

Space Family Education, Inc.

2022 General Membership Meeting

July 15, 2022





Board and Administration


Administration:

- Director – Karen Holt
- Assistant Director – Teresa Gill
- Administrative Asst. – Spring Aguirre
- Program Coordinator- Megan Hjorth

Outsourced Consultants:

- Bookkeeper
- CPA
- Childcare Consultant
- Human Resources
- Legal

Board of Directors:

- President – Alex Kanelakos
 - Vice President – Dena Mahan
 - Treasurer – Jacob Adams
 - Secretary – Erin Coscia
 - Policies & Procedures – Thilini Schlesinger
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SFEI and COVID-19

Preventative Measures

- Purchased and installed HEPA air filter machines for all classrooms and staff lounge
- Symptomatic staff/child may return to SFEI after 3 days recovery w neg test or 10 days w no test
- All Adults wearing face masks (for medium-high local transmission rates)
- Vigilant handwashing all day

Social Distancing

- Children and teachers remain in the same group each day, as much as possible
- Group events revised to small groups
- Staggered playground times
- Meals and snacks served in classroom

Enhanced Health Practices

- Classroom cleaning and disinfection 4 times per day
- Native Resources disinfecting lobby and common area touchpoints 3 times daily
- Shared items disinfected between use
- Individual sets of learning materials used as much as possible
- Emergency PTO benefit to encourage ill staff to stay home

Status

- SFEI Covid Plan reviewed and revised 5.26.22
- Continued Brightwheel daily message feed for reporting illness in the building
- Brightwheel text message alert for reporting COVID close contact and classroom closure

SFEI Annual Report: Director Covid Classroom Closures



December 2021

Rm 9 (1+)

Rm 4 (4+)

April 2022

Rm 3 (6+)

Rm 6 (1+)

January/February 2022

Rm 0 (1+)

Rm 1 (1+)

Rm 2 (6+)

Rm 4 (2+)

Rm 6 (1+)

Rm 7 (3+)

Rm 8 (3+)

Rm 9 (2+)

June 2022

Rm 4 (2+)

Rm 6 (1+)

Karen Holt



SFEI Annual Report: Director



State of the School

– Membership

- 167 Current SFEI Members

– Enrollment

- September 2020 108/137
- January 2021 118/137
- September 2021 122/137
- January 2022 118/137
- September 2022 120/137
- 87% of capacity
- Openings in PreK 3's and 4's
- Waitlist: Many on Infant Waitlist

Karen Holt





SFEI Annual Report: Director



State of the School

– NASA Incident Reports

- 7 Mishaps (teachers, no lost time, all recovered)
- 2 Self Report Child Injuries (elbow dislocation, head injury)
- 6 Illness Reports (COVID, teachers onsite w/in 48 hrs. of onset)

– NASA Training, Inspections, and Guidelines

- All staff is current on NASA required: Physicals, SATERN Training, and Blood Borne Pathogen training
- Monthly Fire Drills: Exit time 2 minutes average
- OSHA Building Safety Inspection 12/2021- No deficiencies
- Workplace Health Inspection 12/2021- No deficiencies
- Continued mitigation measures to reduce the potential for a COVID-19 outbreak at SFEI
- Updated COVID 19 Plan to comply with JSC guidance and CDC

Karen Holt





SFEI Annual Report: Director



State of the School

– Facility Management

- New feeding chairs purchased for room 2
- New Splash Pad pump and electrical outlet installed
- Underground Splash Pad tank leak repaired
- Playground Fall Zones mulch topped off
- Started designs for expanding Infant Room
- Replaced 4 PB&J cameras
- Replaced 4 doorway fingerguards
- Replaced 2 classroom refrigerators

– USDA Food Program

- 2021-2022 Claim Average \$1700/month
- Triennial Audit January 2022
- Audited claim paperwork
- Inspected kitchen
- Observed meals being served
- Minor findings, all closed

Karen Holt





SFEI Annual Report: Director



State of the School

– Child Care Licensing

- 2 Injury Self Reports (required medical attention)
 - Both children returned the next day
 - No Deficiencies cited during Licensing follow up investigation
- Annual Inspection 9/2021- No Deficiencies
 - General Safety/Compliance walk through of each classroom, playground, and kitchen
 - Children’s Health Records, Employee Training Files, and Safety Drill Records examined
- All staff is current on state childcare requirements:
 - Annual Pediatric CPR/First Aid
 - Annual 24 hours continuing education training topics: supervision, discipline, allergies, SIDS, emergency procedures, Infection Control

