



Space Family Education, Inc.

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SFEI Board of Directors Annual Meeting Minutes

June 12, 2026

- Opening Comments:
 - 5/5 Board members present (1 virtually)
 - Introduction of new Board of Director Members:
 - Kirstyn Johnson (Re-elected after serving 2 year term)
 - Ben Honey
- 2. Director's Report:
 - Presented the annual director's report. See attached presentation.
- 3. Annual Survey Results
 - See attached presentation.
- 4. Annual Budget Overview
 - See attached presentation.
- 5. Action Item Status
 - None
- 6. Public Comments, Future Agenda Topic Proposals
 - None
- 7. Special Topics
- 8. Remaining 2025/2026 Meeting Dates (4:00-5:00 pm unless otherwise noted):
 - July 17

Meeting Attendance:

- Director

Karen Holt
- Board

Kirstyn Johnson (virtual)
Carly Meginnis
Zach Florida
Kristine Davis

Jonathan Rickert

- Members

Ben Honey

Irene Chan

Jacob Cook

Rachael Doll

Rob Mulcahy

Cinnamon Wright

Ashley Ballesteros

Hannah Rickert

Link to the recording:

https://drive.google.com/file/d/1bvVxXI4zDr9aBkwleQQ9scbc00FghG_/view?usp=sharing

Space Family Education, Inc.

2026 General Membership Meeting

June 12, 2026





Board and Administration

Administration:

- Director – Karen Holt
- Assistant Director – Teresa Gill
- Administrative Asst. – Spring Aguirre
- Program Coordinator- Lena Batchelder

Outsourced Consultants:

- Bookkeeper
- CPA
- Childcare Consultant
- Human Resources
- Legal

Board of Directors:

- President – Carly Meginnis
- Vice President – Zach Florida
- Treasurer – Jonathan Rickert
- Secretary – Kristine Davis
- Policies & Procedures – Kirstyn Johnson

2026 Board of Directors– Departures

Zach Florida (2024- 2026, term expiring)
Kirstyn Johnson (2024- 2026, term
expiring)

2026/2027 Board of Directors New Board Members

Kirstyn Johnson
Ben Honey

Congratulations!



SFEI Annual Report: Director



State of the School May 2025April 2026

- –Membership
 - 97 Currently Enrolled Families
 - 114 Waitlist Families
- –Enrollment
 - September 2022 121/137
 - September 2023 127/137
 - September 2024 128/137
 - September 2025 134/137
 - September 2026 130/137
- Openings in Preschool 3's and PreK 4's
- Waitlist for Infants, Young Toddlers

SFEI Annual Report: Director

State of the School May 2025April 2026



–Health & Safety

- Continued Illness Reporting via Brightwheel Messaging
- Winter Flu Season was widespread (DecemberFebruary)
- JSC continued increased mowing schedule to repel snakes
- Replaced changing table and installed foam area rugs in Baby 0
- 37 new 5-point harness booster seats purchased and installed on SFEI bus
- Delayed opening (8 am) for severe weather day 1/26/26

–NASA Incident Reports

- 1 Child transported by JSC EMS to ER due to Febrile Seizure (recovered and returned)
- 2 Staff Injuries, trip and falls (recovered and returned)

–NASA Training, Inspections, and Guidelines

- All staff current on NASA required: Physicals, SATERN Training, and Blood Borne Pathogens
- Monthly Fire Drills: Exit time all under 2 minutes
- Annual Fire and Facility Safety Inspection 9/2025 1 finding maintenance corrected: replace ceiling tile in mechanical room.
- Annual Health/Sanitation Inspection 11/2025No findings

Karen Holt



SFEI Annual Report: Director



State of the School May 2025April 2026

–Facility Management

- Commercial dishwasher replaced
- Floors in Rooms 24 stripped and waxed
- Parent Work- Day projects
 - Installed Pull Up Bars, Funnel Ball Hoop, and Balance Stepping Stools on Preschool Playground
 - Hauled and spread sand in Toddler sandboxes
 - Replaced landscape rocks outside Preschool classroom windows for drainage
 - Power washed Toddler classroom chairs, Toddler patio, picnic tables, and Preschool sunshade
 - Replaced handles on folding tables
 - Shampooed carpets, cleaned classroom fans, checked and tightened hardware on all baby cribs

