



Space Family Education, Inc.

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SFEI Board of Directors General Meeting Minutes

May 15, 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. Board of director nomination introductions

- Space Family Education, Inc (JSC Childcare Center) is seeking candidates to run for a 2-year term on our Board of Directors starting in July 2026. There are 2 spaces to fill this year. The Board members decide among themselves who will take on each of the different positions, so this election simply selects 2 people to serve on the Board. Nomination instructions can be found in email from sfei.board@gmail.com. Nominations are open until May 20.
- Nominees who had submitted prior to the board meeting were introduced:
 - Raina MacLeod Infante
 - Ben Honey
 - Kirstyn Johnson
- Link for voting will be sent out after May 20. Only 1 vote per household.

3. Action Item Status

- Work day for playground installation and general SFEI maintenance on May 16
- Annual parent survey will be going out for parents to submit responses on how to improve SFEI.

4. Public Comments, Future Agenda Topic Proposals

- Discussion of waitlist status with a potential large group of people being switched from contractors to civil servants in a short time. Action to Karen Holt who is going to reach out to other NASA childcare centers to see how they are handling the change. No decision made.

5. Remaining 2025/2026 Meeting Dates (4:00-5:00 pm unless otherwise noted):

- June 12 (Note: June 19 is a holiday)
- July 17

Meeting Attendance:

- Director

Karen Holt

- Board
 - Kristine Davis
 - Kirstyn Johnson
 - Carly Meginnis
 - Jonathan Rickert

- Members
 - Kirstyn Zapata
 - Christopher Hisle
 - Joseph Noto
 - Irene Chan
 - Hannah Rickert

Link to the recording:

<https://drive.google.com/file/d/1dkyukWNYsr3EDNxaUKb5dtPHCzWzfKdx/view?usp=sharing>

**Director's Report: Monthly Board of Director's Meeting 5/15/2026
Reporting Month of April 2026**

Director: Karen Holt

-Health & Safety- April 2026

- -Mishaps-
- -Illness-
- -Licensing Reports-
- -JSC Reports -

Income:	April
Tuition	159,873
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	2,883
Total Income	162,756
Expenses:	
Salaries	(123,355)
Employee Benefits	(21,060)
General Operating Exp	(39,175)
Total Expenses:	(183,590)
Budget Income/Deficit	(1,757)
Actual Income/Deficit	(20,834)
Money Market Protected Funds	\$359,008

-Financial -

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Increased deficit due to annual staff performance bonus and increased operating expenses
- Enrollment for April 132

Operations -

- Bus back in operation, Field Trip to JSC Longhorn Project 5/18/26
- Food Program Mentor Meal Observation went smoothly. Next meeting will go over new reporting rules for reimbursements.

-Enrollment- Current

- 5/15/2026 132/133
- All Infant and Toddler Rooms full
- 29 children enrolled for Fall 2026. Last infant/young tots openings will be filled next week
- Current openings in Room 6 (3 year olds)
- Fall openings in Room 8 (3.5-4 year olds)

-Staff-

- Ms Libby Hickerson resigning to move out of state at the end of the month
- Ms Cassidy Harsha resigning to prep for new position as an Elementary School teacher
- Monthly staff meeting topics included summer calendar overview and professionalism
- Interviewing for 2 new Substitute Teachers (available 8:30-5:30 at least 3 days a week)

-Special Events-April

- Spring Parties and Egg Hunts
- Earth Day: Freddie the Fish water pollution activity
- Parent's Night Out

-Looking Ahead-

**May 25
May 26**

**Memorial Day – SFEI Closed
Summer at SFEI begins!**

June 12	Parents Night Out 5:30-10:30
June 18	Donuts with Grownups
June 19	Juneteenth – SFEI Closed
July 3	Independence Day (observed) - SFEI Closed
July 10	Parents Night Out 5:30-10:30
August 1	Meet the Teacher and Family Picnic
August 7	Last Regular Day for PreK Grads
August 10	First Day of 2026-2027 SFEI School Year (new classrooms!)

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