Karen Holt



SFEI Annual Report: Director



Enrichment

- Sign Language taught 1x a week, practiced daily
- Music and Movement 1 x a week in classrooms
- Spanish language words practiced in Rooms 6-9
- Fall Festival Activities and Games Classroom Rotations
- Go Texan Day Activities and Games Classroom Rotations
- St Jude's Trike-A-Thon
- Rooms 6-9 Exploring STEM concept class projects and investigations
Rooms 1-5 Exploring STEM concept sensory activities and investigations
- Rooms 6-9: HATCH Boards, iPads, ABC Mouse, Technology used to enhance lessons, How? Why? Let's find out!
- Rooms 8-9: Kindergarten Readiness Program: Academic and Group Social Skills aligned with Kindergarten programs.
- Continued success with Bo/Bailey Curriculum Implementations

Karen Holt



SFEI Annual Report: Director



Summer Enrichment 2022

- Splash Pad and Bike Wash
- Weekly Fun with Food snack
- Weekly Music and Movement
- Weekly Science Activity
- Magician Lanny Kibbey Performance
- Dino Rocks! Fossils Show
- Baytown Wetlands Wagon Wildlife Presentation
- Petting Zoo
- Mad Science

Karen Holt



SFEI Annual Report: Director



Extracurricular Enrichment Activities (additional fee) 2021-2022

- 3's + Sports & Play
- 3's + Dance Tree
- 2's + Tumble Bus (trying to re-establish schedule)
- Pre-K Educational Field Trips

Main Street Theater, Moody Gardens, Space Center Houston, Downtown Aquarium, Galveston Children's Museum, Houston Museum of Natural Science

Parents Night Out (additional fee)

- (on hold, will resume when classrooms can mix)
- 1x month, dinner, snack, activities included
- 5:30pm-10:30pm


Karen Holt



SFEI Annual Report: Director



Looking Ahead!

- New Curriculum for August 2022: Frog Street Press
 - Research based early learning with fun, hands on learning for Infants through PreK
 - Meet the Teacher and Family Picnic 8/13/22
 - Exploring Infant Room Expansion
 - Resuming Parents Night Out
 - Fall Festival 2022
 - Resuming Vacation Week Tuition Credit 9/2022
- 

Karen Holt



2021 Parent Survey Action Plan Results

- Encouraged in person parent/teacher daily informal conversations as well as formal conferences
- Continued use of Brightwheel for daily illness reports, general communication, and Closure Alerts (Covid, Weather)
- Classrooms posting Lesson Plans in Brightwheel Learning tab, as well as at classroom door
- New Brightwheel feature Parent to Admin only communication for illness reporting, billing, other private communication.
- Resumed Field Trips Fall 2021
- Continued Monthly Staff Training on Child Development and Safety Topics
- Staff given generous tenure-based Holiday and Spring bonuses.
- Staff hourly pay raised to reflect 2022 living wage.
- Following USDA Healthy Plate Guidelines, more fresh foods on menu
- Continued additional floating staff member to aid teachers in keeping classrooms clean and disinfected
- Continued Emergency Paid Time Off pay for ill teachers to encourage staying home when sick. Used additional floating substitute teacher to fill in for ill teachers

SFEI Annual Report: Treasurer





SFEI Annual Report: Treasurer

SFEI 2021-2022 Actual

	Actual May 2021- April 2022	Budgeted May 2021- April 2022	Difference
Total Income	1,264,730	1,391,977	(127,247)
Total Expenses	1,361,032	1,411,068	(57,681)
Net Operating Income (Loss)	(96,302)	(19,091)	(77,211)
Total Depreciation Expenses	26,684	25,776	908
Net Income (Loss)	(122,986)	(44,867)	(78,119)

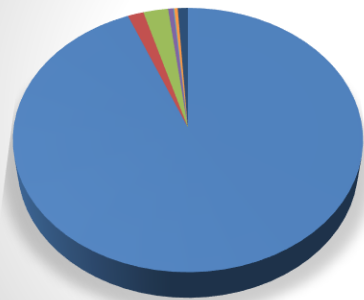
- Budgeted for a \$44,000 loss to use PPP grant
- Enrollment up, but lower than pre-pandemic
- Gave Tuition Credit in Dec, ½ month per enrolled child, \$54,000 T
- Net Income Loss covered by PPP grant