Karen Holt



SFEI Annual Report: Director



State of the School May 2025April 2026

–SOP Parent Handbook

- Updated 9/2025 to reflect new state standards and current operations
 - addition of policy for Unassigned Epinephrine AutoInjectors in SOP
 - addition of water activity notice in SOP

–USDA Food Program

- Continuing to follow meal patterns, uploading daily Meal Production Records, and tracking Daily Meals Served
- 2025- 2026 Claim Reimbursement Average \$2618/month



SFEI Annual Report: Director



State of the School May 2025April 2026

– Child Care Licensing

- Annual DFPS unannounced inspection 6/2025
 - 0 Deficiencies!
- Reviewed in 3 hour inspection
 - General Safety/Compliance walk through of each classroom, observing and interviewing staff re: supervision, child/caregiver ratios, required postings, and activity plans
 - Outdoor safety observation and walk through
 - Sanitation in main kitchen and classrooms
 - Children’s Health Records, Children’s Enrollment Records, Employee Training Files, Employee Background Checks, and Safety Drill Records examined
- 2 Injury Self Reports (accidents that required medical attention, no deficiencies noted in state licensing follow up)

Karen Holt



SFEI Annual Report: Director



State of the School May 2025April 2026

–The Stars of SFEI Early Childhood Professional Caregivers, Teachers, and Support Staff

- 35 full time, 11 part time

- 2 staff 25 + years

- 5 staff 10 19 years

- 11 staff 59 years

- 21 staff 24 years

- 7 staff 0-1 years

- All staff is current on state child care requirements:

- Annual Pediatric CPR/First Aid

- Annual 24 hours continuing education training topics: supervision, guidance and discipline, allergies, SIDS, emergency procedures, Infection Control

–Childcare Consultant Ann McKittrick

- Joined SFEI as an additional resource for SFEI Staff HR and Training

- Also speaking with parents at Board meetings on a variety of parenting topics

- Texas Childcare Training Blog([Link](#))

Karen Holt



SFEI Annual Report: Director



School Year Enrichment

- Curriculum: Frog Street InfantsPreK is designed to support children's development across physical, social and emotional, cognitive, and language domains, with a strong emphasis on research-based practices and brain development ([Link to Frog street Curriculum](#))
- Curriculum connection newsletters encourage family involvement and provides resources to help parents support their child's learning at home.
- Sign Language, Music and Movement, and Spanish language taught and practiced in the classrooms.
- Fall Festival Learning Activities and Games
- Go Texan Day Learning Activities and Games
- St Jude's TrikeA- Thon
- Family engagement events including Family Picnic, Thanksgiving Pie Party, Spring Party and Egg Hunt, Mystery Readers, Muffins in the Morning, and Donuts with Grownups



SFEI Annual Report: Director



Summer Enrichment 2026

- Theme based curriculum with weekly Fun with Food snack, Music and Movement activity, and Science activity
- Splash Pad and Water Play
- Luau Party
- Magic Show
- Armand Bayou Nature outreach
- Moody Gardens outreach
- Petting Zoo
- Mad Science
- Rooms 8-9: Summer Kindergarten Readiness: Academic and Group Social Skills aligned with Kindergarten programs, keeping them fresh through the summer.

SFEI Annual Report: Director



Extracurricular Enrichment Activities (additional fee) 2025 2026

- 3's + Sports & Play
- 3's + Dance Tree
- 2's + Tumble Bus
- Pre-K Educational Field Trips

JSC Longhorn Project, Main Street Theater, Lone Star Flight Museum, Galveston Children's Museum, Froberg's Farm, Pearland Nature Center, Houston Zoo Attwater Prairie Chicken Habitat

Parents Night Out (additional fee)

- 1x month, dinner, snack, activities included
- 5:30pm- 10:30pm



SFEI Annual Report: Treasurer

SFEI 20252026 Budget v Actual

	Actual May 25-April 26	Budget May 25-April 26	Difference
Total Income	\$ 1,892,723	\$ 1,909,288	\$ (16,565)
Total Expenses	\$ (1,962,275)	\$ (1,930,371)	\$ 31,904
Net Income (Loss)	\$ (69,552)	\$ (21,083)	\$ (48,468)

