

Space Family Education, Inc.

2023 General Membership Meeting

June 23, 2023





Board and Administration


Administration:

- Director – Karen Holt
- Assistant Director – Teresa Gill
- Administrative Asst. – Spring Aguirre
- Program Coordinator- Lena Batchelder

Outsourced Consultants:

- Bookkeeper
- CPA
- Childcare Consultant
- Human Resources
- Legal

Board of Directors:

- President – Erin Coscia
 - Vice President – Thilini Schlesinger
 - Treasurer – Nick Meyer
 - Secretary – Cinnamon Wright
 - Policies & Procedures – Monica Sheth
- 



SFEI and COVID-19

Health Practices

- Symptomatic children may return to SFEI after 1 day fever free and symptoms improved. Testing for Covid 19 recommended but not required for return.
- Staff/Children with Covid 19 may return to SFEI after 5 days and symptoms improved
- Classroom closure and quarantine for close contact is not required
- Continued use of HEPA air filter machines in all classrooms
- Continued use of quat based disinfectants to clean classrooms

Status

- Covid Plan moved to part of the SFEI Parent Handbook SOP, updated 6/2023 ([link to SOP](#))
- Continued Brightwheel daily message feed for reporting illness in the building
- SFEI reserves the right to institute other mitigation strategies should there be evidence of a Covid outbreak, high Covid transmission rates in the area, or staffing issues due to Covid.

Karen Holt



SFEI Annual Report: Director




State of the School

– Membership

- 194 Current SFEI Members

– Enrollment

- September 2020 108/137
 - September 2021 122/137
 - September 2022 121/137
 - September 2023 127/137
 - Set Budget at 93% (127) for 2023-2024 fiscal year
 - Immediate Openings in PreK 3's and 4's
 - Waitlist: Older Infants and 2's, Infants with 2024 EED's
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Karen Holt



SFEI Annual Report: Director




State of the School

– NASA Incident Reports

- 6 Mishaps (teachers, 5 first aid, 1 active workers comp)

– NASA Training, Inspections, and Guidelines

- All staff is current on NASA required: Physicals, SATERN Training, and Blood Borne Pathogen training
 - Monthly Fire Drills: Exit time all under 2 minutes
 - Annual Fire Safety Inspection/Evacuation Report- No deficiencies
 - Annual Workplace Health/Sanitation Inspection- No deficiencies
 - Food Establishment Inspection 11/20232-No deficiencies
 - Continued mitigation measures to reduce the potential for a COVID-19 outbreak at SFEI
 - Updated COVID 19 Plan to comply with JSC guidance and CDC
- 


Karen Holt



SFEI Annual Report: Director



State of the School

- **NASA OCHMO Triennial Onsite Review** The OH review process is a means to assure that established requirements, sound principles, and recommended best practices are used to accomplish occupational health requirements, goals and objectives.
 - The onsite review included interviews with personnel, observations of selected areas and processes, and reviews of objective evidence such as documentation and records.
 - Message from our Occupational Health representative, Bob Martel “My heartfelt thanks for everyone’s contributions...you maintained your programs, worked through a pandemic, conducted self-assessments and made continual improvements. More recently, you prepared for this onsite visit by collectively contributing over 600 documents for pre-review and last week, were excellent hosts for our OCHMO assessment team.”
 - Informal Out Brief slides next
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Karen Holt



OCHMO Review Food Safety Findings - Childcare



Commendations	
None	
Recognitions	
<ul style="list-style-type: none">Childcare staff are very well organized and dedicated to maintaining food safety in the Childcare kitchen.	
Opportunities for Improvement	
<ul style="list-style-type: none">The Food Safety Plan – Not adapted to Childcare actual food operations. (stream line)Dish sink - Improper air gaps installedBlue cutting board - shows heavy wearFlooring – the floor has been updated but the tiled floor seams can be a source of contamination	
Other Findings of Significance	
None	
Non-Conformance	
None	



OCHMO Review Occupational Medicine Findings - Childcare



Commendations
None
Recognitions
Parent volunteers save money for the childcare and can get a discount on their tuition
Opportunities for Improvement
None
Other Findings of Significance
Hepatitis B follow up per their Bloodborne Pathogen Plan (NPR 1800.1D; 2.11.2.4.c)
Non-Conformance
None