SFEI 2021-2022 Actual



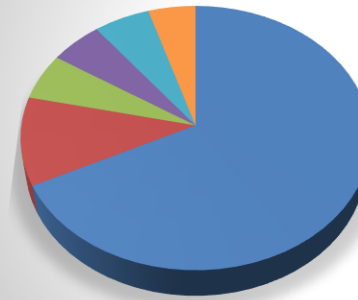
Income vs Expenses Report

Income (\$) Amount



- Tuition Fees
- Drop-in Fees
- State Grants
- Supply Fees
- Fund Raisers
- Member Fees
- Discounts / Credits

Expense (\$) Amount



- Staff Wages
- Employee Benefits
- Kitchen and Cleaning Supplies
- Payroll Taxes
- Classroom/PPE/Playground/Office
- Accounting/Legal/Consultant/Liability


Category	Income (\$) Amount	%
Tuition Fees	\$ 1,285,929	101.7%
Drop-in Fees	\$ 5,600	0.4%
State Grants	\$ 22,359	1.8%
Supply Fees	\$ 6,009	0.5%
Fund Raisers	\$ 1,053	0.08%
Member Fees	\$ 3,672	0.3%
Discounts / Credits	\$ (59,892)	(4.7%)
Total Income	\$ 1,264,730	100%

Category	Expense (\$) Amount	%
Staff Wages	\$ 921,413	67%
Employee Benefits	\$ 146,874	10.8%
Kitchen & Cleaning Supplies	\$ 77,242	5.7%
Payroll Taxes	\$ 72,770	5.3%
Classroom / PPE / Playground/Office	\$ 77,489	5.7%
Accounting/Legal/Consultant/Liability	\$ 65,244	4.8%
Total Operating Expenses	\$ 1,361,032	100%



SFEI Annual Report: Treasurer

2022-2023 Budget Focus Items

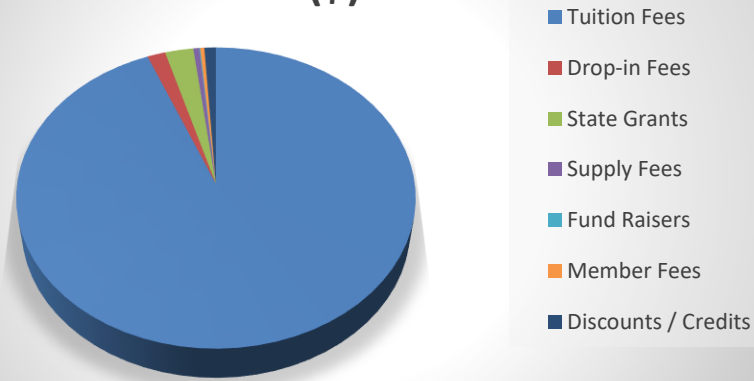
- Expecting continued cost increases for Food, Business Insurance, Health Insurance, Classroom Supplies
 - Staff wages increased to reflect cost of living increases
 - Reinstated Vacation Week tuition credit for members after 1 year enrollment
 - Tuition increased 2% beginning September 2022
 - Budgeted for net income loss
 - Federal Child Care Relief Funds will offset 22-23 net income losses
 - Remaining CCRF will be saved to offset future budget losses
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SFEI Proposed Budget 2022-2023

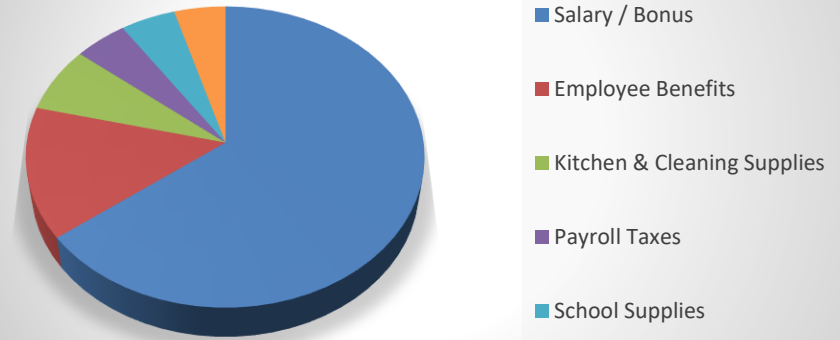


Income vs Expenses Report

Income (\$) Amount



Expense (\$) Amount



Category	Income (\$) Amount	%
Tuition Fees	\$ 1,391,194	98.7%
Drop-in Fees	\$ 7,193	0.5%
State Grants	\$ 21,600	1.5%
Supply Fees	\$ 7,040	0.5%
Fund Raisers	\$ 619	0.04%
Member Fees	\$ 4,500	0.3%
Discounts / Credits	\$ (22,138)	(1.5%)
Total Income	\$ 1,410,008	100%

