

**SFEI Board of Directors General Meeting Minutes
December 15, 2023**

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

**Director's Report: Monthly Board of Director's Meeting 12/15/2023
Reporting Month of November 2023**

Director: Karen Holt

-Health & Safety- November 2023

- -Mishaps- none
- -Illness-
 - Flu Rooms 8,7
 - Strep-Rooms 8
 - RSV-Rooms 1
 - Stomach virus- Rooms 7,5,1
- -Licensing Reports- none
- -JSC Reports – Annual Workplace Health Inspection: See below

Income:	November
Tuition, Supply Fees	128,813
Fundraisers, Donations, State Grants, Membership Dues	2,813
Total Income	132,626
Expenses:	
Salaries	(90,665)
Employee Benefits	(16,705)
General Operating Exp	(32,170)
Total Expenses:	(139,540)
Budget Income/Deficit	(12,950)
Actual Income/Deficit	(6,914)

-Financial –

- Enrollment for November is 128
- YTD on budget with Federal Grant

-Operations –

- Purchased 3 new iPads, fire safety cabinet, and stacking washer/dryer
- JSC Annual Workplace Health Inspection: No deficiencies!
 - Reviewed Blood Borne Pathogens plan
 - Reviewed and inspected Hazard Communication Program and Safety Data Sheets
 - Reviewed Food Service HACCP plan for food safety and sanitation
 - Inspected main kitchen and classroom refrigerators
 - Reviewed handwashing and diaper change procedures
 - Inspected PPE supply
 - Reviewed Illness policy and medication administration procedures

-Enrollment- Current

- 12/15/23 128 /127
- Openings in PreK 3's and 4's, enrolling to fill spot in Room 3. Moving 4 babies up in the Spring

-Staff- November

- Professional Development: Refreshing Classrooms and Rotating Learning Materials
- Update on Room 8 Teacher: Had surgery to repair tendon injured by 4-year-old student. No pain relief after surgery. Continued Workers Comp
- Update on room 0-3 floater injury to wrist when picking up infant in August. On Workers Comp. Second doctor recommended surgery. Surgery scheduled for January 2024.
- Kirstyn Zapata returned part time: floating substitute until February
- Ms. Linh Doan, Room 1 is resigning to move back to California. Her last day is 12/29/23. She came to SFEI from the Ames Childcare Center February 2022.

-Special Events-November

- Thanksgiving Pie Party Social
- Parent's Night Out

-Looking Ahead-

- Today!! Holiday Parties and Santa Sighting
- December 25 & 26 Winter Holidays SFEI closed
- January 1 New Year's Holiday- SFEI closed
- January 12 Parent's Night Out
- January 15 Martin Luther King Day- SFEI closed
- February 6 Class Pictures & Pre-K Graduation Pictures
- February 9 PNO 5:30-10:30
- February 14 Valentine's Day Parties
- February 19 President's Day – SFEI Closed
- February 22 Trail Riders Visit, 9 am
- February 23 Go Texan Day- Games and Activities School Wide

4. Action Item Status

- Still awaiting responses for Space Act Agreement
- Still looking for rebuilt transmission for the bus (challenging to find due to model obsolescence)
- Parent Survey Results Action Plan

5. Public Comments, Future Agenda Topic Proposals

- None

6. Special Topics

- None

7. Proposed 2023/2024 Meeting Dates:

- January 26, 2024, 4:00-5:00
- February 23, 2024, 4:00-5:00
- March 29, 2024, 12:00-1:00 (Spring Parties and Egg Hunt will be in the afternoon)
- April 26, 2024, 4:00-5:00
- May 31, 2024, 4:00-5:00
- June 28, 2024, 4:00-5:00
- July 26, 2024, 4:00-5:00
- August 30, 2024, 4:00-5:00

Meeting Attendance:

- Director

Karen Holt

- Board

Cinnamon Wright

Monica Sheth

Carly Meginnis

Rebecca Rapp

- Members

Andres Caliz

Audora Zambrano

Aida Ghazvini

Ben Honey

James Reil