SFEI Annual Report: Director



State of the School

– Facility Management

- Hired contractor to replace mulch on playground fall zones summer 2022
- Purchased Flammable Liquids Storage Cabinet for aerosol disinfectant
- Reviewed Emergency Action Plan with JSC Security
- SFEI Purchased and JSC installed deadbolt locks for classroom doors
- Above ground splash pad plumbing replaced and reconfigured
- PAE replaced water damaged sheetrock and installed metal sheet on wall under kitchen serving window
- Parent Workday: Mulch topped off, Toddler Sandbox moved under sunshade, Storage Shed repaired, Space Shuttle moved, Classroom Fans cleaned, Classroom Rugs shampooed

– USDA Food Program

- 2022-2023 Claim Average \$2467/month
- All Licensed Childcare Centers must now follow USDA Meal Patterns
- SFEI already in compliance with continued participation

Karen Holt




SFEI Annual Report: Director



State of the School

– Child Care Licensing

- Annual Unannounced Inspection 9/14/2022 **No Deficiencies**
 - General Safety/Compliance walk through of each classroom, observing and interviewing staff re: supervision, child/caregiver ratios, required postings, and activity plans
 - Outdoor safety observation and walk through
 - Sanitation in main kitchen and classrooms
 - Children's Health Records, Children's Enrollment Records, Employee Training Files, Employee Background Checks, and Safety Drill Records examined
 - All staff is current on state childcare requirements:
 - Annual Pediatric CPR/First Aid
 - Annual 24 hours continuing education training topics: supervision, discipline, allergies, SIDS, emergency procedures, Infection Control
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Karen Holt



SFEI Annual Report: Director



State of the School

- **Child Care Licensing cont.**
 - 2 Injury Self Reports (required medical attention)
 - One child returned next day with restriction of keeping laceration dry
 - One child set to return with restriction of keeping weight off fractured leg
 - **Childcare Consultant Ann McKittrick**
 - Joined SFEI as an additional resource for SFEI Staff HR and Training
 - Also speaking with parents at monthly Board meetings on a variety of parenting topics
 - Texas Childcare Training Blog [\(Link\)](#)
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Karen Holt



SFEI Annual Report: Director



Enrichment

- New Curriculum started August 2022, well liked by children, teachers, and parents ([Link to Frog street Curriculum](#))
- Sign Language taught 1x a week, practiced daily
- Music and Movement 1 x a week in classrooms
- Spanish language words in new curriculum
- Fall Festival Activities and Games Classroom Rotations
- Go Texan Day Activities and Games Classroom Rotations
- St Jude's Trike-A-Thon
- Rooms 6-9 Exploring STEM concept class projects and investigations
Rooms 1-5 Exploring STEM concept sensory activities and investigations
- Rooms 8-9: Summer Kindergarten Readiness: Academic and Group Social Skills aligned with Kindergarten programs, keeping them fresh through the summer.


Karen Holt



SFEI Annual Report: Director



Summer Enrichment 2023

- Splash Pad
 - Weekly Fun with Food snack
 - Weekly Music and Movement
 - Weekly Science Activity
 - Magician Lanny Kibbey Performance
 - Dino Rocks! Fossils Show
 - Baytown Wetlands Wagon Wildlife Presentation
 - Petting Zoo
 - Mad Science
 - Field Trips for 6-9 planned, on hold for bus repair
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Karen Holt



SFEI Annual Report: Director



Extracurricular Enrichment Activities (additional fee) 2023-2024

- 3's + Sports & Play
- 3's + Dance Tree
- 2's + Tiger's Den Martial Arts
- Pre-K Educational Field Trips

Main Street Theater, Moody Gardens, Space Center Houston, Downtown Aquarium, Galveston Children's Museum, Houston Museum of Natural Science

Parents Night Out (additional fee)

- Successfully resumed and well attended
- 1x month, dinner, snack, activities included
- 5:30pm-10:30pm