Category	Expense (\$) Amount	%
Staff Wages	\$ 1,081,363	68.5%
Employee Benefits	\$ 168,941	10.7%
Kitchen & Cleaning Supplies	\$ 101,480	6.4%
Payroll Taxes	\$ 72,770	4.6%
Classroom / PPE / Playground/Office	\$ 93,473	5.9%
Accounting/Legal/Consultant/Liability	\$ 60,384	3.8%
Total Operating Expenses	\$ 1,578,411	100%

Planning for our future:



	Prior Year Protected Items 2021-2022	Proposed Protected Items 2022-2023
Furlough Protection	(60,000)	(60,000)
Emergency Fund	(200,000)	(200,000)
Membership Deposits	(25,000)	(25,000)
School Scholarship Fund/Account	(20,000)	(20,000)
Technology Fund	(20,000)	(10,000)
New / Used Bus Provision	(50,000)	(50,000)
Update to infant/toddler rooms	(10,000)	(20,000)
Playground	(5,000)	(5,000)
+/- any excess/overruns	(10,000)	(10,000)
Funding to cover net operating deficit through 2027		(395,000)

**\$795,000
Protected
Funds**

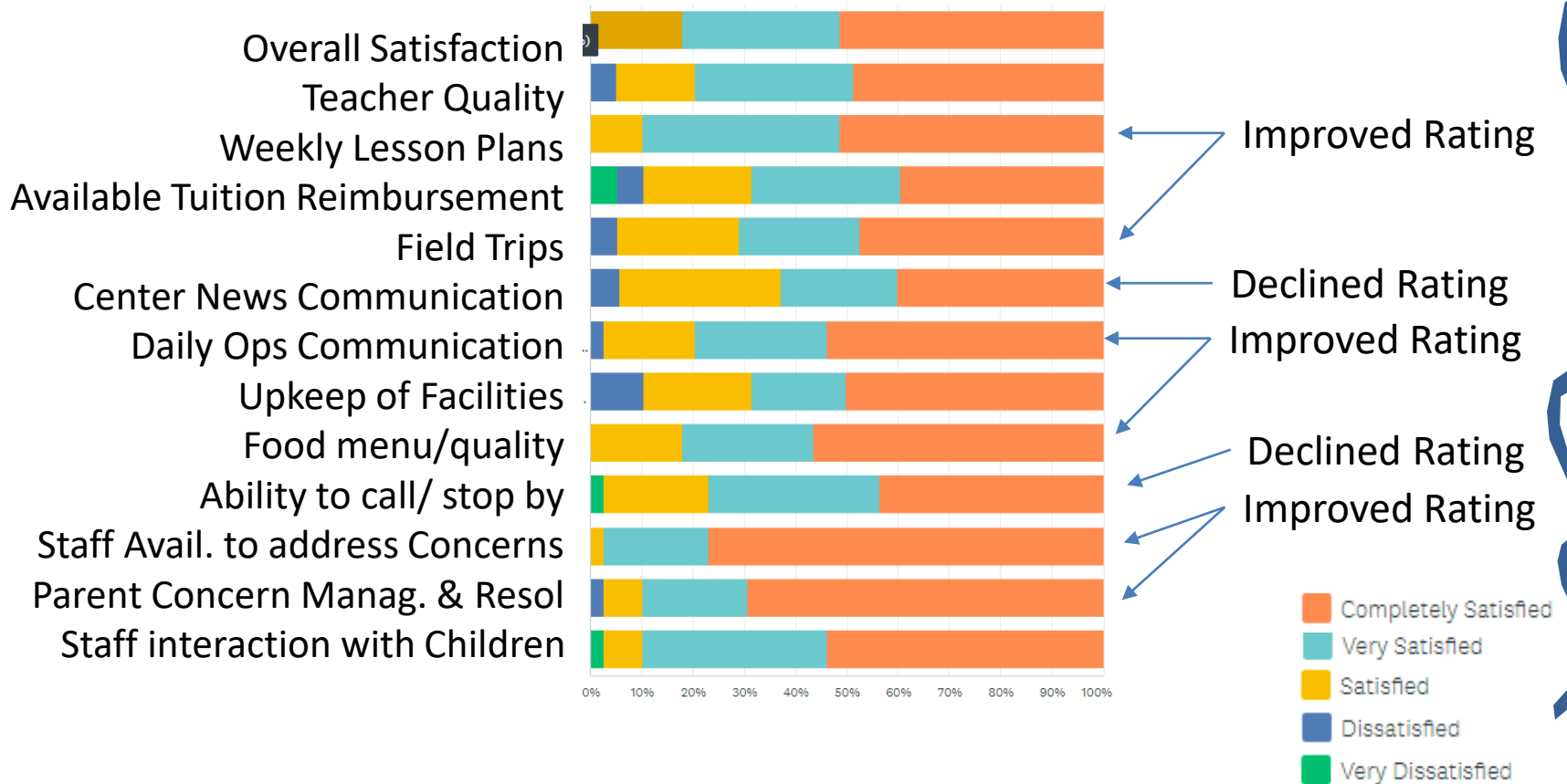
SFEI 2021-2022 Annual Survey Summary (39 Responses)





