



Space Family Education, Inc.

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SFEI Board of Directors Annual Meeting Minutes June 23, 2023

All board members present, Director Karen Holt presented Director's Report, included in Annual Slides

Welcome to our new board Members

- Rebecca Rapp
- Carly Meginnis

Big Thank You to our board members who's terms are ending July 2023:

- Erin Coscia
- Thilini Schlesinger

Save the date: SFEI Meet the Teacher and Family Picnic – August 12th

Review of SFEI Annual Slides – To be posted on website. Reference for further detail.

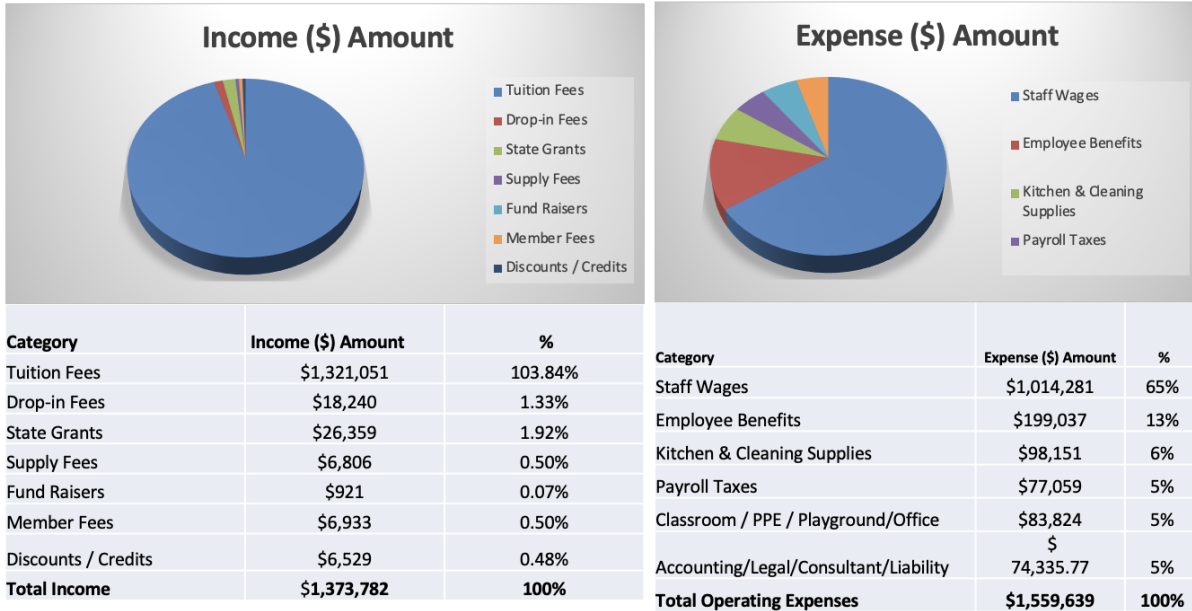
- SFEI and COVID-19
 - Symptomatic children may return to SFEI after 1 day fever free and symptoms improved. Testing for Covid 19 recommended but not required for return.
 - Staff/Children with Covid 19 may return to SFEI after 5 days and symptoms improved
 - Classroom closure and quarantine for close contact is not required
 - Continued use of HEPA air filter machines in all classrooms
 - Continued use of quat based disinfectants to clean classrooms
 - Covid Plan moved to part of the SFEI Parent Handbook SOP, updated 6/2023 ([link to SOP](#))
 - Continued Brightwheel daily message feed for reporting illness in the building
 - SFEI reserves the right to institute other mitigation strategies should there be evidence of a Covid outbreak, high Covid transmission rates in the area, or staffing issues due to Covid.
- Membership
 - 194 Current SFEI Members
 - **Enrollment**
 - September 2020 108/137
 - September 2021 122/137