Karen Holt



SFEI Annual Report: Treasurer

SFEI 2022-2023 Actual

	Actual May 2022- April 2023	Budgeted May 2022- April 2023	Difference
Total Income	1,373,782	1,438,286	(64,504.00)
Total Expenses	1,559,639	1,591,840	(32,201.00)
Net Income (Loss)	(95,191)	(68,320)	(26,871.00)

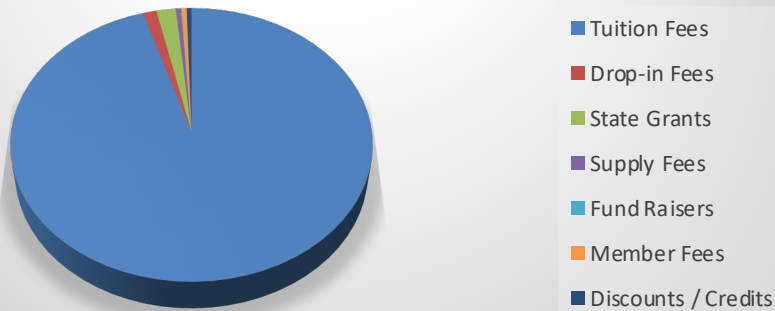
- Budgeted for a \$68,000 loss to use PPP grant
 - Needed \$95,191
- Enrollment up, but lower than pre-pandemic
 - Reached pre-pandemic levels around late spring
- Net Income Loss covered by PPP grant
 - But will need to raise tuition to match current expenses before CCRF runs out

SFEI 2022-2023 Actual



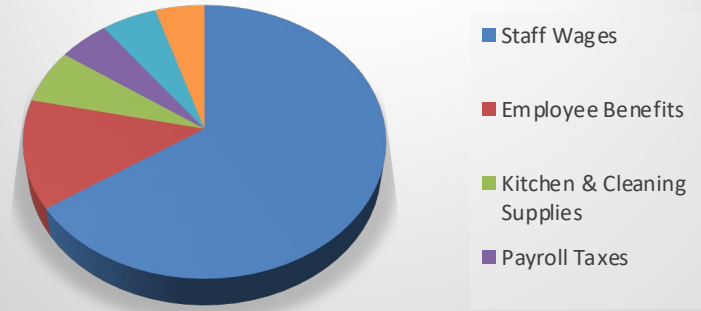
Income vs Expenses Report

Income (\$) Amount



Category	Income (\$) Amount	%
Tuition Fees	\$1,321,051	103.84%
Drop-in Fees	\$18,240	1.33%
State Grants	\$26,359	1.92%
Supply Fees	\$6,806	0.50%
Fund Raisers	\$921	0.07%
Member Fees	\$6,933	0.50%
Discounts / Credits	\$6,529	0.48%
Total Income	\$1,373,782	100%

Expense (\$) Amount




Category	Expense (\$) Amount	%
Staff Wages	\$1,014,281	65%
Employee Benefits	\$199,037	13%
Kitchen & Cleaning Supplies	\$98,151	6%
Payroll Taxes	\$77,059	5%
Classroom / PPE / Playground/Office	\$83,824	5%
Accounting/Legal/Consultant/Liability	\$74,335.77	5%
Total Operating Expenses	\$1,559,639	100%



SFEI Annual Report: Treasurer

2023-2024 Budget Focus Items

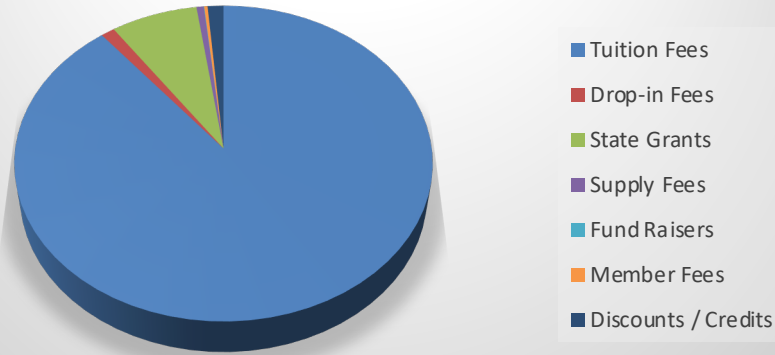
- Expecting continued cost increases for Food, Business Insurance, Health Insurance, Classroom Supplies
 - Staff wage increase to meet federal contractor min wage by 2024
 - Removing the Vacation Week tuition credit for members
 - Tuition increase of 10% beginning August 21, 2023
 - Budgeted for net income loss
 - Federal Child Care Relief Funds will offset 23-24 net income losses
 - Remaining CCRF will be saved to offset future budget losses
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SFEI Proposed Budget 2023-2024