Question 1 of Survey

- Looking back at the 2021-2022 year please rate Space Family Education Inc on the following (if you are dissatisfied on any items please be sure to comment so we can address any specific concerns):



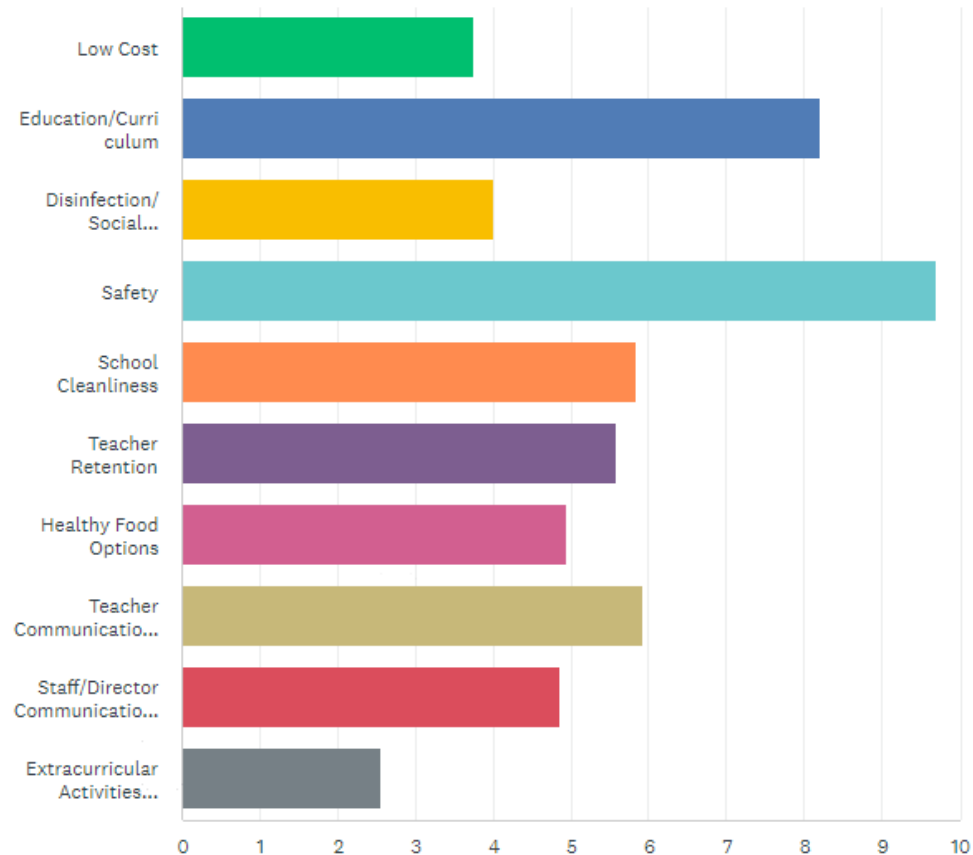


Question 2 of Survey

Please rank the following in order of importance for your family.

