



Space Family Education, Inc.

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SFEI Board of Directors General Meeting Minutes

July 17, 2026

1. Opening Comments:

- 4/5 Board members present, Director Karen Holt presented Director's Report.

2. Director's Report:

- See attached document below.

3. Announcing the new Board of Directors for 2026-2027

- President: Jonathan Rickert
- Vice President: Kirstyn Johnson
- Treasurer: Ben Honey
- Policies & Procedures: Kristine Davis
- Secretary: Carly Meginnis

3. Action Item Status

- Evaluating potential changes to the wait list policy to ensure an equitable policy in light of Insourcing. No changes at this time, but in discussion and will revisit at next month's Board meeting.
- Request for volunteers to help with deconstruction and repairs related to the damaged swing set (damaged by a fallen tree in a recent storm).
- Proposed changes to the Bylaws to balance responsibilities, align with current business operations, formalize standing committees, and add clarity to annual tasks (surveys, action plan). Plan to email to membership to comments prior to vote.

4. Public Comments, Future Agenda Topic Proposals

- N/A

5. Remaining 2026/2027 Meeting Dates (4:00-5:00 pm unless otherwise noted):

- The Board of Directors will determine the General Membership Meeting dates for 2026-2027

Meeting Attendance:

- Director
Karen Holt
- Board
Jonathan Rickert
Ben Honey

Kristine Davis
Carly Meginnis

- Members
Rachael Doll
Nicole McElroy
Megha Sharma
Hannah Rickert

Link to the recording:

https://drive.google.com/file/d/1oG6N_anVk2sCGvDZUCChQrDVF7INbZCG/view?usp=sharing

Director's Report: Monthly Board of Director's Meeting 7/17/2026

Reporting Month of May-June 2026

Director: Karen Holt

-Health & Safety- May-June 2026

- -Mishaps-
 - 5.18.26 Teacher fell backwards resulting in fractured tailbone, on leave
 - 6.5.26 Teacher injured thumb, no lost time
- -Illness- Stomach Virus, Rooms 2-9 and staff
- -Licensing Reports- 6.22.26 Annual Inspection, No Deficiencies
- -JSC Reports – Annual JSC Fire Evacuation Drill, Evacuation Time under 4 minutes

Income:	May
Tuition	160,167
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	3,469
Total Income	163,636
Expenses:	
Salaries	(104,059)
Employee Benefits	(19,099)
General Operating Exp	(41,695)
Total Expenses:	(164,853)
Net Operating Income:	(1,217)
Protected Savings	\$350,777

-Financial –

- Will continue to a deficit until tuition rates August 10,

Income:	June
Tuition	161,873
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	2,665
Total Income	164,538
Expenses:	
Salaries	(111,024)
Employee Benefits	(19,607)
General Operating Exp	(37,494)
Total Expenses:	(168,125)
Net Operating Income	(3,587)
Protected Savings	\$350,777

run at new apply 2026.

- Enrollment for June was 130

- Enrollment for May was 132

-Operations –

- Unannounced State Licensing Safety and Supervision Inspection 6/22/26, 4 hours! No Deficiencies
- Texas Rising Star accreditation enrollment initiated 5/1/2026

-Enrollment- Current

- 7/17/2026 132/133
- All Infant and Toddler Rooms full
- 30 children enrolled for Fall 2026.
- Current openings in Room 6 (3 year olds)
- Fall openings in Room 8 (3.5 - 5 year olds)

-Staff-

- Ms Sarah Quintero resigned position in Room 6
- Ms Briana Gonzales resigned as Kitchen Assistant
- Hired Brittany Newman to co-lead Room 6
- Hired Tiffany Green to co-lead Room 6
- Hired Jannatul Rumpa as floating teacher
- Interviewing for 2 new Substitute Teachers (available 8:30-5:30 at least 3 days a week)

-Special Events-May-June

- Muffins in the Morning
- PreK Graduation
- Summer Fun Calendar: Weekly enrichment, Fun With Food, Guest Presentations
- PreK Field Trip to Main Street Theater, *The True Story of the Three Little Pigs*
- Parent's Night Out
- Donuts with Grownups
- Space Week with Jasmin Moghbeli "Astronaut Training"
- Magician Lanny Kibbey

-Looking Ahead-

July 22	Rooms 6 & 7 Field Trip to Lone Star Flight Museum
July 27-31	Children will visit new classrooms
August 1	Meet the Teacher 10-11 and Family Picnic 11-1
August 7	Last Regular Day for PreK Grads
August 10	First Day of 2026-2027 SFEI School Year (new classrooms!)
August 14	Parents Night Out 5:30-10:30
September 7	Labor Day – SFEI Closed
September 11	Parents Night Out 5:30-10:30
September 14-18	Fall Parent-Teacher Conferences
September 28-Oct 2	Scholastic Book Fair Fundraiser
October 09	Parents Night Out 5:30-10:30
October 12	Indigenous People/Columbus Day – SFEI Closed / Staff Prof Dev
October 23	Fall Festival-Games and Activities School Wide 9a-12p
October 30	Costume Parades Rm 2-5 @ SFEI, Rm 6-9 @ JSC Building-1
November 11	Veterans Day – SFEI Closed
November 13	Parents Night Out 5:30-10:30
November 20	Thanksgiving Pie Party- 4:00pm
November 26 & 27	Thanksgiving Holidays – SFEI Closed

23 New Children enrolled, second round offers out, 29 needed to replace current grads

Meet with Bookkeeper to draft budget for May 1

Decide on tuition for new year

Summer PreK and Drop Ins Enrollment Confirmations

Playground Work Schedule

Classroom Floors Stripping and Waxing

Splashpad need quotes

Interviewing for Preschool 3's teacher and substitute teacher