



# Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058  
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## **SFEI Board of Directors General Meeting Minutes February 25, 2022**

1. Opening Comments:
  - All board members present, Director Karen Holt Present
  - Making progress on getting back to some fun activities for the children.

2. Director's Report:

### **Director's Report: Monthly Board of Director's Meeting 02/25/2022 Reporting Month of January 2022**

Director: Karen Holt

#### ***-Health & Safety-January 2022***

- -Mishaps- none
- -Accidents- none
- -Illness-
  - Room 0, one Covid positive, closed for 7 days
  - Room 1, one Covid positive, closed for 7 days
  - Room 1, three with Pinkeye
  - Room 2, six Covid positive, closed for 10 days
  - Room 3, five with Hand Foot Mouth virus
  - Room 4, two Covid positive, closed 7 days
  - Room 6, one Covid positive, closed for 7 days
  - Room 7, three Covid positive, one Covid+ Flu, closed for 7 days
  - Room 8, three Covid positive, closed for 10 days
- -Licensing Reports- none
- -USDA triennial audit- Inspected kitchen, and observed meals being served, no deficiencies

|   | <b>January</b>   |
|---|------------------|
| <b>Income:</b>  |                  |
| Tuition, Supply Fees  | 103,759          |
| Fundraisers, Donations,<br>State Grants,<br>Membership Dues | 1,513            |
| <b>Total Income</b>   | <b>\$105,272</b> |
| <b>Expenses:</b>  |                  |
| Salaries  | (71,408)         |
| Employee Benefits   | (11,474)         |
| General Operating Exp                                       | (20,648)         |
| <b>Total Expenses:</b>                                      | <b>(103,530)</b> |
| <b>Net Excess/Deficit</b>                                   | <b>\$1,742</b>   |

**-Financial –**

- USDA Audit, 6 findings; 2 Enrollment Paperwork errors, 1 Meal Count error, 1 Meal Production Record error, 1 Training Record error, 1 Written Policy error. Overall excellent audit.

**-Operations –**

- Continuing to operate under JSC COVID guidelines, including all adults wearing masks
- Staff wearing KN95 masks due to high Covid transmission in Houston area
- Continuing to follow JSC Return to Site after illness: 7-10 days post symptoms
- Staff are either vaccinated for COVID-19 or testing weekly for it.
- Purchased HEPA filter air cleaning units for all classrooms and teacher breakroom
- Purchased new cribs for Room 1

**-Enrollment- Current**

- 02/23/2022 120 /137 87.6%
- Started school year with 111 / 137 81%
- Openings in PreK 3's, 4's
- 1 starting Baby 0 April

**-Staff- January 2022**

- Room 0 Teacher Ms Sandra coming back from medical leave February 7!
- New Room 1 Teacher starting 3.1.2022 (Linh Doan from NASA Ames CCC)
- Room 4 Full time Teacher position open, floater Mariea full time in Room 4
- Professional Development: A&M Agrilife: Safe Cleaning for Covid 19

**-Special Events- January 2022**

- Room 6 & 7 Field Trip to Galveston Children's Museum

**-Looking Ahead-**

- Trail Riders and Go Texan Day week of 2/21
- Field Trip to Mainstreet Theater for Pete the Cat, March 30 and April 1
- Dr. Seuss Day 3/2/22 and St. Jude Trike-a-Thon 3/10/22

Parent Question about the staff: Do they not all have CDA's? No they do not, some do. All teachers participate in child development and child safety training. Any teacher that wants to get the CDA, SFEI will sponsor that. The teacher needs to make a teaching portfolio, SFEI pays for that part of the training. For the books and the tests, the teacher pays for that portion- but there is a grant through the state that will pay for that part of it.

### 3. Financial Report:

- Enrollment was 120/137, 87.6%
- Spent money last month on the Room 1 cribs and all the filters for the rooms
- In the near future, more state grants are coming in 3 different phases. ~140K for each phase

### 4. Special Topics:

- Update for the extracurricular activities- waiting to send a survey out to the parents for interest in the activities. Plan is to send out a survey after spring break

### 5. Action Item Status:

- Extracurricular activities survey to be sent out after spring break

### 6. Public comments, future agenda topic proposals:

- Next board meeting may be in person with teams option
  - Will be talking about priorities for improvements to the school and how to spend the grant money the school has received
- No additional comments

### 7. 2022 Meeting Dates:

March 25

April 29

May 20

June 24- Annual meeting (tentative)

July 29

August 26

September 30

October 28

November 18

December 16

Attendees:

Full Name

Coscia, Erin E. (JSC-CK12)[SGT, INC]

Holt, Karen L. (JSC-AH811)[SPACE FAMILY EDUCATION,  
INC.]

Mahan, Dena

Adams, Jacob A. (JSC-JP111)[Straughan Environmental,  
Inc]

Silva-martinez, Jackelynn P. (JSC-SF211)

Kanelakos, Alexandros D. (JSC-CX351)

Schlesinger, Thilini (JSC-OZ311)

Jeremy Hart (Guest)

Gilmore, Keiva M. (JSC-OP111)[BARRIOS TECHNOLOGY  
LTD]