



Space Family Education, Inc.

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SFEI Board of Directors General Meeting Minutes

October 17, 2025

- Opening Comments:
 - 5/5 Board members present, Director Karen Holt presented Director's Report.
- 2. Director's Report:
 - See attached document below.
- 3. Action Item Status
 - No new status for SFEI Annual survey, but board is working on actions to bring to a future meeting
- 4. Public Comments, Future Agenda Topic Proposals
 - Close to the playground fundraising goal!
 - Calendar sales are ongoing until November 1! See front desk of SFEI for order sheet or emails for order form.
 - Sticker sales coming soon.
 - *The Let Them Theory* book club discussion for November meeting
 - Tentative SFEI work day on December 6 - Look for future notifications for details and finalized date/time
- 5. Remaining 2025/2026 Meeting Dates (4:00-5:00 pm unless otherwise noted):
 - November 21 (Meeting at 12-1)
 - 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

- Members

Jacob Cook
Irene Chan

Link to the recording:

<https://drive.google.com/file/d/1nTvYToJCQDyjXHCL1jpY7Kvr3r275hx6/view?usp=sharing>

Director's Report: Monthly Board of Director's Meeting 10/17/2025
Reporting Month of September 2025

Director: Karen Holt

-Health & Safety- September 2025

- -Mishaps- none
- -Illness- none
- -Licensing Reports- none
- -JSC Reports – Annual Fire and Safety Inspection: see below

Income:	September
Tuition	165,587
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	7,667
Total Income	173,254
Expenses:	
Salaries	(108,142)
Employee Benefits	(17,012)
General Operating Exp	(47,482)
Total Expenses:	(172,636)
Budget Income/Deficit	(1,757)
Actual Income/Deficit	618

-Financial –

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Income increased due to annual supply and membership fees
- Expenses over due to \$4k in bus annual service/repair, and \$8k in bus safety seats (37)
- Enrollment for September was 130
- Scholastic Book Fair sales \$3,871 SFEI received \$177 in books and \$905 cash!

Operations –

- Annual JSC Fire and Safety Inspection 9/8/25: No deficiencies! Two maintenance issues identified. Work Orders submitted and in progress.
- Food Program on site meeting and renewal complete 9/9/25
- Quarterly HVAC vent cleaning complete
- Playground structures power washed, TY parent Craig Larner
- Large washing machine broke, water drain pump replaced
- Commercial dishwasher broke, NASA replaced

-Enrollment- Current

- 10/17 130/133
- All Infant and Toddler Rooms full

-Staff-September

- Super Substitute teacher Cassidy Harsha graduated from UHCL, will be leaving SFEI in 2026 to start Educator Prep Program
- Teachers Aide Faith Panciera no longer working for SFEI
- Hiring Full Time Substitute

-Special Events-September

- Dance Tree and Tumble Bus enrichments began first semester classes.
- Parent's Night Out
- Scholastic Book Fair success!

-Looking Ahead-

October 24
****October 30**

Fall Festival-Games and Activities School Wide 9a-12p
Costume Parades Rm 2-5 @ SFEI, Rm 6-9 @ JSC Building-1

November 11

Veterans Day – SFEI Closed

November 14	Parents Night Out 5:30-10:30
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