



Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058

Phone: (281) 483-4734 • Fax: (281) 244-2411

SFEI Monthly Board of Directors Meeting Minutes January 29, 2021

1. Attendees:

- Board and Staff: Karen Holt, Alexandros Kanelakos, Rubik Sheth, Titus Toon, Dena Mahan, Jacob Adams
- Seven (7) parents

2. Director's Report

Health & Safety

- -Close Calls- none
- -Mishaps- none
- -Accidents- none
- -Illness-
 - no known COVID or Flu in the building November or December and to date
 - 2 children with strep throat
- -Licensing Reports- none

November & December	
Income:	
Tuition, Supply Fees	199,620
Fundraisers, Donations, State Grants, Membership Dues	998
Total Income	\$200,618
Expenses:	
Salaries	(149,910)
Employee Benefits	(24,587)
General Operating Exp	(27,325)
Total Expenses:	(\$201,822)
Net Excess/Deficit	(1,204)

Financial

- Enrollment is growing, added 3 new children in December
- Continuing to be conservative in spending on consumables and staff covering shifts when able
- SBA has "Fully Approved" our PPP Loan Forgiveness Application \$207,560
- SFEI qualifies for and has applied for the second draw PPP Loan
- Tax returns have been filed for SFEI

Operations

- Members & Staff informed of 01/12/2021 JSC guidance for returning after a COVID/FLU like illness with any of the following symptoms; fever of 100.4 or over, chills, cough, shortness of breath or difficulty breathing, sore throat, body aches, headache, new loss of taste or smell, diarrhea, fatigue, congestion or runny nose, nausea, vomiting

Board of Directors

Childcare Director
Karen Holt

President
Alex Kanelakos

Vice President
Rubik Sheth

Treasurer
Titus Toon

Secretary
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- 10 days after first symptoms with 3 days post resolution of fever/symptoms
- 8 days after first symptoms with a day 4/5 negative COVID test
- Drop in Policy updated:
 - Drop In child must be the sibling of and live in the same household as a currently enrolled child
 - Drop In child will attend the same SFEI classroom as their younger sibling, in Rooms 6-9, provided there is space available
 - Drop In child must be in grade 2 or less
 - Drop In child must pass SFEI COVID screening and be current on vaccinations
 - Parents must request a drop-in spot 2 weeks ahead of time
- WIFI and Network issues resolved
- Locations of classroom HVAC intake/output vents mapped and checked for proper spacing. All good.

Enrollment

- 01/01/2021 115 (137) 83.9 % (up from 112)
- Waitlist and Tour requests have picked up
- 4 on Waitlist wanting to Enroll April-May 2021
- Working on new ad to get Fall 2021 PreK Classrooms filled

Staff

- Ms Erica Ferguson Room 7 on leave of absence for family matter
- Ms April Hawthorne Room 7 resigned to take position in public school
- Ms Maggie Halladay gave notice of her upcoming March 1 resignation
- Hired Tristen Brunson full time for Room 7
- Hired Isairael Dena full time for Room 7
- Hired Gabriella Gonzalez part time substitute
- Hired Kimberlynn Curry part time substitute
- Working with Occupational Health and the PIRG to include SFEI teachers in the next offering of COVID vaccine at JSC
- Professional Development: December staff meeting topics included:
 - Giving/Receiving Constructive Feedback
 - Review and realigning of classroom/SFEI goals

Special Events

- Holiday Pictures went smoothly and were fabulous
- Polar Express Day with special breakfast for lunch, fun activities and PJ's all day was super fun for the kids
- Class Valentine parties scheduled for Friday, February 12

3. Status on Open Items:

- No open items

4. Action Items

- Send a reminder to parents regarding teacher conference options

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- Explore Pre-K Graduation ideas (the Gilruth has been booked, but it is likely that alternate arrangements will need to be made)
- Gauge interest for and potentially schedule a Parent's Night Out (the minimum number of students per class to be cost-effective is **XX**)

5. Public comments, future agenda topic proposals

- A parent mentioned they were impressed with the photographer that took photos in December, and they hope we invite her back again

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