



# Space Family Education, Inc.

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

1. Opening Comments:
  - 5/5 Board members present (2 virtually), Director Karen Holt presented Director's Report.

2. Director's Report:

### **Director's Report: Monthly Board of Director's Meeting 1/26/2024**

#### **Reporting Month of December 2023**

Director: Karen Holt

#### ***-Health & Safety- December 2023***

- -Mishaps- none
- -Illness-
  - Flu Rooms 1,2,3,4,7
  - Covid: staff
- -Licensing Reports- none
- -JSC Reports – none

#### ***-Financial –***

- Enrollment for December is 129

<b>Income:</b>	<b>December</b>
Tuition, Supply Fees	124,756
Fundraisers, Donations, State Grants, Membership Dues	2,764
<b>Total Income</b>	<b>127,520</b>
<b>Expenses:</b>	
Salaries	(96,897)
Employee Benefits	(14,096)
General Operating Exp	(25,360)
<b>Total Expenses:</b>	<b>(136,353)</b>
<b>Budget Income/Deficit</b>	<b>(12,950)</b>
<b>Actual Income/Deficit</b>	<b>(8,883)</b>

### **Operations –**

- Bus repair estimates: Getting second opinion on need for transmission rebuild
- JSC maintenance completed tasks over holidays including
  - Stripped and waxed floors in Toddler rooms
  - Replaced rusty HVAC ceiling vents
  - Added sand to low areas on playground

### **-Enrollment- Current**

- 01/25/24 131/127
- Openings in PreK 3's and 4's

### **-Staff- December**

- Professional Development: Technology and Media in Early Childhood Education
- Staff holiday party: Breakfast taco bar, games, and ornament exchange
- New teacher Ms. Paulina Paredes in Room 1
- Update on Room 8 Lacey Harden: Return date unknown
- Update on room 0-3 floater Mary Hodges: Return estimate March 15
- Update on Room 5 Ms. De McFarland planning to return part time in February

### **-Special Events-December**

- Polar Express Day: Breakfast for Lunch and "Snowball" fights!
- Holiday parties and visit with Santa and Mrs. Claus
- Parent's Night Out

### **-Looking Ahead-**

- February 6 Class Pictures & Pre-K Graduation Pictures

- February 9 Parent's Night Out 5:30-10:30
- February 14 Valentine's Day Parties
- February 19 President's Day – SFEI Closed
- February 22 Trail Riders Visit, 9 am
- February 23 Go Texan Day- Games and Activities School Wide
- February 23 Undies for Everyone JSC Parenting donation drive
- March 01 Dr Seuss Day-Special menu and activities
- March 08 Parent's Night Out 5:30-10:30
- March 29 Spring Parties and Egg Hunt
- April 14 Parent's Night Out
- April 19 St. Jude Trike-A-Thon (Rooms 4-9: 9:00-12:00)
- May 16 Pre-K Graduation at the Gilruth Center 6:00pm

### 3. Financial Report

### 4. Action Item Status

- Continuing to work through renewal of Space Act Agreement. Received response from JSC legal in January and working through revisions.
- Continuing to work bus repairs. Indications are that the alternator requires replacement, possibly the transmission as well.
- Continuing to work Parent Survey Results Action Plan (based on feedback received in summer 2023).
- Board solicited teacher/staff feedback via anonymous survey in late December/early January. Board is in the process of compiling results and will address them with the Director. The Board will also follow up with staff on how feedback is being addressed, and membership will be given a summary at an upcoming General Membership meeting.

### 5. Public Comments, Future Agenda Topic Proposals

- Parent followed up on a previously raised question regarding USDA guidelines and school menu selections.
  - Response: The board is working on a response to this, which will culminate in membership education on USDA guidelines and considerations that go into menu determination.
- Parent asked a question about fundraisers.
  - Response: Besides gift-card fundraiser & book fair, we don't typically do additional fundraisers. This course of action was determined based on previous feedback in light of the fact that there are so many fundraisers in elementary school. But from discussion at the meeting, it sounds like there may be renewed interest in a fundraiser activity such as dining out at a local restaurant (Chick-fil-A, Bullritos, Bundt cake, etc.). The Board will look into this and if any members would like to do some inquiry, just let us know.

### 6. Special Topics

- None

### 7. Proposed 2024 Meeting Dates:

- February 23, 2024, 4:00-5:00

- Special Topic: Where does giving autonomy to your child turn into permissiveness? (Ann McKitrick)
- March 29, 2024, 12:00-1:00 (Spring Parties and Egg Hunt will be in the afternoon)
  - Special Topic: Screen time (Ann McKitrick)
- April 26, 2024, 4:00-5:00
  - Special Topic: Food options – what to offer so kids will eat healthy (Ann McKitrick)
- May 31, 2024, 4:00-5:00
  - Special Topic: Delayed gratification – how to help your child with this (Ann McKitrick)
- June 28, 2024, 4:00-5:00
- July 26, 2024, 4:00-5:00

Meeting Attendance:

- Director

Karen Holt

- Board

Cinnamon Wright

Monica Sheth

Nick Meyer

Rebecca Rapp

Carly Meginnis

- Members

Tuwanna Moore

Kirstyn Johnson

Kristine Davis