



Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058
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SFEI Board of Directors General Meeting Minutes September 30, 2022

1. Opening Comments:
 - All board members present, Director Karen Holt Present

2. Director's Report:

Director's Report: Monthly Board of Director's Meeting 09/30/2022 Reporting Month of August 2022

Director: Karen Holt

Health & Safety–August 2022

- -Mishaps-
 - Teacher had low back pain after lifting child, evaluated at clinic, rested and returned after weekend
- -Illness-
 - Room 2, one with Covid
 - Rooms 4 & 7 Hand Foot Mouth virus
- -Licensing Reports- none

Income:	August
Tuition, Supply Fees	98,225
Fundraisers, Donations, State Grants, Membership Dues	1,909
Total Income	100,134
Expenses:	
Salaries	(79,557)
Employee Benefits	(15,179)
General Operating Exp	(22,462)
CCRF Expense	(0)
Total Expenses:	(117,198)
Budget Income/Deficit	(15,151)
Actual Income/Deficit	(17,064)

Financial –

- August tuition down as graduates leave for kindergarten, new students billing reflected in September financials
- Purchased Flammable Liquids Cabinet \$230
- Third Quarter CCRF check deposited

-Operations –

- Following updated JSC Return guidance for Staff and CDC Return guidance for children with flu or Covid like symptoms, 3 days post symptoms with a negative Covid test
- Annual JSC Fire and Safety Inspection; 1 discrepancy; Aerosol cans of disinfectant must be stored in a Flammable Liquids Storage Cabinet; cabinet ordered \$230
- Frog Street curriculum well-liked by teachers and children

-Enrollment- Current

- 09/29/2022 118 /137 86.1%
 - Budget based on %93. Should get bump in January with infants but still looking to fill spots in older classrooms.
- Openings in PreK 3's, 4's

-Staff- August

- Hired Aarian Hendon to train for Kitchen Manager position, Donna Braswell retiring this year, Kacy Wooldridge will be on maternity leave soon.
- Mary Hodges hired as substitute, then full time
- Professional Development: Beginning of Year Checklists and Parent Conferences

-Special Events- August

- Meet the Teacher and Family Picnic was well attended

- Current Students migrated to new classrooms 8/15/22, new students began 8/17/22

-Looking Ahead-

- SFEI closed for Staff Training 10/10/22
 - At SCH this year and have several topics to cover including blood born pathogens.
- Enrichment Classes going well and almost full:
 - Monday Sports and Play
 - Tuesday Tiger's Den
 - Wednesday Dance Tree
- Fall Field Trips: 10/13/2022 Rooms 8 & 9 Dewberry Farm, 10/20/22 Rooms 6 & 7 Rocket Park
- SFEI Fall Festival: 10/28/22
 - Similar to last year. Theresa is working on something new.
 - 0, 1, and 2 activities in classroom.
 - Parents can come this year.
- Costume Parades and Trick or Treating at the Quad! 10/31/22
 - Path will change since sidewalk construction is done and can go through B1 lobby.
 - Littles invited to dress up for indoor daycare parade in the morning and parents can come bring littles for trick or treating.

Action Items:

- Bylaws updated on website

Public comments and requests for future items.

- Thanksgiving lunch:
 - With Ms. Donna leaving and Kacy on maternity leave nervous about scheduling it.

Will discuss next

4. Special Topics:

- No special topics

5. Action Item Status:

- Bylaw Update posted to website

6. Public comments, future agenda topic proposals:

- Thanksgiving lunch:
 - With Ms. Donna leaving and Kacy on maternity leave may be short staffed.
 - Will discuss next meeting: October 28th

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:

Schlesinger, Thilini (JSC-OZ611)

Sheth, Monica {Desai} (JSC-SD2)[KBR Wyle Services, LLC]

Coscia, Erin E. (JSC-CK121)

Meyer, Nicholas B. (JSC-SK211)

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

Kirstyn Johnson (Guest)

WRIGHT, CINNAMON A. (JSC-EG611)

Meginnis, Carly A. (JSC-EC511)