



Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058
Phone: (281) 483-4734 • Fax: (281) 244-2411 Email:
SpaceFamilyJSC@gmail.com

SFEI Board of Directors General Meeting Minutes

September 18, 2026

1. Opening Comments:

- 4/5 Board members present, Director Karen Holt presented Director's Report.

2. Director's Report:

- See attached document below.

3. Action Item Status

- We are electing one person onto the SFEI board due to an unexpected vacancy. The term will run from October 2026 until June 2028. In accordance with our Bylaws, we are holding a Special Election to fill this vacancy. A link will be sent out after the meeting for voting. Voting will close on Friday, October 2. Three nominees introduced themselves:
 - o Garen Hartley
 - o Stephanie Mumme
 - o Ben Wichmann
- Food and fundraising committees will be kicking off this month. Be on the lookout for more information or contact sfei.board@gmail.com to volunteer.
- The SFEI splash pad needs to be repaired (resurfaced). The board is looking at getting that fixed this fall and trying to fundraise to cover some of the costs.
- Be on the lookout for a parent work day in November or December when the weather cools down.
- SFEI Board approved the closure of the bank account at Comerica and changed to Wellby Financial.

4. Public Comments, Future Agenda Topic Proposals

- N/A

5. Upcoming SFEI Board of Directors General Membership meetings (4:00-5:00 pm unless otherwise noted):

- Sept 18th
- Oct 16th
- Nov 20th – **12:00pm start**
- Dec 18th – **12:00pm start**

Meeting Attendance:

- Director
Karen Holt

- Board
Ben Honey
Kristine Davis
Kirstyn Johnson

- Members
Garen Hartley
Stephanie Mumme
Ben Wichmann
Cinnamon Wright
Nathan Fraser-Chanpong
Dillyn Mumme

Link to the recording: https://drive.google.com/file/d/1Zz6tznc98-oua-uGKMPFHGSd_WmHOvCp/view

Director's Report: Monthly Board of Director's Meeting 09/17/2026 Reporting Month of August 2026

Director: Karen Holt

-Health & Safety- August 2026

- -Mishaps- none
- -Illness- none
- -Licensing Reports- none
- -JSC Reports – none

Income:	August
Tuition	169,543
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	2,660
Total Income	172,203
Expenses:	
Salaries	(107,307)
Employee Benefits	(21,394)
General Operating Exp	(40,515)
Total Expenses:	(169,216)
Income/Deficit	2,986

-Financial –

- 26-27 tuition rates and staff wage increases reflected in August financials
- Enrollment for August was 125 plus Summer Drop Ins

Operations –

- Floors in Rooms 3 and 4 were stripped and waxed in August. Rooms 5,8, and 9 scheduled for September.
- Promoted Enrichment Class registrations, Sports and Play and planned start date.

-Enrollment- Current

- 09/17/2026 125/133
- 95 Returning children, 30 new children, SFEI serving total of 100 JSC families
- Infant Rooms full, Toddler one's has 2 openings, Toddler 18 months full, Young and Older 2's full, Preschool 3's have 2 openings, PreK 4/5's have 8 openings

-Staff-August

- Interviewing for Substitute Teachers (available 8:30-5:30 at least 3 days a week)

-Special Events-August

- Meet the Teacher and Family Picnic
- Disney Week Dance Parties
- New program year classroom migration first day
- Parent's Night Out

-Looking Ahead-

September 14-Oct 2
September 28-Oct 2

Fall Parent-Teacher Conferences
Scholastic Book Fair Fundraiser

October 09
October 12
October 23
October 30

Parents Night Out 5:30-10:30
Indigenous People/Columbus Day – SFEI Closed / Staff Prof Dev
Fall Festival-Games and Activities School Wide 9a-12p
Costume Parades Rm 2-5 @ SFEI, Rm 6-9 @ JSC Building-1

November 11
November 13
November 20
November 26 & 27

Veterans Day – SFEI Closed
Parents Night Out 5:30-10:30
Thanksgiving Pie Party- 4:00pm
Thanksgiving Holidays – SFEI Closed

December 2-4 Holiday Pictures – Sibling and Individual w Holiday Background

December 11 Parents Night Out 5:30-10:30

December 18 Holiday Parties & Santa Sighting

December 24 & 25 Winter Holidays – SFEI Closed