional substitute teachers have been hired for support when staff are feeling frustrated and/or not feeling well.
 - Annual in-service professional development meeting 10.9.23 included training on developmentally appropriate behavior and classroom management.

-Enrollment- Current

- 11/17/23 127 /127
- Openings in PreK 3's and 4's, enrolling to fill spot in Room 3. Moving 3 babies up in the Spring

-Staff- October

- Professional Development: Annual Staff Training Meeting 10.9.23 Topics included:
 - Positive Discipline and Guidance
 - Effective Praise
 - Secrets to Classroom Success
 - Working Safe
 - Multicultural Awareness
 - Behavior and Communication
 - Math Talk
- Update on Room 8 Lacey Harden: Had surgery to repair tendon injured by 4 year old student. No pain relief after surgery. Continued Workers Comp

- Update on room 0-3 floater Mary Hodges injury to wrist when picking up infant in August. On Workers Comp. Second doctor recommended surgery. Surgery scheduled for January 2024.
- Kirstyn Zapata Room 2 on maternity leave. Planning to return part time in December.

-Special Events-October

- Scholastic Book Fair raised \$2,039 for classroom supplies
- Fall Festival
- Costume Parades!
- Parent's Night Out

-Looking Ahead-

- Today!! November 17, Thanksgiving Pie Party Social 4:00 pm
- November 23, Holiday SFEI closed
- December 5-7 Holiday Pictures
- December 1 Polar Express Day
- December 7 JSC Jingle and Mingle
- December 15 Holiday Parties and Santa Sighting
- December 25 & 26 Winter Holidays SFEI closed
- January 1 New Year's Holiday- SFEI closed
- January 12 Parent's Night Out
- January 15 Martin Luther King Day- SFEI closed

3. Financial Report

4. Action Item Status

5. Public Comments, Future Agenda Topic Proposals:

- **Question from Parent:** Saw an email on "changes coming" for support badges. Do we know how this will impact support badges for daycare pick-up?
BOD Response: At this time, we don't have any additional information. Information was disseminated about going through your company HR & IDMax, but we need to look into this further. SFEI may consider putting out a letter than parents can give their HR reps containing rationale for needing a support badge to access daycare. The Board and SFEI Director have taken a joint action to investigate this further & provide an update to the membership regarding changes to the support badging process.

6. Special Topics – Ann McKittrick: "Tips and Encouragement for Working Parents, Including Holiday Gatherings"

- Book recommendation from Ann: The Power of Showing Up (Dan Siegel)

7. Proposed 2023/2024 Meeting Dates:

- December 15, 2023, 12:00-1:00 (Holiday Parties will be in the afternoon)
- January 26, 2024, 4:00-5:00
- February 23, 2024, 4:00-5:00
- March 29, 2024, 12:00-1:00 (Spring Parties and Egg Hung will be in the afternoon)

- April 26, 2024, 4:00-5:00
- May 31, 2024, 4:00-5:00
- June 28, 2024, 4:00-5:00
- July 26, 2024, 4:00-5:00
- August 30, 2024, 4:00-5:00

Meeting Attendance:

- Director

Karen Holt

- Board

Cinnamon Wright

Monica Sheth

Carly Meginnis

Rebecca Rapp

- Childcare Consultant

Ann McKitrick

- Members

7 parents online, 1 present in room