- **Budgeted to use \$23,144 Child Care Relief Fund grant**
 - **Needed \$69,552**
 - **Higher expense for Insurance, Food, Taxes, Bus**
 - **Lower income in PreK class**
- **Insurance is trending slightly less but continues to be high**
- **Net Income Loss covered by CCRF grant**
 - **Budget is getting closer to break-even point**
 - **Revised contingency savings plan for future operational and furlough needs**



SFEI Annual Report: Treasurer

2026-2027 Budget Focus Items

- Staff cost of living wage increase
- Re-shop liability insurance costs
- 7.5% Tuition increase
- Budgeted for balanced budget
- Preserving remaining CCRF saved for contingency funds

Planning for our future:



Current Finances & Savings	Prior Year Protected Items 2025-2026	Proposed Protected Items 2026-2027
Advantage Checking \$5,220		
Money Market Savings \$382,821	\$457,000	\$382,821
Furlough Protection	(60,000)	(60,000)
Emergency Fund	(25,000)	(25,000)
Membership Deposits	(25,000)	(25,000)
School Scholarship Fund/Account	(20,000)	(20,000)
Technology Fund	(5,000)	(5,000)
New / Used Bus Provision	(50,000)	(50,000)
+/- any excess/overruns	(10,000)	(10,000)
Playground/Classroom Upgrades	(10,000)	(10,000)
Balance After Protected Items	\$252,000	\$177,821
Funding to cover current 26-27 budget deficit		\$ N/A - will run positive balance

Project Liftoff!: Playground Upgrades



Fundraised total amount for new playground equipment!