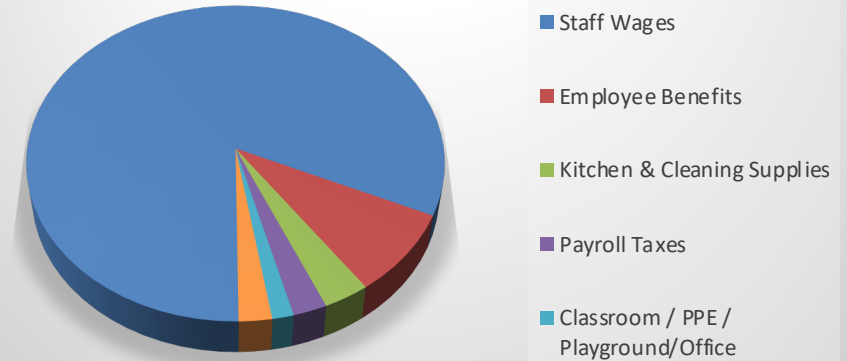


Income vs Expenses Report

Income (\$) Amount



Expense (\$) Amount



Category	Income (\$) Amount	%
Tuition Fees	\$1,391,194	91.65%
Drop-in Fees	\$18,240	1.20%
State Grants	\$114,834	7.56%
Supply Fees	\$9,525	0.63%
Fund Raisers	\$597	0.04%
Member Fees	\$4,500	0.30%
Discounts / Credits	\$ (20,884.00)	-1.38%
Total Income	\$1,518,006	100%

Category	Expense (\$) Amount	%
Staff Wages	\$1,093,347	63.27%
Employee Benefits	\$290,510	16.81%
Kitchen & Cleaning Supplies	\$113,169	6.55%
Payroll Taxes	\$83,063	4.81%
Classroom / PPE / Playground/Office	\$52,451	3.04%
Accounting/Legal/Consultant/Liability	\$80,793	4.68%
Total Operating Expenses	\$1,728,160	100%



Planning for our future:



	Prior Year Protected Items 2021-2022	Proposed Protected Items 2022-2023
Money Market \$706,617 Advantage Checking \$125,000		\$706,617
Furlough Protection	(60,000)	(60,000)
Emergency Fund	(200,000)	(25,000)
Membership Deposits	(25,000)	(25,000)
School Scholarship Fund/Account	(20,000)	(20,000)
Technology Fund	(20,000)	(5,000)
New / Used Bus Provision	(50,000)	(50,000)
+/- any excess/overruns	(10,000)	(10,000)
Balance After Protected Items		\$511,617
Funding to cover 2023-2024 budget deficit		(153,201)
Funding to offset future deficit		(343,416)
Classroom Updates		(10,000)
Playground Upgrades		(5,000)
Balance		0

**\$195,000
Protected
Funds**



2022 Parent Survey Action Plan Results

- Q1: Room for Improvement in Communication: Consistent use of Brightwheel for daily illness reports, general communication, and Closure Alerts (Covid, Weather)
- Q1: Room for Improvement in Ability to Call/Stop By: Options for in person, Teams, and phone calls for Parent Teacher Conferences. Admin available to step in or meet for impromptu conference needs. Brightwheel Parent to Admin only feature for private communication, as well as private email and telephone lines.
- Q2: Number one in importance to parents is Safety: Reviewed classroom and playground safety procedures, updated Emergency Action Plans, practiced safety plans
- Q2: Number two in importance to parents is Education: New curriculum includes academic lessons that are challenging yet easily adapted for learners at different stages of development.