- September 2022 121/137
 - September 2023 127/137
- Set Budget at 93% (127) for 2023-2024 fiscal year
- Openings in PreK 3's and 4's
- Waitlist: Older Infants and 2's, Infants with 2024 EED's
- State of the School
 - 6 Mishaps (teachers, 5 first aid, 1 active workers comp)
 - **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 all under 2 minutes
 - Annual Fire Safety Inspection/Evacuation Report- No deficiencies
 - Annual Workplace Health/Sanitation Inspection- No deficiencies
 - Food Establishment Inspection 11/20232-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
 - Triennial Onsite Review – more detail in slides
 - Message from our Occupational Health representative, Bob Martel “My heartfelt thanks for everyone’s contributions...you maintained your programs, worked through a pandemic, conducted self-assessments and made continual improvements. More recently, you prepared for this onsite visit by collectively contributing over 600 documents for pre-review and last week, were excellent hosts for our OCHMO assessment team.”
 - Child Care Licensing – more detail in slides
 - found no deficiencies and all staff current on state childcare requirements
 - 2 Injury Self Reports (required medical attention)
 - Childcare Consultant Ann McKittrick
 - Joined SFEI as an additional resource for SFEI Staff HR and Training
 - Also speaking with parents at monthly Board meetings on a variety of parenting topics
 - Texas Childcare Training Blog ([Link](#))
 - Enrichment – more detail in slides
 - Started new curriculum
 - Includes sign language, music and movement, Spanish, STEM projects and investigation, and kindergarten readiness
 - Activities included: Fall Festival, Games, Go Texan Day, and St. Jude’s Trike-A-Thon
 - Summer enrichment: Splach pad, weekly food, music, and science activities, magician, Dino Rocks! Fossils Show, Bayton

Wetland Wagon Wildlife Presentation, Petting Zoo, Mad Science

- Field Trips for 6-9 planned but on hold for bus repair
 - Sports & Play, Dance Tree, Tiger's Den, Pre-K Field Trips
 - Parents Night Out Successfully resumed
- Annual Report: Treasurer
 - More detail in slides
 - Budgeted for a \$68,000 loss to use PPP grant
 - Needed \$95,191
 - Enrollment up, but lower than pre-pandemic
 - Reached pre-pandemic levels around late spring
 - Net Income Loss covered by PPP grant
 - But will need to raise tuition to match current expenses before CCRF runs out
 - 2023-2024 Budget Focus Items
 - Expecting continued cost increases for Food, Business Insurance, Health Insurance, Classroom Supplies
 - Staff wage increase to meet federal contractor min wage by 2024
 - Removing the Vacation Week tuition credit for members
 - Tuition increase of 10% beginning August 21, 2023
 - Budgeted for net income loss
 - Federal Child Care Relief Funds will offset 23-24 net income losses
 - Remaining CCRF will be saved to offset future budget losses
 - Facility Management
 - More detail in slides
 - Included Flammable Liquids Storage Cabinet for aerosol disinfectant
 - Reviewed emergency action plan with JSC Security
 - Splashpad, playground, and kitchen work
 - Parent Workday: Lots of playground work and cleaning
 - Looking ahead
 - Summer Activity Calendar ([Link](#))
 - Dino Rocks!, Wetland Wagon, Petting Zoo, Mad Science
 - July 14 Parents Night Out 5:30-10:30
 - New School Year Calendar ([Link](#))
 - August 4 Parents Night Out 5:30-10:30
 - August 12 Meet the Teacher 10:00am- 11:00am
 - August 12 Family Picnic 11:00am – 1:00pm
 - August 21 First Day of 2023-2024 School Year