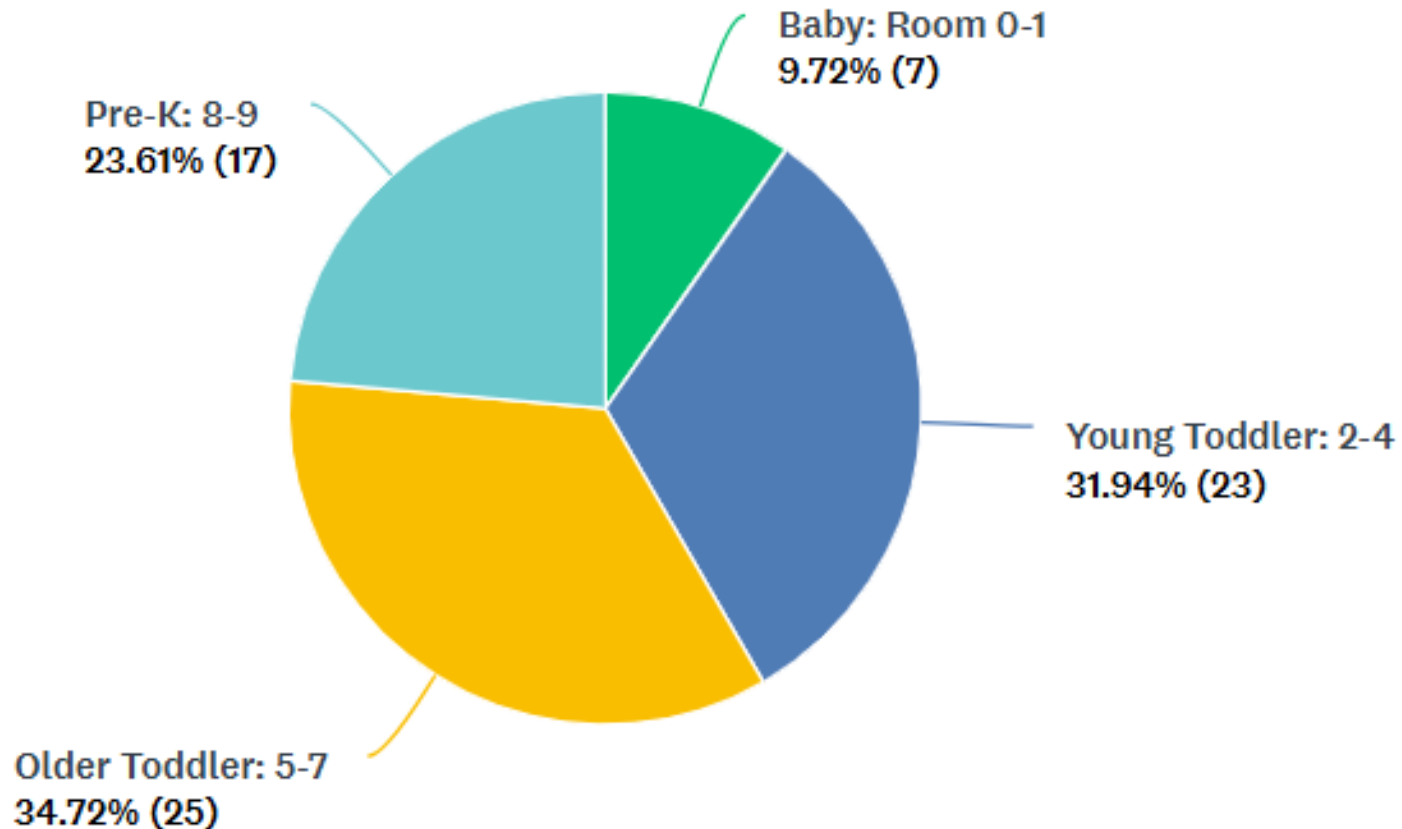


SFE 2025 - 2026 Annual Survey Summary (54 Responses)



Question 1

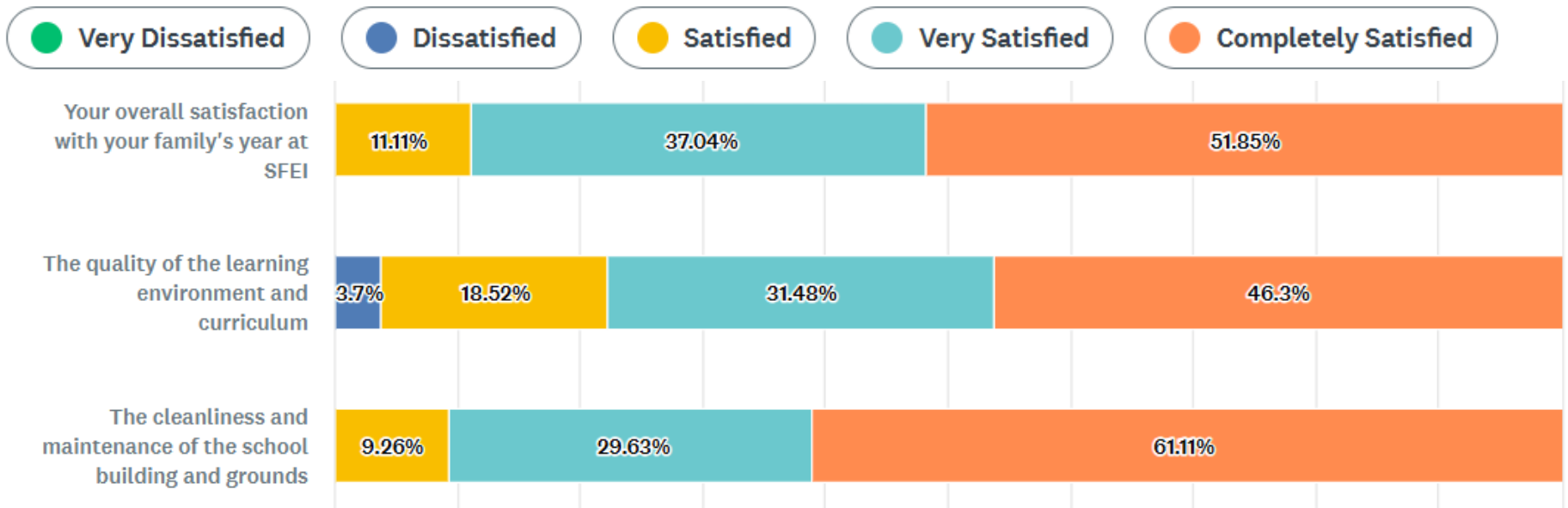
What general room is your child(ren) enrolled in?





