



# Space Family Education, Inc.

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## SFEI Board of Directors General Meeting Minutes December 13, 2024

- 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 12/13/2024 Reporting Months of October & November 2024 Director: Karen Holt

#### -Health & Safety- October & November 2024

- -Mishaps- none
- -Illness-
  - Stomach virus, October, Rooms 2,7,9
  - RSV, November, Rooms 0,1,2,3,6,7
- -Licensing Reports- Annual Monitoring 10/25/24, Additional Monitoring 11/18/2024
- -JSC Reports – none

<b>Income:</b>	<b>October</b>
Tuition	146,465
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	21,534
<b>Total Income</b>	<b>167,999</b>
<b>Expenses:</b>	
Salaries	(111,998)
Employee Benefits	(15,728)
General Operating Exp	(35,899)
<b>Total Expenses:</b>	<b>(163,625)</b>
<b>Budget Income/Deficit</b>	<b>(11,859)</b>
<b>Actual Income/Deficit</b>	<b>4,374</b>

<b>Income:</b>	<b>November</b>
Tuition	146,141
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	3,106
<b>Total Income</b>	<b>149,247</b>
<b>Expenses:</b>	
Salaries	(99,473)
Employee Benefits	(15,627)
General Operating Exp	(33,964)
<b>Total Expenses:</b>	<b>(149,064)</b>
<b>Budget Income/Deficit</b>	<b>(11,859)</b>
<b>Actual Income/Deficit</b>	<b>183</b>

**-Financial -**

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Enrollment for October & November was 133 (on budget)
- October financials include higher income due to annual fees and \$500 donation from Salata and \$500 from American Acryl. October also includes higher expenses due to all staff attending Annual Training 10/14/24 and playground maintenance
- November financials include lower expenses due to lower staff expenses

**-Operations -**

- Annual DFPS Texas Childcare Licensing Inspection 10/25/2024
  - 1 Deficiency
    - o Background check status, noted as inactive online but should be active
    - o Corrected immediately.
- The inspector checked:
  - o Children's Health Records
  - o Staff Training Records
  - o 2 hours walk through and interviewing staff, looking for Rules compliance re: supervision, ratios, discipline and guidance, general indoor and playground safety
- Unannounced follow up Licensing inspection 11/18/2024
  - o No deficiencies
- Hurricane Beryl
  - o Request for replacement of Playroom carpet approved, carpet ordered
- November 16 Parent Volunteer Work Day
  - o 17 Parents worked together on our playgrounds to build raised garden beds, install new swings, power wash picnic tables and patios, haul and spread mulch and sand.

**-Enrollment- Current**

- 12/13/2024 131/133
- Openings in PreK 3's & 4's
- All Infant and Toddler Rooms full
- New Infants coming January-February

**-Staff-October & November**

- Annual Professional Development Day 10/14. Topics included:
  - o New state standards re: inclusion of children with special needs
  - o Creating Playful Learning Environments
  - o Communication: Constructive Feedback applied to coworkers, parents, and children
  - o Reframing our thoughts and ideas to create positive learning and work environments
- Floating teacher Mary Hodges resigned, hired Rachel Frisch

**-Special Events-October & November**

- Scholastic Book Fair sold over \$3k, earned \$767
- Fall Festival, classrooms rotated through games and activity stations in the Lobby and Playroom
- Costume Parade 10/31, rooms 6-9 rode bus to JSC Mall area for parade
- Diwali : Rooms 8 & 9 Field Trip to JSC celebration (new tradition!)
- Thanksgiving Pie Party! Families brought a pie to share and enjoyed time on the playgrounds
- Parent's Night Out

**-Looking Ahead-**

- December 20 Holiday Parties & Santa Sighting
- December 24 & 25 Winter Holidays- SFEI closed
- January 1 New Year's Holiday - SFEI Closed
- January 10 Parents Night Out 5:30-10:30
- January 20 Martin Luther King Day - SFEI Closed
- February 6 Class Pictures & Pre-K Graduation Pictures
- February 14 PNO 5:30-10:30
- February 14 Valentine's Day Parties
- February 17 President's Day - SFEI Closed
- February TBA Trail Riders Visit, 9 am
- February 28 Go Texan Day- BBQ Lunch, Games and Activities School Wide
- March 10 Dr. Seuss Day - Special Food & Activities School Wide
- March 14 Parents Night Out 5:30-10:30
- March 17-21 Public School Spring Break - SFEI is OPEN
- March 28 Spring Parties & Egg Hunt
- May 15 Pre-K Graduation at the Gilruth Center- 6:00 pm

3. Financial Report : Discussed along with Director's Report

4. Action Item Status

- Garden bed project - Garden construction completed!
- Food Committee - Kirstyn reviewing data from the survey. Some modifications have already been made to the menu.

5. Public Comments, Future Agenda Topic Proposals

- None

6. Special Topics

- None

7. Remaining 2024/2025 Meeting Dates (3:30-4:30 pm unless otherwise noted):

- January 31
- February 21
- March 27 (Thursday)
- April 25
- May 30
- June 27
- July 25

Meeting Attendance:

- Director

Karen Holt

- Board

Kirstyn Johnson  
Hayley Spears  
Carly Meginnis  
Rebecca Rapp  
Zach Florida

- Members

Audora Zambrano  
Khadijah Shariff  
Cinnamon Wright