



# Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058  
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## SFEI Board of Directors General Meeting Minutes December 10, 2021

### Meeting Agenda

Opening Comments: All board members except Dena Present, Karen Holt present

### Director's Report

#### Director's Report: Monthly Board of Director's Meeting 12-10-2021

#### Reporting Months of October/November 2021

Director: Karen Holt

#### -Health & Safety-October/November 2021

- -Mishaps- None
- -Accidents- none
- -Illness-
  - Stomach virus rooms 1-4
  - Delta variant in the area, no outbreaks or positive at SFEI
- -Licensing Reports- none

	<u>October</u>	<u>November</u>
<b>Income:</b>		
Tuition, Supply Fees	103,306	103,875
Fundraisers, Donations, State Grants, Membership Dues	1,933	1,648
<b>Total Income</b>	<b>\$105,239</b>	<b>\$105,523</b>
<b>Expenses:</b>		
Salaries	(85,725)	(86,489)
Employee Benefits	(12,549)	(10,114)
General Operating Exp	(17,478)	(14,001)
<b>Total Expenses:</b>	<b>(\$115,752)</b>	<b>(110,604)</b>
<b>Net Excess/Deficit</b>	<b>(10,513)</b>	<b>(5,081)</b>

**-Financial –**

- Scholastic Book Fair raised over 3000 Scholastic points for books, classroom supplies
- 2 new mini fridges, replaced 3 teacher chairs in Rooms 1 & 2, replaced fingerguards on 2 doors

**-Operations –**

- Continuing to operate under JSC COVID guidelines, including all adults wearing masks
- Staff wearing surgical or KN95 masks
- 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**

- 12/10/2021 119 /137 86.9%
- Started school year with 111 / 137 81%
- Openings in PreK 4's
- 5 starting Baby 0 January-February 2022

**-Staff- October-November 2021**

- Room 0 Teacher Ms Sandra out for 3 months for medical reasons, substitute Jana filling in
- Room 1 Teacher Mary Hodges resigned to work in Healthcare, floater (Lena) substituting
- New Room 1 Teacher hired, starting 2.1.2022
- Room 4 Teacher terminated for cause, floater (Mariea) substituting
- Kitchen Mgr. Donna out for 2 months for medical reasons, admin and substitute Jan filling in
- Professional Development: Annual In-Service 10.11.21
  - Conscience Discipline and Positive Guidance
  - Loose Parts, Open Ended Play Experiences, and Divergent Thinking
  - Annual Blood Borne Pathogens

**-Special Events- October/November 2021**

- Fire Safety Presentation, Thank you Cody Kelly
- Fall Festival games and activities, individual class rotations outdoors
- Thanksgiving Lunch: Children enjoyed Turkey, mashed potatoes, green beans and rolls with marshmallow fruit cocktail.

**-Looking Ahead- Winter 2021/2022**

- Holiday Parties and Santa Visit at 10 am December 17
- Field Trips January 20 (8&9), January 27 (6&7)
- Go Texan Day, 2/25/22 Trail Riders? Will have confirmation after the holidays

**Financial Report**

- 86.9% enrollment, expecting 5 more in January. Because of PPP loan, for December did 1/2 rate for tuition (~50K), teachers also received a holiday bonus. Still have access funds that needs to be spent expecting another state grant of about 100K in Jan. Upgrades and repairs for outside,

**Special Topics**

- **Extra Curricular Committee Outbrief**
  - Briefing by the committee

- Looking for parent feedback on these options
- Question- for some of these items, could the school incur the cost with the excess funds we have? i.e. the Cooking lesson (Lettuce cook)
- A survey will be sent out in early January. We also need to reach out to the PIRG and Occupational health for approval on these options
- Music is another option they are looking into but the availability of programs has been challenging

**Action Items Status**

- Financial audit was complete

**Public comments, future agenda topic proposals**

- None

**Proposed 2022 Meeting Dates**

January 28  
 February 25  
 March 25  
 April 29  
 May 20 \*early to avoid memorial day weekend  
 June 24- Annual meeting (tentative)  
 July 29  
 August 26  
 September 30  
 October 28  
 November 18 \*early to avoid thanksgiving  
 December 16 \*early to avoid christmas/holiday break  
 No issues on the proposed meeting dates.

Attendees:

Full Name
Coscia, Erin E. (JSC-CK12)[SGT, INC]
Tarpley, Ashley Fw (JSC-CM441)
Holt, Karen L. (JSC-AH811)[SPACE FAMILY EDUCATION, INC.]
Meyer, Nicholas B. (JSC-SK211)
Schlesinger, Thilini (JSC-OZ311)
Kanelakos,Carolynn J (JSC-EC711)
Adams, Jacob A. (JSC-JP111)[Straughan Environmental, Inc]
Kanelakos, Alexandros D. (JSC-CX351)

WRIGHT, CINNAMON A. (JSC-EG611)