Remains 2nd most important-
Frogstreet rollout this coming
school year

Last years categories
included many covid
related measures. For non
covid related measures, the
ranking remained similar





Question 3 of Survey

What is SFEI doing well/ should keep doing/ is a selling point of our school?

communication providing kids teachers staff parents teachers
field trips excellent great staff activities staff teachers
SFEI love education make



Question 4 of Survey


If you could change 1 thing about SFEI, what would it be?

- More communication
 - **More information from the lesson plans/curriculum**
 - More information on daily activities
 - More feedback on child's learning progress, parent/teacher conferences
- Less screen time
- Improve Teacher Retention
- Improved nutrition
 - Particularly at breakfast- reducing sugary items
- Costs/logistics
 - Open earlier
 - Increase tuition vacation reimbursement, provide financial relief when rooms are closed for Covid
 - Add badging access for classrooms with exterior doors (for the teachers)
- Behavior Expectations
 - More help with children adjusting to classroom/behavior expectations
 - Syncing expected behaviors among the classrooms
- Extracurricular
 - More field trips
 - More activities for the younger rooms
- Covid Mitigation
 - More conservative approach



Question 5 of Survey

What are your expectations of the new curriculum? How can the staff/ teachers provide curriculum information?

- Utilize brightwheel more to communicate lesson plans, curriculum information
 - Provide printed handout as well
 - Provide information for parents to reinforce what the children are learning at home
 - What parents are looking for:
 - Prepare children for kindergarten (math, reading)
 - Age appropriate/balance
 - Foreign Language
 - Smooth transitions between age groups
 - Emotional intelligence
- 




Question 6 of Survey

Teacher Shot outs!

Karen H., Ms. Dee, Ms. Amanda, Ms. Gabby, Ms. Mykala, Spring A., Ms. Shannon, Ms. Casey, Teresa G., Ms. Lena, Ms. Suzanna, Ms. Jana, Teresa H.

... Any several comments thanking ALL the teachers for their continued dedication to the children during another difficult pandemic year!





Question 7 of Survey

As we have moved out of the NASA/JSC framework for COVID 19, please use the space below to provide inputs on any lessons learned we should capture in order to ensure the success of our organization to address similar circumstances in the future.

- Communication! Continue frequent communication and updated guidance
 - Include JSC guidance as it doesn't go to everyone
- Daily illness reports are very important and helpful
- Mix of comments about continuing with Covid policies and reducing/eliminating Covid policies
 - The BOD makes Covid policy decisions with the help of the JSC guidelines, the CDC guidelines, JSC Occupational Health
 - We need to ensure our teachers feel safe and protected, and the littles who still can't be vaccinated are protected while balancing that with the mental and social health of our children
 - We are frequently evaluating the policies and ensuring the needs of the most vulnerable are met



2022/2023 Board of Director New Members

Nicholas Meyer

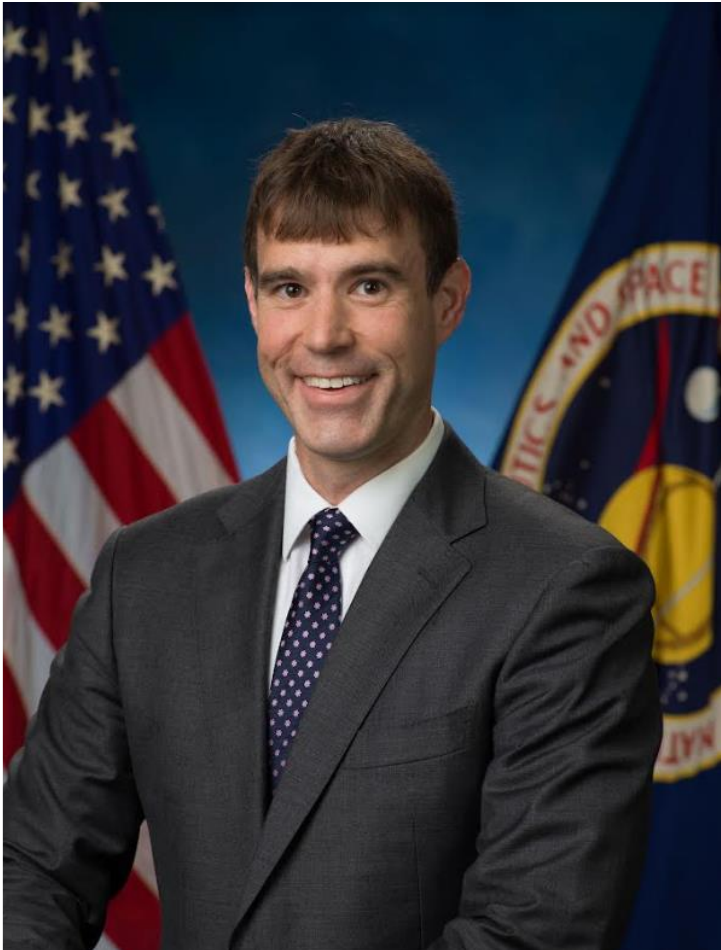
Monica Sheth

Cinnamon Wright

Congratulations!




