



# Space Family Education, Inc.

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## **SFEI Board of Directors General Meeting Minutes July 26, 2024**

- Opening Comments:
  - 5/5 Board members present (2 virtually), Director Karen Holt presented Director's Report.
  - Board Member Positions:
    - Zach Florida - Treasurer (Nick was treasurer previously)
    - Kirstyn Johnson – Policies and Procedures
    - Hayley Spears – Secretary
    - Rebecca Rapp – President (returning Board member, new position)
    - Carly Meginnis – Vice President (returning Board member, new position)

### 2. Director's Report:

#### **Director's Report: Monthly Board of Director's Meeting 7/26/2024 Reporting Month of May-June 2024**

Director: Karen Holt

#### **-Health & Safety- May-June 2024**

- -Mishaps- none
- -Illness-
  - Flu:
  - Strep:
  - Covid:
- -Licensing Reports- none
- -JSC Reports – none
- -Houston Health Department- Immunization audit. Passed!
  - Thank you, Ms Spring, and SFEI parents!

***(continued on next page)***

<b>Income:</b>	<b>May</b>
Tuition, Supply Fees	133,959
Fundraisers, Donations, State Grants, Membership Dues	2,835
<b>Total Income</b>	<b>136,794</b>
<b>Expenses:</b>	
Salaries	(89,650)
Employee Benefits	(17,699)
General Operating Exp	(45,188)
EOY Perform Bonus	(13,950)
<b>Total Expenses:</b>	<b>(166,487)</b>
<b>Budget Income/Deficit</b>	<b>(11,839)</b>
<b>Actual Income/Deficit</b>	<b>(29,693)</b>
<b>Income:</b>	<b>June</b>
Tuition, Supply Fees	141,676
Fundraisers, Donations, State Grants, Membership Dues	3,379
<b>Total Income</b>	<b>145,055</b>
<b>Expenses:</b>	
Salaries	(103,811)
Employee Benefits	(15,366)
General Operating Exp	(34,312)
<b>Total Expenses:</b>	<b>(153,489)</b>
<b>Budget Income/Deficit</b>	<b>(11,839)</b>
<b>Actual Income/Deficit</b>	<b>(8,433)</b>

**-Financial -**

- Enrollment for May-June was 133
- Budgeted tuition increase begins August 13, combined with annual staff bonuses and supply expenses and we are over budget. These will net out over the course of the year.

**-Operations -**

- Bus repair: Replaced Air Brake tanks, passed annual inspection and additional test drive
- Space Act Agreement extended to 9/26/2024. Renewal in process.
- Bus repaired and Field Trips to The Play Place and Galveston Children’s Museum successful

**-Enrollment- Current**

- 07/26/24 133/133
- Openings in PreK 4’s
- All Infant and Toddler Rooms full now and for Fall

**-Staff- May/June**

- Room 4 teacher Tenequia Lefear resigned due to ongoing illness. Floating teacher Ms Mary Hodges joining Room 4 for remainder of summer.
- Professional Development: Review of Emergency Drills and Procedures
- Special Thanks to Teresa Gill for prepping and maintaining the Splash Pad!!!

**-Special Events-May/June**

- Muffins in the Morning with SFEI parents
- PreK Graduation at the Gilruth Center
- Donuts with Grownups with SFEI parents

- Summer fun curriculum with weekly themes and Splash Pad!
- Parent’s Night Out

**-Looking Ahead-**

- August 03 Meet the Teacher 10-11 and Family Picnic 11-1
- August 09 Parent's Night Out 5:30-10:30
- August 13 First Day of 2024-2025 School Year
- 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

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

4. Action Item Status

- 
- Board is reviewing annual survey to get list of action items.

5. Public Comments, Future Agenda Topic Proposals

- Parent Question – Will there be a food committee?
  - Yes, we have been talking about that for some time. Kirstyn will take the lead on a food committee and include Jonathan Rickert.
- Board Question/Request – What topics should our childcare expert cover at board meetings?  
We will be sending out an email requesting topics, please send any ideas to the board.

6. Special Topics

- 2024-2025 Tuition Rate Increase - Karen Holt
  - 7% increase beginning August 13th. Flyer will be sent to membership.
- General Meeting Time – Should we move it up 30 minutes to start at 3:30 pm?
  - 2 parents in favor, 1 parent can do 3:30 but prefers 4:00

7. Proposed 2024/2025 Meeting Dates:

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

Meeting Attendance:

- Director  
  
Karen Holt
- Board  
  
Kirstyn Johnson  
Hayley Spears  
Carly Meginnis  
Rebecca Rapp  
Zach Florida
- Members  
Audora Zambrano  
Yiri De Dios  
Garen Hartley

Jonathan Rickert  
Hannah Rickert