Question 2

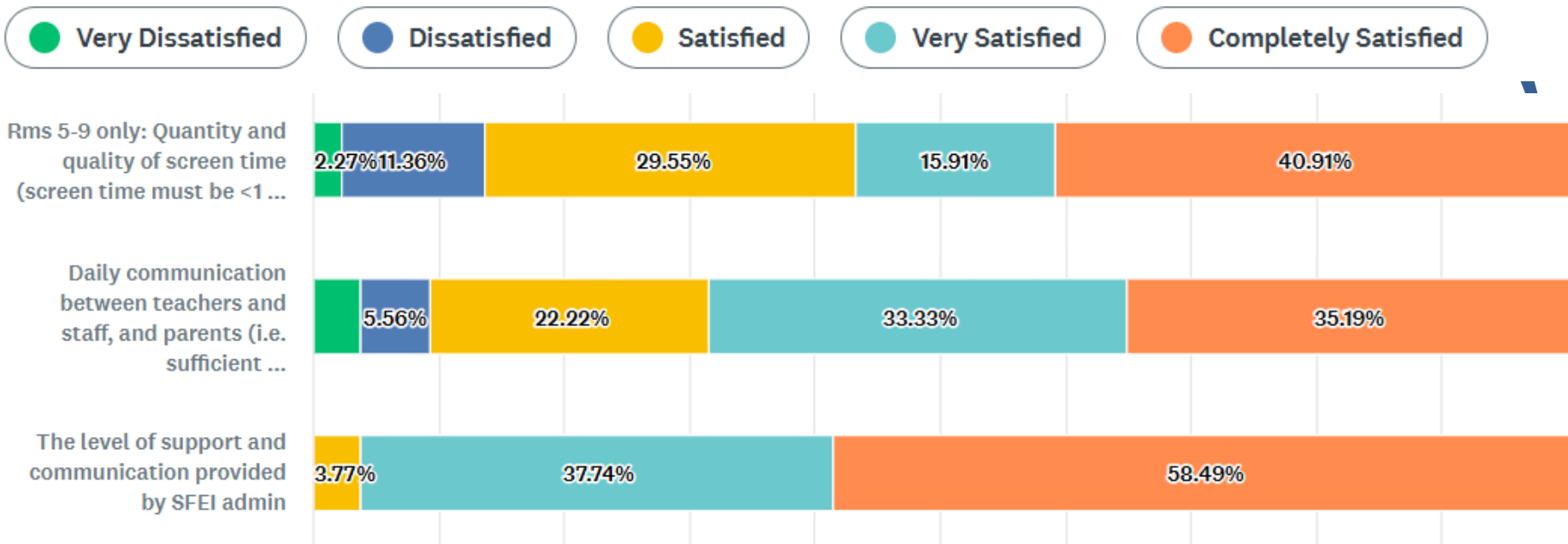
For 2025-2026, please rate:





Question 2 cont.

For 2025-2026, please rate:





Question 3

Please rank the following in order of importance for your family.

1. Safety
2. Curriculum/ Learning Environment
3. Social Emotional Learning
4. Teacher Qualifications/ Education/ Continuing Education
5. School Cleanliness
6. Healthy Food Options
7. Teacher Communication to Parents
8. Teacher Retention
9. Physical Activities
10. Low Cost
11. Staff/ Director Communication to Parents
12. Extracurricular Activities (i.e., Dance Tree, Sports and Play)



Question 4

Is there anything SFEI is falling short on based on this prioritization?

- Curriculum
 - More consistent updates with better communication about what kids are learning day to day
- Screen time
 - Desire for it to be reduced
- Communication Gaps
 - More consistent updates for older rooms
 - Improve illness reporting
- Food and Nutrition
 - Healthier, less processed options with more variety
- Outside time and physical play
 - More outdoor time



Question 5

What are your top reasons for enrolling your child(ren) at SFEI?

- Convenience & Proximity to Work (Most Frequent Theme)
- Safety & Security
- High-Quality Teachers & Caring Staff
- Strong Learning Environment & Curriculum
- Community Feel & Parent Network
- Cost / Affordability Relative to Quality
- On-Site Enrichment & Special Activities
- Infant/Toddler Care & Trust in Early Childhood Program



Question 6

Do you have any suggestions for improving our program to meet your family's or your child's needs?