Income vs Expenses Report



2022 Annual Survey Action Plan Results

- Lots more detail in slides
- Room for improvement in communication:
 - Consistent use of Brightwheel for daily illness reports, general communication, lesson plans, and closure alerts (COVID, Weather)
 - Options for in person, Teams, and phone calls for Parent Teacher Conferences, admin to step in for impromptu conference needs
 - Brightwheel admin only feature for private communication as well as private email and telephone lines.
- Number 1 importance is Safety:
 - Reviewed classroom and playground safety procedures, updated Emergency Action Plans, practiced safety plans
- Number 2 importance is Education:
 - New curriculum includes challenging academic lessons, yet easily adapted for learners at different stages of development
- Continued focus on best qualities: teachers and staff, activities, and parent participation
- Room for Change: Less Screen Time: One hour or less of screen time per day in preschool classrooms. Teachers using simple chart to note time used. Admin monitoring.
- Room for change: Teacher Retention: Made significant progress toward paying teachers a living wage. Continued PPO Health Insurance and PTO benefits. Added additional days of PTO for anniversary dates at 5, 10, 15, 20 years of service.
- Staff Shout Outs! Staff received Space Bucks Rewards that can be redeemed for snacks, gift cards, or PTO

- New curriculum includes daily emotional practice and learning goals with simple rules: Be safe, Be kind
- Continuing to serve meals following the USDA Meal Patterns which include milk, fruits and/or vegetables, whole grains, and meat/meat alternatives. Cereals have less than 6 g sugar per ounce as required by USDA standards. Meal Pattern Brochure: [USDA Meal Patterns](#)

2023 Annual Survey Results

- Lots more detail in slides
- Improved ratings on Teacher and Staff Quality, Available Tuition Reimbursement, Field Trips, Center News Communication, Daily Ops Communication, Upkeep of Facilities, Ability to call/stop by, Staff Availability to address concerns, Parent Concern Management and Resolution
- Declined Ratings for Weekly Lesson Plans and Food/Menu Quality
- If you could change one thing: more communication, relaying positive feedback, less screen time, longer hours, improved nutrition, longer hours, naptime policies, teacher retention, more attention to curriculum, consistency across classrooms, more field trips and activities
- Generally good feedback on Frogstreet
 - Communicate lesson plans in Brightwheel
 - Kindergarten prep
 - Smooth transitions
- Lots of positive feedback on Brightwheel
 - Suggestions include search features, daily meal information, newsletter in downloadable format, consistency, emails and phone numbers, info on who's sending messages, FSA account linkage
 - PB&J Lag issues
 - Parents love getting the pictures!
 - Some illnesses not reported.
- There were shout-outs to specific teachers (listed in the slides) and lots of shout outs to all of the teachers and staff saying that everyone is doing an amazing job and are very much appreciated by the parents.
- Concerns about screen time noted in survey. Ms. Karen pointed out that they are limited to less than 1 hour of screen time per day and that is often used at the end of the day during pick up times when the teachers are cleaning the classrooms.
- Improvement suggestions for safety
 - Better Mosquito remediation
 - Cone off driveway at the end of the day
 - More accurate illness reporting
 - Fresher food options
 - Air purification (HEPA filters for rooms)
 - Camera quality
- Suggestions for Education Consultant Topics
 - Nap/bedtime struggles
 - How to handle picky eaters

- Addressing problem behavior
- Ex: Whining, fits, frustrating toddler “communication.”
- Discipline
- Dealing with strong wills
- Communication Methods
- Emotional Intelligence/How to handle feelings (parents and children)
- Managing boundary pushing/testing
- Introduction to foreign languages
- How to modify curriculum to meet needs of all kids in classrooms.
- Different or latest teaching methods, discipline/redirecting methods practiced at SFEI (so parents are on same page.)
- Tips and encouragement for working parents

Comments/Questions from Meeting:

- Discussion about budget increases: There was the recommendation to look at other areas such as health insurance options and noted that SFEI has financial benefits of being onsite at NASA. Was noted that these are good recommendations and have been a discussion topics and focus areas in the budget discussions and that the board will continue to look at these and discuss as we strive to remain competitive in price while also focusing on areas such as lower student/teacher ratios, teacher retention, ect...

(Tentative) Proposed 2023 Meeting Dates

July 28

Attendees from Teams:

WRIGHT, CINNAMON A.

Wilson, Jeremy A.

Schlesinger, Thilini

Sheth, Monica {Desai}

Meginnis, Ian M

Coscia, Erin E.

Holt, Karen L.

Galaviz, Fernando S.

Nancy Meilahn Fowler

Alex Kanelakos

