



Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058
Phone: (281) 483-4734 • Fax: (281) 244-2411 Email:
SpaceFamilyJSC@gmail.com

SFEI Board of Directors General Meeting Minutes

July 17, 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. Announcing the new Board of Directors for 2026-2027

- President: Jonathan Rickert
- Vice President: Kirstyn Johnson
- Treasurer: Ben Honey
- Policies & Procedures: Kristine Davis
- Secretary: Carly Meginnis

3. Action Item Status

- Evaluating potential changes to the wait list policy to ensure an equitable policy in light of Insourcing. No changes at this time, but in discussion and will revisit at next month's Board meeting.
- Request for volunteers to help with deconstruction and repairs related to the damaged swing set (damaged by a fallen tree in a recent storm).
- Proposed changes to the Bylaws to balance responsibilities, align with current business operations, formalize standing committees, and add clarity to annual tasks (surveys, action plan). Plan to email to membership to comments prior to vote.

4. Public Comments, Future Agenda Topic Proposals

- N/A

5. Remaining 2026/2027 Meeting Dates (4:00-5:00 pm unless otherwise noted):

- The Board of Directors will determine the General Membership Meeting dates for 2026-2027

Meeting Attendance:

- Director
Karen Holt
- Board
Jonathan Rickert
Ben Honey

Kristine Davis
Carly Meginnis

- Members
Rachael Doll
Nicole McElroy
Megha Sharma
Hannah Rickert

Link to the recording:

https://drive.google.com/file/d/1oG6N_anVk2sCGvDZUCChQrDVF7INbZCG/view?usp=sharing

Director's Report: Monthly Board of Director's Meeting 07/25/2025

Reporting Months of May and June 2025

Director: Karen Holt

-Health & Safety- May-June 2025

- -Mishaps- none
- -Illness- Hand Foot Mouth Rooms 1, 2 and 3
- -Licensing Reports- none
- -JSC Reports – Annual JSC Fire Drill 5/8/25, total evacuation time under 2 minutes

Income:	May
Tuition	147,154
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	2,869
Total Income	150,023
Expenses:	
Salaries	(109,269)
Employee Benefits	(14,664)
General Operating Exp	(43,868)
Total Expenses:	(167,801)
Budget Income/Deficit	(1,757)
Actual Income/Deficit	(17,778)

-
run
use
Care

at

net
year

Income:	June
Tuition	147,154
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	4,764
Total Income	151,918
Expenses:	
Salaries	(107,478)
Employee Benefits	(13,343)
General Operating Exp	(36,071)
Total Expenses:	(156,892)
Budget Income/Deficit	(1,757)
Actual Income/Deficit	(4,974)

Financial –

- Budgeted to at a deficit to Federal Child Relief Fund Grant
- May-July tuition rates are 24-25 budget level, on track to out over the

- Some annual operating and supply expenses hit in May
- Enrollment for May and June was 136

-Operations –

- Unannounced State Licensing Safety and Supervision Inspection 6/24/25 , 3 hours! No Deficiencies
- Updated the SFEI B211 Emergency Action Plan for Evacuations and Shelter in Place

-Enrollment- Current

- 07/25/25 129/133
- All Infant and Toddler Rooms full
- Summer Drop In enrollment full
- All Infant and Toddler rooms full for Fall, few 3's and 4's spots available.

-Staff-June

- Two teachers out on maternity leave
- Two teachers leaving for work with less hours
- One new teacher hired, Anna Garcia, for toddler room 3
- Need to hire 2 full time and 2 part time teachers

-Special Events-May & June

- Muffins in the Morning
- PreK Graduation and Field Trip to Play Place
- Summer Fun Calendar
- Parent's Night Out
- Donuts with Grownups
- Space Week with Alex Kanelakos "Astronaut Training"
- Magician Lanny Kibbey

-Looking Ahead-

SFEI Super Summer Activity Calendar is posted online and also available in Brightwheel and at the front desk!

- July 29 & 31 T/Th Children visit new classrooms @ 3:00
- August 2 Meet the Teacher and Family Picnic
- August 5-7 M/T/W Children visit new classrooms @ 3:00
- August 8 Last SFEI Day for PreK Grads
- August 11 First Day of 2025-2026 SFEI School Year (new classrooms!)