



Space Family Education, Inc.

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SFEI Board of Directors General Meeting Minutes July 28, 2023

1. Opening Comments:
 - 4/5 Board members present (one on vacation), Director Karen Holt presented Director's Report.
 - Welcome to new SFEI Board Officers:
 - Carly Meginnis – Secretary
 - Rebecca Rapp – Policy & Procedures
 - Thank you to our departing Board members:
 - Erin Coscia – President
 - Thilini Schlesinger – Vice President
 - 2023-2024 Board of Directors:
 - President: Cinnamon Wright
 - Vice President: Monica Sheth
 - Treasurer: Nick Meyer
 - Secretary: Carly Meginnis
 - Policy & Procedures: Rebecca Rapp

2. Director's Report:

Director's Report: Monthly Board of Director's Meeting 7/28/2023

Reporting Month of May-June 2023

Director: Karen Holt

-Health & Safety–May-June 2023

- -Mishaps-
 - Teacher sustained injury to thumb when student bent it backwards. On Workers Comp
- -Illness-
 - Lice-Room 5 (1) HFM Room 1 (4)
- -Licensing Reports-
 - One child sustained fractured leg, one child sustained cut on
- -JSC Reports – JSC Occupational Health Review, no findings of significance

Income:	May	June
Tuition, Supply Fees	117,956	120,866
Fundraisers, Donations, State Grants, Federal Grants, Membership Dues	16,112	15,843
Total Income	134,068	136,709
Expenses:		
Salaries	(94,350)	(103,735)
Employee Benefits	(18,688)	(15,572)
General Operating Exp	(28,108)	(34,199)
CCRF Expense	(0)	(0)
Total Expenses:	(141,146)	(153,506)
Budget Income/Deficit	(183)	(183)
Actual Income/Deficit	(7,078)	(16,797)

-Financial –

- Enrollment for May 128, June 125 (many drop ins)
- May Income under budget due to new rates applying in August.
- May Expenses under budget due to lower payroll
- June Income under budget due to new rates applying in August
- June Expenses over budget due to Teacher EOY Performance bonus paid 6/15/23
- On track in September with 127 enrolled for new year at new rates

-Operations –

- Splash pad timer replaced, other minor repairs and weekly maintenance completed
- New Infant stroller purchased

-Enrollment- Current

- 07/25/23 126 /127
- Fall Openings in PreK 3's and 4's
- 33 new children enrolled for Fall 2023!

-Staff- May/June

- Professional Development: Summer Safety, Supervision, Minimum Standards Updates
- Sandra Layne on medical leave after knee surgery
- Briana Garza on maternity leave
- Hired Troy Cox for Room 1
- Hired Kirstyn Zapata for Room 2
- Hired Miracle Alvarez for Room 9

-Special Events- May/June

- Muffins with Moms
- PreK Graduation at the Gilruth Center
- Donuts with Dads

-Looking Ahead-

- August 4, PNO
- August 12, Meet the Teacher and Family Picnic
- August 21 First Day of New School Year
- August 17? Crew 7 Launch?

3. Financial Report: (presented by Karen Holt along with Director's Report due to absence of Treasurer, see previous)

4. Action Items:

- Director to evaluate adjusting PB&J camera timing to record during PNO (discussed during previous BOD meeting)

4. Special Topics:

- This week our Childcare Consultant Ann McKitrick will be leading a discussion on Nap and Bedtime Routines. Ann's information is below with links to her websites.

