



Space Family Education, Inc.

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SFEI Board of Directors General Meeting Minutes November 21, 2025

1. Opening Comments:

- 5/5 Board members present, Director Karen Holt presented Director's Report.

2. Director's Report:

- See attached document below.

3. Presentation by Ann McKittrick on the book, *The Let Them Theory*

4. Action Item Status

- SFEI Annual Parent Survey has been summarized by the board and working on next steps for action plan

4. Public Comments, Future Agenda Topic Proposals

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

- December 19 (Meeting at 12-1)
- January 16
- February 20
- March 20
- April 17
- May 15
- June 12 (Note: June 19 is a holiday)
- July 17

Meeting Attendance:

- Director

Karen Holt

- Board

Carly Meginnis

Zach Florida

Jonathan Rickert

Kirstyn Johnson

Kristine Davis

- Presenter

Ann McKitrick

- Members

Irene Chan

Rebecca Rapp

Laura Sarmiento

Cinnamon Wright

Link to the recording:

https://drive.google.com/file/d/1ukpYiKLSdD-BfMP_Tkee7mg1PVGSk3OF/view?usp=sharing

Director's Report: Monthly Board of Director's Meeting 11/21/2025

Reporting Month of October 2025

Director: Karen Holt

-Health & Safety- October 2025

- -Mishaps- none
- -Illness- Hand Foot Mouth Virus throughout Rooms 1-4, some in older classrooms
- -Licensing Reports- none
- -JSC Reports – none

Income:	October
Tuition	146,797
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	2,780
Total Income	149,577
Expenses:	
Salaries	(109,525)
Employee Benefits	(14,217)
General Operating Exp	(39,358)
Total Expenses:	(163,100)
Budget	
Income/Deficit	(1,757)
Actual	
Income/Deficit	(13,523)

costume parade

-Financial –

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Tuition lower than budgeted for, lost 3 enrollments
- Expenses \$2k over budget due to 3 Sysco deliveries in October
- Enrollment for October was 128

Operations –

- New bus seats installed with help from parent Jessica Bornholdt and teacher Isairael Dena
- Bus in shop due to check engine light, ran fantastic for

-Enrollment- Current

- 11/21 130/133
- All Infant and Toddler Rooms full
- Openings for January Migration have been filled

-Staff-October

- PreK Room 9 Teacher Amanda Wilbur graduated with Bachelor's in Behavioral Science
- Infant Teacher Wanda Sanchez out on medical leave, target date for returning is February 1
- Promoted Rachel Perry to full time substitute status (currently in for Ms Wanda)
- Hired Part Time Substitute Makenna Graham
- All staff attended Annual In-Service Day Training 10.13.2025. Training topics included:
 - Mindfulness: Stress Management Techniques
 - Proactive vs. Reactive: Planning Guidance
 - Engagement Through Play & Modeling
 - Noticing What You Want More Of: Reinforcing Positive Behavior
 - Planning Developmentally appropriate Learning Activities

-Special Events-October

- Fall Festival
- Costume Parades
- Parent's Night Out
- Scholastic Book Fair success!

-Looking Ahead-

November 21	Thanksgiving Pie Party- 4:00pm
November 27	Thanksgiving Day – SFEI Closed
December 3-5	Holiday Pictures – Sibling and Individual w Holiday Background
December 12	Parents Night Out 5:30-10:30
December 19	Holiday Parties & Santa Sighting
December 24 & 25	Winter Holidays – SFEI Closed
January 1	New Year’s Holiday – SFEI Closed
January 09	Parents Night Out 5:30-10:30
January 19	Martin Luther King Day – SFEI Closed
February 5	Class Pictures & Pre-K Graduation Pictures
February 13	Valentine’s Day Parties
February 13	PNO 5:30-10:30
February 16	President’s Day – SFEI Closed
February 27	Go Texan Day- Games and Activities School Wide
February TBA	Trail Riders Visit, 9 am