2022 Parent Survey Action Plan Results

- Q3: Best qualities of SFEI: Staff: Our teachers and support staff are Early Childhood Professionals with a passion for working with young children, a desire to do something meaningful, a high level of energy, and a joyful and positive attitude.
- Q3: Best qualities of SFEI: Activities: Continued focus on child-centered activities within traditional preschool themes. Adding new activities for younger children to participate in fun days as well.
- Q3: Best qualities of SFEI: Parent Participation: With the end of Covid restrictions, we have returned to inviting parents and family to social gatherings and events.
- Q4: Room for changes: Communicating lesson plans, daily activities, academic progress: Streamlined Lesson Planning for teachers and all are posted in Brightwheel Learning tab, as well as at classroom doors. Encouraged teachers to use Brightwheel to post pictures and communicate with parents about activities as time allows.



2022 Parent Survey Action Plan Results

- Q4: Room for change: Less Screen Time: One hour or less of screen time per day in preschool classrooms. Teachers using simple chart to note time used. Admin monitoring.
- Q4: Room for change: Teacher Retention: Made significant progress toward paying teachers a living wage. Continued PPO Health Insurance and PTO benefits. Added additional days of PTO for anniversary dates at 5, 10, 15, 20 years of service.
- Q4: Room for change: Behavior expectations: Learning to self-regulate is an important part of the preschool years. The new curriculum includes daily social emotional practice and learning goals with simple rules: Be safe, Be kind.
- Q4: Room for change: Improve Nutrition, reduce sugar: Continuing to serve meals following the USDA Meal Patterns which include milk, fruits and/or vegetables, whole grains, and meat/meat alternatives. Cereals have less than 6 g sugar per ounce as required by USDA standards. Meal Pattern Brochure: [USDA Meal Patterns](#)



2022 Parent Survey Action Plan Results

- Q5: Curriculum Expectations: Connecting parents with classroom activities through Weekly Curriculum Connection notes and printable Parents as Partners handouts sent in Brightwheel
- Q6: Staff Shout Outs! Staff received Space Bucks Rewards that can be redeemed for snacks, gift cards, or PTO
- Q7: Lessons for the future: Remember that not all parents are familiar with or receiving updates regarding JSC policy and guidance.
- Q7: Lessons for the future: Communication is key. Be sure parents know that our central form of communication will be through Brightwheel.




SFEI Annual Report: Director



Looking Ahead!

- Summer Activity Calendar [\(Link\)](#)
 - Dino Rocks!, Wetland Wagon, Petting Zoo, Mad Science
 - July 14 Parents Night Out 5:30-10:30

 - New School Year Calendar [\(Link\)](#)
 - August 4 Parents Night Out 5:30-10:30
 - August 12 Meet the Teacher 10:00am- 11:00am
 - August 12 Family Picnic 11:00am – 1:00pm
 - August 21 First Day of 2023-2024 School Year
- 