Ann McKitrick, MS
 Early Childhood Specialist & Parenting Coach
[Texas Child Care Training](#)
[Nurtured Noggins](#)
[Parenting in the First 3 Years Podcast](#)

Presentation Notes:

- Sleep is important for everyone, not least of all children.
- Kids often get less sleep in the summer (it's daylight longer in the evening, more exciting things going on, less emphasis on strict schedules)
- Interesting Things about Children's Sleep
 - Sleep Begets Sleep
 - Children not napping (4-5 yrs old) natural bed time = 7-7:30 pm
 - Sleep cues: yawning/rubbing eyes, sucking thumb, zoning out, whining, fussiness
 - Put kids to sleep drowsy but still awake - when they wake up in the middle of the night, they will need the skills to self soothe to go back to sleep
 - Sleep crutches: pacifier, nursing, rocking, back rub
 - Lovies are very good. They can aid in children learning skill of self-soothing to fall back asleep in the middle of the night.
 - Intermittent Reinforcement = sending mixed signals (having different expectations for how child will go to sleep at different times)
 - Consistency is extremely important when it comes to going to sleep habits
- Cry It Out not suggested any longer
- Bedtime routines
 - Extremely important to help kids transition to bedtime/sleep

- Bedtime routines are also extremely important to help with some consistency when someone other than parents are putting kids to bed (grandparents, babysitter, etc.)
 - A good idea to avoid conflicts before bedtime
- Kids will try to delay bedtime, to push limits
 - We need to be calm but firm, redirecting them back to the routine
- If kid is having trouble falling asleep, you might want to find some techniques that work for your child
 - Ex: playing calm relaxing music, yoga, deep breathing
- No screens at night is a good rule or a time limit, since screens before sleep do not promote positive sleep habits
- Do not discuss rules at bedtime. Discuss rules during the day.
- Bedtime stall tactics
 - "I need to go potty"
 - Limit fluids a couple of hours before bedtime
 - Let them go potty, by themselves is possible
 - Put a training potty in their bedroom
 - "I'm thirsty"
 - Put a spill-proof water bottle on the night stand with a little bit of water in it. Let them know the expectation is that one that water's gone, that's it for the night.
 - "I'm hungry"
 - Could offer a bedtime snack as part of the bedtime routine (ex: bowl of cereal)
 - "I forgot to tell you..."
 - Could put some blank paper & a pencil or crayon in the room
 - Discuss with child how they can remember or save what they want to tell you in the morning because
 - "I heard something..."
 - White noise
 - "Is it morning?"
 - "Ok to wake" alarm/light
 - Bedtime pass
 - Need to clearly convey expectations (only ONE use of pass) & be consistent
 - "I'm scared"
 - Message needs to be: I'm here and you're safe
 - Important to validate their fears
 - Ease their concern, but don't let it prolong bedtime
 - Try some creative things: "monster spray", a flashlight, super hero action figures to protect them, etc.
- Kids 4+ will stop napping at some point
 - They still need some quiet down time
- It is not recommended to attempt to teach babies to self-soothe from 0-6 months
 - But starting at 6 months, it's a good idea to start teaching them to self-soothe
- Book recommendation: "The Sleep Lady's Good Night Sleep Tight" (gentle sleep coach)
- Q&A
 - What is a reasonable amount of time to spend on a bedtime routine?
 - A: 20 mins. But whatever works for your family. If you feel like you're being manipulated in any way, you may want to consider cutting back.

SLEEP GOALS		
		
6-12 mos	11 hrs uninterrupted	3.5 hrs/2-3 naps
13-18 mos	11.25 hrs uninterrupted	2-2.5 hrs/2 naps
18-24 mos	11 hours uninterrupted	2 hrs
24-36 mos	10.5 hrs uninterrupted	1.5 hrs
4-5 yrs	11-11.5 uninterrupted	45 min quiet time

5. Action Item Status

- None

6. Public comments, future agenda topic proposals:

- None

7. Proposed 2023/2024 Meeting Dates:

- July 28, 2023
- August 25, 2023
- September 29, 2023
- October 27, 2023
- November 17, 2023
- December 15, 2023
- January 26, 2024
- February 23, 2024
- March 29, 2024
- April 26, 2024
- May 31, 2024
- June 28, 2024
- July 26, 2024
- August 30, 2024

Meeting Attendance:

- Director

Karen Holt

- Board

Cinnamon Wright

Monica Sheth

Carly Meginnis

Rebecca Rapp

- Members

Andrew Burr

Nancy Meilahn Fowler

- Guest Speaker

Ann McKitrick