- **Curriculum:** Parents want more consistent, structured learning and clearer curriculum communication.
- **Screen Time:** Families request reduced screen time and assurance that content is educational and limited.
- **Communication:** Parents want more frequent, consistent updates on daily activities, behavior, meals, and learning.
- **Food/Nutrition:** Requests for healthier, fresher food options and better visibility of what kids actually eat.
- **Outdoor/Physical Activity:** Desire for more outdoor time and more active alternatives to screen time.
- **Parent Involvement:** Parents want more volunteer opportunities and better notice for events.
- **Staffing/Teacher Support:** Some concerns about teacher burnout and desire for more floaters/subs.
- **Apps/Cameras:** Requests for improved PB&J stability, better camera quality, and more consistent Brightwheel usage.
- **Health/Safety:** A few parents want better illness reporting and actions to reduce the spread of sickness.



Question 7

What center activities and/or parent opportunities have been the most meaningful to you? (e.g. volunteering, special events)

- Special Events and holiday celebrations
- Volunteering opportunities such as mystery reader and SFEI work days
- Enrichment programs such as Tumble Bus, Dance Tree and Sports-n-Play
- JSC-unique experiences such as astronaut visits
- Summer splash pad



Question 8

Do you have any suggestions for future PreK 3's and 4's field trips? Travel time should be less than an hour from SFEI.

- Armand Bayou Nature Center (most mentions)
- Crocodile Encounter
- Moody Gardens
- Houston Zoo
- Maas Plant Nursery
- Seabrook Nature Center
- Froberg's Farm
- Houston Botanic Gardens
- Lone Star Flight Museum
- Natural Science Museum in Sugarland
- The Health Museum
- Futastik labs



Question 9

Do you have any suggestions for future "In House" field trips/ experiences?

- Yoga
- Gardening
- Paper Rockets with compressed air or bottle rockets
- JSC facility tours (B9, MCC, rocket park, NBL)
- Camping simulation (scavenger hunt and picnic)
- Magic show
- Bubble parties
- High school robotics demonstration
- Musical instrument "petting zoo"
- Touch- a- truck
- Pony rides/ Petting zoo
- First responder visits



Question 10

Would you like to recognize any staff members for their service above and beyond?

- Administrators / Front Office
 - Spring
 - Karen
 - Teresa G.
 - Teresa H.
 - Aarian



Question 10 cont.

- All Classrooms were recognized! (e.g., Room X teachers)
- Teachers & Classroom Staff specifically called out:
 - Amy
 - Anna
 - Aubrey
 - Carla
 - Deena
 - Elizabeth
 - Gaby
 - Hanna
 - Isamar
 - Israel
 - Kimmy
 - Libby
 - Melanie
 - Nicole
 - Sarah
 - Sheryl
 - Taylor
 - Tiffany
 - Troy
 - Valerie
 - Wendy
 - Yameiri



Question 11

Do you feel teachers listen to your feedback?

- Most parents said yes, describing teachers as responsive, open to communication, and willing to address concerns, with only a few noting inconsistencies between rooms.



Question 12 Summary

Do you feel that SFEI admins strive to stay connected with your family, listen to your feedback, and resolve issues promptly?

- Yes, very responsive, helpful and quick to address concerns



Question 13

Do you have any feedback about Brightwheel or the Peanut Butter and Jelly TV video app/website? Have they been helpful to your family?

- General feedback is both applications are helpful
- Brightwheel is a helpful communication tool. Some parents commented they wished more information was posted with it.
- Brightwheel curriculum seems to be not always followed.
- PB&J does glitch and the timeout feature can be annoying
- Would be nice to have more camera views with PB&J



Question 14

SFEI strives to maintain a healthy and safe environment for the children. Are there any areas of improvement in our health and safety policies you would like to see the at the school?

- Most parents responded “no”
- Reduce illness spread (if possible) in younger classrooms
- Illness reporting is not always up to date
- Slightly better pest controls - especially after rain storms
- Have all teachers CPR certified



Question 15

Do you have any suggestions for improving the family experience at our center? (center events, communication, volunteer opportunities, family/ teacher partnership, parent education, etc)

- Lunch with kids
- CPR classes for parents
- Better curriculum communication
- Volunteer opportunities for parents to prepare projects or crafts for kids to help teachers
- List start time (along with day) on calendar for parents to have adequate time to request off work
- Focused SFEI board meetings (e.g., reduce parent education during them)
- More parent-teacher conferences



Question 16

How would you like to be involved in the program? (e.g. volunteering, attending events, serving on the BoD or committee, fundraising)

- Volunteering/ work days
- Attending events
- Fundraising
- Attending field trips
- Loved the calendar fundraiser



Question 17

Please provide your feedback or ideas for the special topics at our monthly board meetings led by Education Consultant Ann McKitrick.

