



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 General Meeting Minutes February 21, 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 02/21/2025 Reporting Month of January 2024 Director: Karen Holt

-Health & Safety- January 2025

- -Mishaps- none
- -Illness- Flu A and Stomach virus throughout
- -Licensing Reports- none
- -JSC Reports - none

Income:	January
Tuition	144,278
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	2,581
Total Income	146,859
Expenses:	
Salaries	(110,648)
Employee Benefits	(13,428)
General Operating Exp	(34,746)
Total Expenses:	(158,822)
Budget Income/Deficit	(11,859)
Actual Income/Deficit	(11,963)

-Financial -

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Enrollment for January was 133, with addition of 2 [children](#)

-Operations -

- JSC and SFEI closed 1/21 and 1/25 due to hazardous road [conditions](#)
- Hurricane Beryl
 - Request for replacement of Playroom carpet approved, carpet [ordered](#)
 - Contacted vendor 2/4, crew is in process of certification to work [on-site](#)

-Enrollment- Current

- 02/22/2025 134/133
- Openings in PreK 3's & 4's
- All Infant and Toddler Rooms full

-Staff-January

- Staff completed online training on weather closure days 1/21 and 1/22
 - Positive Discipline and Guidance
 - Understanding and Preventing Biting
- Hired Wendy Romero as floating substitute.

-Special Events-January

- Parent's Night Out
- Playing in the snow on the playground! |

-Looking Ahead-

- February 25 Trail Riders Visit, 9 am
- February 28 Go Texan Day- 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):

- 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

Hannah Rickert
Jonathan Rickert
Shelby Bergman
Samantha Smith