Karen Holt

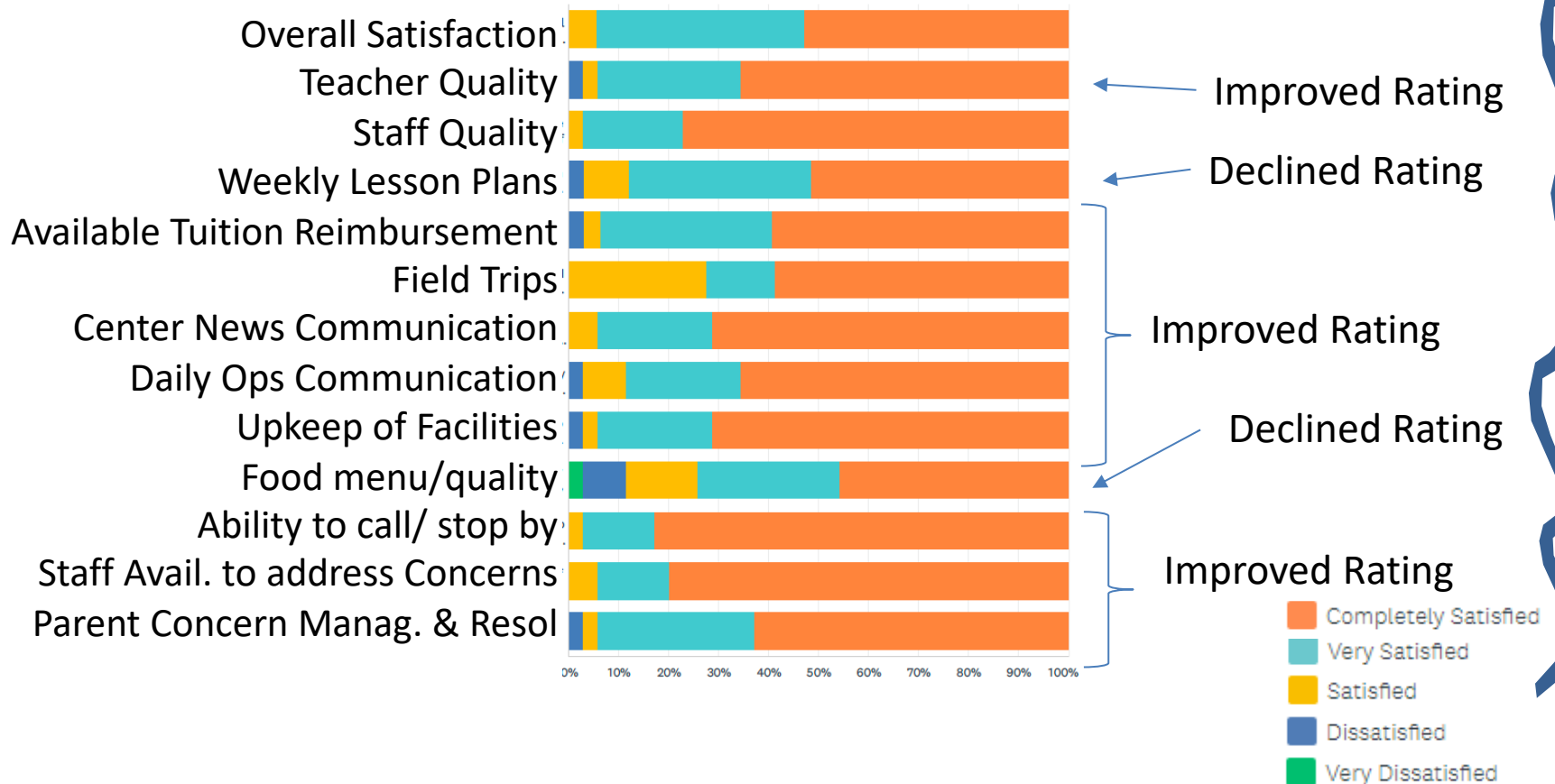
SFEI 2022-2023 Annual Survey Summary (36 Responses)





Question 1 of Survey

- Looking back at the 2022-2023 year please rate Space Family Education Inc on the following (if you are dissatisfied on any items please be sure to comment so we can address any specific concerns):