- Mixed feedback: some felt they were very helpful and other parents did not
- Interested in future topics for reducing screen time, improving sleep, emotional regulation, picky eating, and navigating strong-willed kids



Question 18

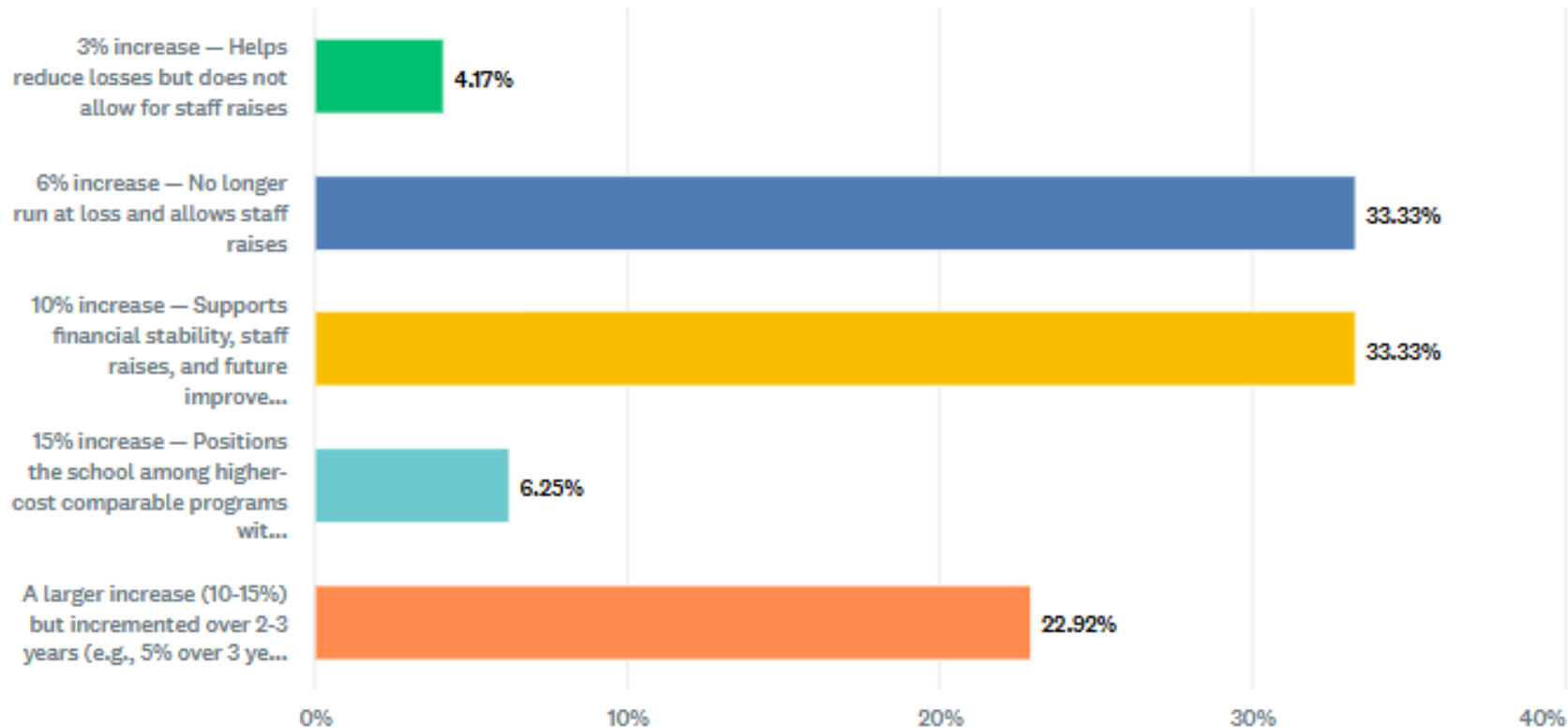
Do you have any suggestions to help board meetings be more engaging and helpful to you and your family?