Nicholas Meyer



I am the father of three children (two SFEI alums, Emily (7) and Annabelle (5), and Henry (22 months) and currently in Room 2) and the husband of Caitlin Meyer. Over the years, I have watched my children grow and learn with great pride and SFEI has been a huge part of that. I would love the opportunity to take the things that I have learned and observed over these last several years and give back to a school that has become an essential part of my family's life.

In my professional life, I am the Deputy Element Manager for the Space Radiation Element of NASA's Human Research Program. In this role, I am the deputy manager for the element's yearly ~\$25 million research budget examining all the ways that space radiation effects the human body. In this role, I have professional experience seeking input from highly skilled subject matter experts to best manage limited budgets, schedules, and personnel. This experience has taught me to listen, learn to understand various perspectives, and chart forward paths that best utilize our shared knowledge and expertise. With that in mind, I feel that I have the experience and skillset to be an excellent board member for you.

Throughout the years that my children have attended SFEI, I have been a regular participant in parent workday, attended countless board meetings and have been a member of SFEI's Extracurricular Committee. It would be an honor to be elected to SFEI's Board and to continue my service to the school. I look forward to listening to the parents and teachers and finding mutually beneficial ways to improve on a great school and place for our children to grow and flourish. Thank you for your consideration of my candidacy.





Monica Sheth

My name is Monica Sheth, I have been supporting biomedical research studies as a NASA contractor at JSC for over 14 years. I have two amazing kids. My son has gone through the SFEI school from room 2 to 9 and will be in 1st grade at Brookwood Elementary. My daughter, Karina, started in room 3 at SFEI and will be crossing over to the big kid side (room 6) in August.

From the first year my son joined the school in 2017, I have taken an active role at SFEI in as many ways as I can. I was the room parent for 4 years and I was the SFEI co-captain coordinator this year. In addition, I started a food sub-committee in 2018 to allow for parents to have a better understanding of the food used at SFEI. As room parent and co-captain coordinator, I was able to participate in school events and help coordinate classroom/school gifts for the SFEI teachers and administration. In addition, my husband, Rubik has served on the SFEI board from 2019 to 2021 as the Secretary and Vice President. Our family is very aware the school had some difficult decision in those years due to the pandemic and appreciate the framework the board and director have developed to continue safe operations along with our wonderful staff.

As we move into another school year, I would love to join our SFEI board. The strong partnership between parents and the school administration is what I really love about this school. I know that I could not be the best version of myself in my roles as mom and employee without the SFEI community. I hope to help the SFEI board in making decision to reach goals of creating a safe, fun, financially stable, and forward-thinking environment for our children.



Cinnamon Wright



Hello SFEI! I have two children. Austin is seven and attended SFEI for several and is dropping in this Summer, when not in camp. Nova is two and is in Room 3. When Austin was in Room 9, I was the Co-Room parent and helped with planning and parties and I'm currently Room parent for Room 3 now. At work I'm a part of the Orion Navigation Mode team and work on the Navigation Flight Software, Testing, and verification. I'm also Team Lead on JSC's Astrobotic Terrain Relative Navigation Independent Verification and Validation team, and the COR for two Tipping Point projects. Before transferring to NASA JSC in 2018 I worked at NASA GSFC on similar projects, co-taught a Spacecraft Design class at UMBC, and was a member of the Veterans Advisory Committee. In the past I worked at a daycare and summer camp, as the lifeguard, taught swim lessons, and substituted for the teachers. My husband and I have led Middle School Youth groups and volunteered in the Nursery at church. I think that SFEI is a wonderful place for our kiddos and I think it's important to give back whenever you can. I have a big heart for our little ones and a ton of appreciation for our teachers, staff, and volunteers and would love the opportunity to listen, advocate, and serve in any way that I can.

