



Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058
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SFEI Board of Directors General Meeting Minutes August 30, 2024

- Opening Comments:

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- 2. Director’s Report:

Director’s Report: Monthly Board of Director’s Meeting 8/30/2024

Reporting Month of July 2024

Director: Karen Holt

-Health & Safety- July 2024

- Mishaps- none

- Illness-

- Flu:
- Strep:
- Covid:

- Licensing Reports- none

- JSC Reports – none

Income:	July
Tuition, Supply Fees	140,245
Fundraisers, Donations, State Grants, Membership Dues	2,274
Total Income	142,519
Expenses:	
Salaries	(109,031)
Employee Benefits	(15,116)

General Operating Exp	(31,541)
Total Expenses:	(155,688)
Budget Income/Deficit	(11,839)
Actual Income/Deficit	(13,168)

-Financial –

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Enrollment for July was 133
- Budgeted tuition increase begins August 13, combined with summer substitute teacher expenses and annual supply expenses and we are over budget. These will net out over the course of the year.
- Fiscal Year 2023 Taxes have been filed and accepted by the IRS
- Received \$500 check from Salata owners for Grand Opening fundraiser.

-Operations –

- Space Act Agreement extended to 9/26/2024. Renewal in process.
- Hurricane Beryl
 - JSC closed 7/8 & 7/9 due to widespread community power outages
 - SFEI remained closed 7/10 to allow building to dry out after water cleanup
 - Playroom and classrooms 4,3 had water on the floors
 - Kitchen drains backed up
 - Tree fell onto fence on playground
 - Lost 21 gallons milk, 5 lbs cheese, 2 lbs butter from walk in coolers

-Enrollment- Current

- 08/30/24 129/133
- Openings in PreK 2's, 3's 4's
- All Infant and Young Toddler Rooms full

-Staff- July

- Spring Aguirre 10 year anniversary!
- Sheryl Williams 5 year anniversary!
- Professional Development: Summer Safety
- Director Karen Holt attended Facility Manager renewal classes

-Special Events-July

- Summer fun curriculum with weekly themes and Splash Pad!
- Animal Week: Petting Zoo visited SFEI
- Oceans Week: Moody Gardens visited SFEI
- Field Trip to The JSC Longhorn Project
- Parent's Night Out

-Looking Ahead-

- September 2 Labor Day – SFEI Closed
- September 13 Parents Night Out 5:30-10:30
- October 1-4 Scholastic Book Fair
- October 11 Parents Night Out 5:30-10:30
- October 14 Federal Holiday SFEI Closed Staff Prof
- Development October 24
- Vision and Hearing Screening October 25
- Fall Festival-Games and Activities School Wide 9a-12p
- October 31 Costume Parades Rm 2-5 @ SFEI Rm 6-9 @ Building-1
- November 8 Parents Night Out 5:30-10:30
- November 11 Veterans Day-SFEI closed
- November 22 Thanksgiving Pie Party Social- 4:00
- November 28 Thanksgiving Day- SFEI closed
- December 3-5 Holiday Pictures- Sibling and Individual w/Holiday Background
- December 13 Parents Night Out 5:30-10:30
- December 20 Holiday Parties & Santa Sighting
- December 24 & 25 Winter Holidays- SFEI closed

3. Financial Report : Discussed along with Director's Report

4. Action Item Status

- Board members are still working on compiling actions from parent survey.

5. Food Committee Updates

- Proposed Date for first committee meeting: Thursday September 12th at 4PM
 - Separate email invite to this meeting will be sent

6. Public Comments, Future Agenda Topic Proposals

- No comments or questions from the membership.
- Preference for earlier meeting time– multiple in agreement this is a better time.

7. Proposed 2024/2025 Meeting Dates:

- September 27
- October 25
- November
- December
- January 31
- February 28
- March 28
- April 25
- May 30
- June 27
- July 25

8. USDA Food Program Vote

The board and membership in attendance unanimously voted to continue to participate in the USDA Food Program.

Meeting Attendance:

- Director

Karen Holt

- Board

Kirstyn Johnson
Hayley Spears
Carly Meginnis
Rebecca Rapp
Zach Florida

- Members

Hector Zapata
Audora Zambrano
Ben Wichmann
Beth Wichmann
Suzana Kane