- Mostly no responses.
- Requested to record meetings and to post reminders in brightwheel app. Post minutes in brightwheel.
- Have meetings earlier in the day (lunch?)
- Bring in EAP for presentations
- Have some meetings offsite (coffee shop or happy hour)
- Allowing membership opportunities for more voting on referendums and board members to specific positions.
- Waitlist points for attending meetings
- Create a SFEI teams channel



Question 19

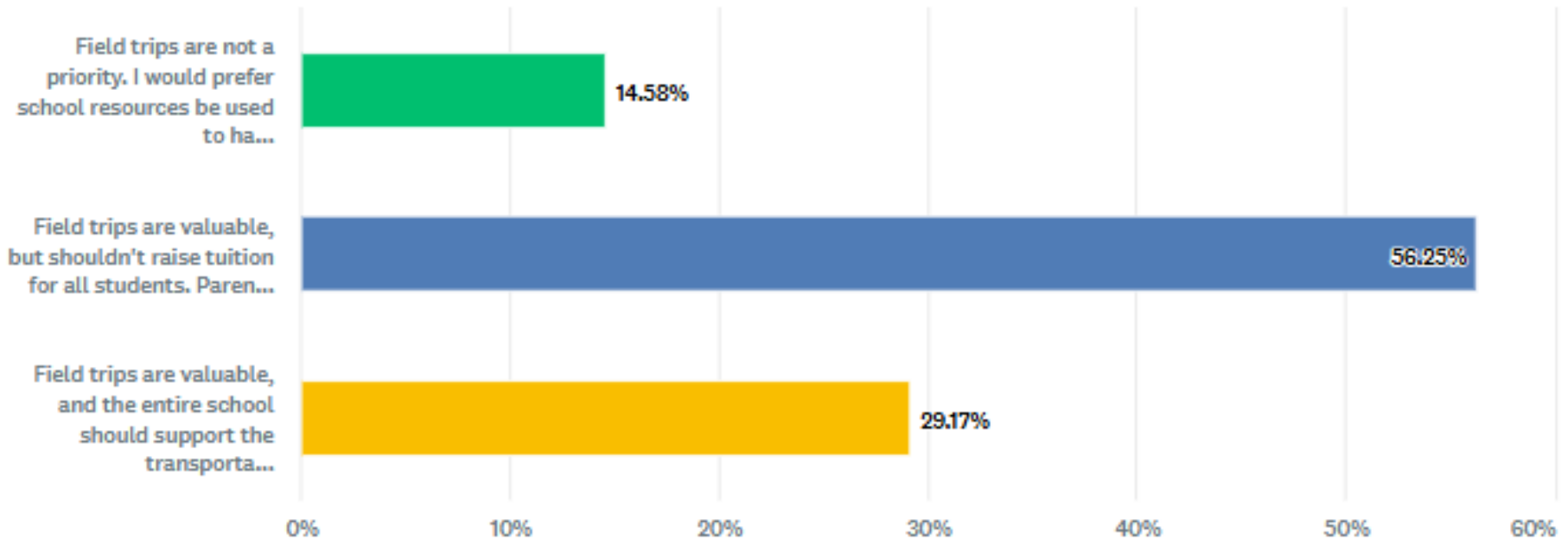
To maintain financial stability, the school is considering several tuition adjustment options. Which option is your preference?





Question 20

About 1% of the school's annual budget is currently spent on field trips transportation for rooms 6-9. The majority of this cost is liability insurance and bus maintenance. Which statement best reflects your opinion about the school offering field trips?





Question 21

Any additional comments, suggestions, or other feedback:

- General feedback that tuition is not lower compared to other daycares, but comparable when you consider federal holidays, hours and other centers having NASA discounts
 - Consider cost saving measures such as avoiding disposable items (cups, plates) and reducing ink/paper for coloring pages
- Expand access to more families with infants
- Consider borrowing JSC vehicles for field trip transportation
- Several big “thank yous” to SFEI for being a wonderful daycare for their children

Thank You for attending and tuning in!

