



Space Family Education, Inc.

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SFEI Board of Directors General Meeting Minutes

April 17, 2026

1. Opening Comments:

- 4/5 Board members present, Director Karen Holt presented Director's Report.

2. Director's Report:

- See attached document below.

3. Action Item Status

- Playground equipment update: part of the equipment has been delivered
 - Chinning bars are last item that will be delivered next week
 - May 16 or 17 for tentative work day
- Volunteers needed! Please contact sfei.board@gmail.com.
 - We will also start a new effort for the next fundraiser: splashpad! Thank you to Kirstyn Zapata for creating a flyer for fundraising.

4. Public Comments, Future Agenda Topic Proposals

- Elections are coming soon. 2 spots will be open for this year. Look for an email to have nominees submit a proposal.

5. Remaining 2025/2026 Meeting Dates (4:00-5:00 pm unless otherwise noted):

- May 15
- June 12 (Note: June 19 is a holiday)
- July 17

Meeting Attendance:

- Director
Karen Holt
- Board
Kristine Davis
Zach Florida
Kirstyn Johnson
Carly Meginnis
- Members
Barbara Rohde

Khadijah Shariff
Joseph Noto
Barbara Rohde
Zu Qun Li

Link to the recording:

https://drive.google.com/file/d/1ntwwyKowVP5woeZHUEdF_JwktwtttDR4/view?usp=sharing

Director's Report: Monthly Board of Director's Meeting 4/17/2026
Reporting Month of March 2026

Director: Karen Holt

-Health & Safety- March 2026

- -Mishaps- teacher knee injured, lost 3 days, returned on light duty
- -Illness- Hand Foot Mouth virus, room 1
- -Licensing Reports- We self-reported a child injury requiring medical attention. The 5 year old child jumped off the large structure arch wall and hit his forearm on the plastic foothold on the way down, resulting on a buckle fracture. The child returned the next day with a cast on for 2 weeks. Licensing investigated and no deficiencies were found.
- -JSC Reports – none

| Income: | March |
|--|------------------|
| Tuition | 161,705 |
| Fundraisers, Donations, State Grants, Membership Dues Supply Fees | 3,138 |
| Total Income | 164,843 |
| Expenses: | |
| Salaries | (109,142) |
| Employee Benefits | (15,462) |
| General Operating Exp | (39,098) |
| Total Expenses: | (163,702) |
| Budget Income/Deficit | (1,757) |
| Actual Income/Deficit | \$1,141 |
| Money Market Protected Funds | \$382,569 |

-Financial –

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Savings due to increased enrollment and Spring Break Drop Ins
- Enrollment for March 132

Operations –

- Bus in shop for brake repairs, Spring Field Trips pending

-Enrollment- Current

- 4/16/2026 132/133
- All Infant and Toddler Rooms full

- Openings in PreK Rooms 8 (PreK 4/5-year-olds) and 6 (3.5 year olds)

-Staff-

- Ms Wanda Sanchez is retiring, 25 years of service to SFEI families!
- Ms Amanda Wilbur on maternity leave
- Ms Nikki Hiemer moved from full time room 2, to part time substitute
- Hired Ms Aubrey Denofa full time opening teacher Room 2
- Ms Rachel Frisch resigning from Room 4 to attend school
- Hired Ms Teresa Russel for Room 4
- Interviewing for 2 new Substitute Teachers (available 8:30-5:30 at least 3 days a week)

-Special Events-March

- Dr. Seuss Week fun activities and meals
- Spring Break fun with many of our Alumni dropping in
- Parent's Night Out
- Trike a Thon! Raised \$2,175 for St Jude Children's Hospital

-Looking Ahead-

April 22
April 22-24

Earth Day- Special activities school wide
Spring Pictures – Sibling and Individual

| | |
|------------------|--|
| May 18-22 | Teacher Appreciation Week |
| May 08 | Muffins in the Morning |
| May 08 | Parents Night Out 5:30-10:30 |
| May 14 | Pre-K Graduation at the Gilruth Center- 6:00 pm |
| May 25 | Memorial Day – SFEI Closed |
| May 26 | Summer at SFEI begins! |
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| June 12 | Parents Night Out 5:30-10:30 |
| June 18 | Donuts with Grownups |
| June 19 | Juneteenth – SFEI Closed |
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| July 3 | Independence Day (observed) - SFEI Closed |
| July 10 | Parents Night Out 5:30-10:30 |
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| August 1 | Meet the Teacher and Family Picnic |
| August 7 | Last Regular Day for PreK Grads |
| August 10 | First Day of 2026-2027 SFEI School Year (new classrooms!) |