



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 23, 2024

1. Opening Comments:
 - 5/5 Board members present (2 virtually), Director Karen Holt presented Director's Report.
2. Director's Report:

Director's Report: Monthly Board of Director's Meeting 2/23/2024 Reporting Month of January 2024

Director: Karen Holt

-Health & Safety- January 2024

- -Mishaps- none
- -Illness-
 - Flu Rooms 8,9
 - Strep Rooms 3,5,6,9
 - Covid: staff
- -Licensing Reports- none
- -JSC Reports – none

-Financial –

- Enrollment for January is 131
- IRS penalty abatement completed; penalty fees returned to SFEI
- YTD on budget with Federal Grant

Income:	January
Tuition, Supply Fees	131,565
Fundraisers, Donations, State Grants, Membership Dues	2,529
Total Income	134,094
Expenses:	
Salaries	(99,902)
Employee Benefits	(16,902)
General Operating Exp	(26,386)
Total Expenses:	(143,190)
Budget Income/Deficit	(12,950)
Actual Income/Deficit	(9,096)

-Operations -

- Bus repair: New mechanic Fleet Repair of Texas
- Space Act Agreement renewal process initiated (renews 6/26/2024)
- JSC closed for severe weather 1/16/2024

-Enrollment- Current

- 02/23/24 131/127
- Openings in PreK 3's and 4's

-Staff- January

- Professional Development: Activity Plans, Outdoor Time, Enrichment
- Update on Room 8 Lacey Harden: Return date unknown.
- Update on room 0-3 floater Mary Hodges: Return estimate March 15
- Room 5 Ms De McFarland returned!
- New substitute Libby Hickerson in training

-Special Events-January

- PreK Vision and Hearing Screening
- Parent's Night Out

-Looking Ahead-

- March 01 Dr Seuss Day-Special menu and activities
- March 08 Parent's Night Out 5:30-10:30
- March 29 Spring Parties and Egg Hunt
- April 14 Parent's Night Out
- April 19 St. Jude Trike-A-Thon (Rooms 4-9: 9:00-12:00)
- May 16 Pre-K Graduation at the Gilruth Center 6:00pm
- June 03 Summer at SFEI begins!
- June 14 Donuts with Grownups
- June 14 Parents Night Out 5:30-10:30
- June 19 Juneteenth – SFEI Closed
- July 04 Independence Day - SFEI Closed
- July 12 Parents Night Out 5:30-10:30

3. Financial Report

4. Action Item Status

- Ms. Karen provided a status on the ongoing response to preview SFEI menu/food questions from parents. Ms. Karen is working with the kitchen staff to provide information to the membership on regulations and other considerations that go into menu selection at SFEI. They are reviewing menus from other daycare programs and considering changes that can be made to provide children with more diverse, healthy options that most of the kids will eat.

5. Public Comments, Future Agenda Topic Proposals

- None

6. Special Topics

- Ann McKitrick: Where does giving autonomy to your child turn into permissiveness?

7. Proposed 2024 Meeting Dates:

- March 29, 2024, 12:00-1:00 (Spring Parties and Egg Hunt will be in the afternoon)
 - Special Topic: Screen time (Ann McKitrick)
- April 26, 2024, 4:00-5:00
 - Special Topic: Food options – what to offer so kids will eat healthy (Ann McKitrick)
- May 31, 2024, 4:00-5:00
 - Special Topic: Delayed gratification – how to help your child with this (Ann McKitrick)
- June 28, 2024, 4:00-5:00
- July 26, 2024, 4:00-5:00

Meeting Attendance:

- Director

Karen Holt

- Board

Cinnamon Wright

Monica Sheth

Nick Meyer

Rebecca Rapp

Carly Meginnis

- Members

Tuwanna Moore

Fernando Galaviz

Nancy Meilahn Fowler

Meredith T

Khadijah Shariff

Stephen Tabladillo