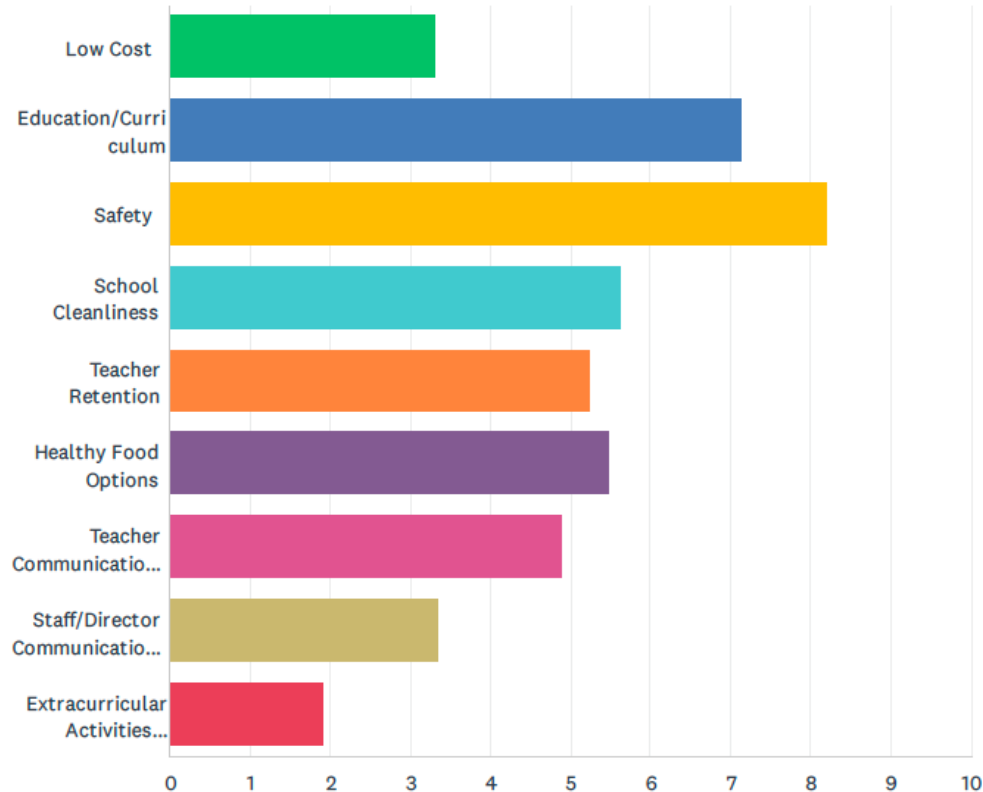




Question 2 of Survey

Please rank the following in order of importance for your family.

Answered: 35 Skipped: 1





Question 3 of Survey

What is SFEI doing well/ should keep doing/ is a selling point of our school?

SFEI Parents night parents communication curriculum excellent good
environment teachers love great daycare child safe
staff field trips teachers staff also activities kids school



Question 4 of Survey


If you could change 1 thing about SFEI, what would it be?

- More communication
 - **More information from the lesson plans/curriculum**
 - More information on daily activities
 - More feedback on child's learning progress, parent/teacher conferences
 - Making sure to relay positive feedback
 - More feedback on how much they're eating
 - Illness reporting
- Less screen time
- Longer hours
- Improved nutrition
 - Reducing sugary/salty items
 - More variety
 - Fresh veggies at snack times
 - Healthy option for kids
 - More fresh fruit
- Costs/logistics
 - Stay open later
- Offer private kindergarten
- Certain things moved to electronic (Ex. PNO signups, picture day payment, vacation week sign up)
- Civil Servant preference on wish list
- Increase headcount
- Playground grass
- Extracurricular
 - More field trips
 - More activities for the younger rooms
 - More outdoor activities during nice weather
- Naptime
 - Options for children that don't nap
- Curriculum
 - More attention to curriculum in certain rooms
 - Consistency across classroom
- Teacher Retention
 - Pay and benefits to increase
 - Wish lists so teachers don't have to buy things for rooms



Question 5 of Survey

How are you liking the new Frogstreet curriculum? Do you like the frequency and content of communication regarding the curriculum from the teacher/staff?

- Generally good feedback about the curriculum
 - Improve lesson plan communication consistency over time and across classrooms
 - Utilize Brightwheel more to communicate lesson plans, curriculum information
 - Provide printed handout as well
 - Provide more information for parents to reinforce what the children are learning at home
 - What parents are looking for:
 - Prepare children for kindergarten (math, reading)
 - Smooth transitions between age groups
 - Consistency across classrooms
- 




Question 6 of Survey

Teacher Shout outs!

Karen H., Ms. Taylor, Ms. Sheryl, Ms. Janelle, Ms. Sandra, Ms. Wanda, Ms. Elizabeth, Ms. Dedra, Ms. Mary, Ms. Isamore, Ms. Isairael, Ms. Melanie, Ms. De, Ms. Vicki, Ms. Yameiri, Ms. Shannon, Teresa G., Ms. Jana, Teresa H. , Ms. Jody, Ms. Kelly, Ms. Paige, Ms. Sara, Ms. Linh, Ms. Miracle, Ms. Kimberly, Ms. Aarian, Ms. Angel


... Any several comments thanking ALL the teachers and staff for their continued dedication to the children during another difficult pandemic year!





Question 7 of Survey

Has Brightwheel been an effective means of communication between you and the school?
Are there aspects of Brightwheel you like or don't like?

