



# Space Family Education, Inc.

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## SFEI Board of Directors General Meeting Minutes February 24, 2023

1. Opening Comments:
  - Board members Erin Coscia, Thillini Schlesinger, Monica Sheth present Nicholas Meyer joined pre-board meeting, Director Karen Holt presented Director’s Report.
  
2. Director’s Report:

### Director’s Report: Monthly Board of Director’s Meeting 2/24/2023 Reporting Month of January 2023

Director: Karen Holt

#### **-Health & Safety–January 2023**

- -Mishaps-
  - none
- -Illness-
  - Stomach Virus in rooms 0,1,2,3,4 (12)
- -Licensing Reports- none
- -JSC Reports -completed 2022 Occupational Health Annual Review, completed additional review and uploaded all supporting documents for upcoming OCHMO Triennial Review (week of May 1)

#### **-Financial –**

<b>Income:</b>	<b>January</b>
Tuition, Supply Fees	115,479
Fundraisers, Donations, State Grants, Federal Grants, Membership Dues	13,524
<b>Total Income</b>	<b>129,003</b>
<b>Expenses:</b>	
Salaries	(90,839)
Employee Benefits	(20,970)
General Operating Exp	(21,014)
CCRF Expense	(0)

<b>Total Expenses:</b>	<b>(132,823)</b>
<b>Budget Income/Deficit</b>	<b>(5,667)</b>
<b>Actual Income/Deficit</b>	<b>(3,819)</b>

- Income up \$7k, new enrollments and holiday drop ins
- Enrollment up to 125
- The reason we're running at a deficit is bc we're using our grant money so that we don't have to increase prices for parents after increasing teacher salaries

### **Operations –**

- Following Safer Federal Workforce Return guidance for Staff and CDC Return guidance for children with flu or Covid like symptoms, 24 hours post symptoms with a negative Covid test

#### **-Enrollment- Current**

- 02/24/2023 125 /127
- Openings in Older 2's, PreK 3's and 4's

#### **-Staff- January**

- Professional Development: Becoming a Better Behavior Detective
- Ann McKittrick attended staff meeting, set up 2 skip level meetings in March

#### **-Special Events- January**

- Getting back into the school routine
- Infants and Toddlers migrating to new classrooms
- PNO!

#### **-Looking Ahead-**

- Dr. Seuss Day
- Trike a Thon
- PNO March 3
- Spring Break: SFEI open, enrolling drop ins, Room 8/9 Field Trip to see Don't Let the Pigeon Drive the Bus at Main Street Theater
- PreK Graduation at the Gilruth booked for May 18

### 3. Action Items:

- Not tracking any action items

### 4. Special Topics:

### 5. Public comments, future agenda topic proposals:

- Planning Parent Work Day 3/25, 4/1
- May 18, PreK rooms 8&9 graduation at Gilruth 6 pm

6. 2023 Meeting Dates:

January 27

February 24

March 31

April 28

May 19 (Adjusted because of Memorial Day Weekend)

June 23 (Adjusted because of Fourth of July Weekend)

July 28

August 25

7. Upcoming Parents Night Out Dates

March 3

April 14

May 5

June 2

8. Attendance List:

Board:

Cinnamon Wright

Erin Coscia

Karen Holt

Monica Sheth

Thillini Schlesinger

Nicholas Meyer

Members:

Scott Wenger

Rebecca Rapp

Jacob Cook

Carly Meginnis

Yiri DeDios

Nancy Fowler