- Lots of positive feedback
 - Add daily meal information
 - Daily illness reports are very important and helpful
 - Some don't always get reported
 - Addition of search feature
 - Newsletter format should be downloadable
 - Prefer messaging format rather than notes for teacher communication
 - Parents love getting pictures
 - Would be nice if it linked with FSA accounts
 - Some inconsistency with how much different teachers use it for communication
 - Could the room emails and phone numbers be listed somewhere in Brightwheel for reference?
 - PB&J challenging/laggy/choppy
 - Would like more info who is communicating/who parents are sending messages to
- 



Question 8 of Survey

SFEI strives to maintain a healthy and safe environment for the children. Are there any areas of improvement in our health and safety policies you would like to see the at the school?

- Better Mosquito remediation
- Cone off driveway at the end of the day
- More accurate illness reporting
- Fresher food options
- Air purification (HEPA filters for rooms)
- Camera quality



Question 9 of Survey

The board is planning on allotting time during monthly board meetings to allow for parent education discussion led by our new Education Consultant. Are there any topics that you are interested in covering?

- Nap/bedtime struggles
- How to handle picky eaters
- Addressing problem behavior
 - Ex: Whining, fits, frustrating toddler "communication."
- Discipline
- Dealing with strong wills
- Communication Methods
- Emotional Intelligence/How to handle feelings (parents and children)
- Managing boundary pushing/testing
- Introduction to foreign languages
- How to modify curriculum to meet needs of all kids in classrooms.
- Different or latest teaching methods, discipline/redirecting methods practiced at SFEI (so parents are on same page.)
- Tips and encouragement for working parents



Question 10 of Survey

The Board appreciates you taking the time to respond to these surveys so we can make SFEI the best place for your child(ren). We are always striving for improvement so if you have any additional comments, suggestions, or other feedback, please let us know.

- Screentime
- Graduation Planning
- We're always open to your feedback. Continue to reach out at any time!

2023/2024 Board of Director New Members

Carly Meginnis
Rebecca Rapp

Congratulations!





Carly Meginnis

Hi! I'm Carly Meginnis, a very grateful parent to Nolan (age 4, Rm 7) and Ellie (age 1, Rm 1), and a hardware development engineer for advanced space suit life support systems. My husband, Ian, and I have been part of the SFEI family since our son joined Rm 1 in 2019. My top priority and greatest love is my family. I strongly believe in serving one's community and I would be privileged to contribute in this capacity to the organization that is caring for our children. Over the years, I have witnessed the very capable and effective members of the Board of Directors and I would like to carry on this legacy.

Professionally, I have spent 15 years becoming a technical discipline expert while leading institutional and project teams to develop new space suit systems and technologies. I have successfully managed a team in excess of 150 people and \$50M annual budget to build and test the first new space suit life support system in 40+ years. Through this experience, I have learned to synthesize input from a large team with varied perspectives, and to develop and execute plans to maximize accomplishments within a finite budget. I continually strive for effective communication and conscientious listening.

One of my favorite things about SFEI is the level of involvement available to parents. I regularly attend SFEI activities, parties, field trips, and monthly Board meetings. I have served as Room Captain for my children's classrooms three times over the past four years. In both my professional and parental roles, I've found the following aptitudes to be crucial: a strong commitment to continual learning; the ability to interpret data and make data-driven decisions; a robust work ethic; and dedication to doing my best every day. If elected to serve on the Board, I would work diligently to support the Director, staff, teachers, and parents in enabling SFEI to continue to be the best school possible for our children



Carly, Ian (in the suit), & Nolan Meginnis



Rebecca Rapp

Rebecca Rapp works for Leidos and has been in the Flight Operations Directorate at JSC since 2016. She is mom to two kids currently at SFEI in rooms 3 and 8. Rebecca recently worked with the JSC Parenting ERG to create a new Teams channel, JSC Families Outdoors, where families can organize meetups to get active outside with their kids. Rebecca and her husband Jason have and are continuing to coordinate and plan trips with the JSC Families Outdoors group. Rebecca is interested in working with the SFEI director and board to evaluate options for expanding childcare center enrollment to serve more families on the waitlist, while maintaining the exceptional level of care at SFEI.

