



# Space Family Education, Inc.

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## **SFEI Board of Directors General Meeting Minutes December 19, 2025**

### 1. Opening Comments:

- 3/5 Board members present, Director Karen Holt presented Director's Report.

### 2. Director's Report:

- See attached document below.

### 3. Action Item Status

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

### 5. Remaining 2025/2026 Meeting Dates (4:00-5:00 pm unless otherwise noted):

- January 16
- February 20
- March 20
- April 17
- May 15
- June 12 (Note: June 19 is a holiday)
- July 17

### Meeting Attendance:

- Director

Karen Holt

- Board

Carly Meginnis  
Jonathan Rickert  
Kristine Davis

- Members

Rob Mulcahy  
Irene Chan  
Nicole Walker  
Khadijah Shariff  
Kirstyn Zapata

Laura Sarmiento  
Hannah Rickert

Link to the recording:

<https://drive.google.com/file/d/1q-3CJ-d5TowiCFdUU9LrZDn72y4MpvZu/view?usp=sharing>

**Director's Report: Monthly Board of Director's Meeting 12/19/2025**  
**Reporting Month of November 2025**

Director: Karen Holt

**-Health & Safety- November 2025**

- -Mishaps- none
- -Illness- Hand Foot Mouth Virus Rooms 3,4,5
- -Licensing Reports- none
- -JSC Reports – Annual Workplace Health & Safety : See below

<b>Income:</b>	<b>November</b>
Tuition	146,748
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	2,142
<b>Total Income</b>	<b>148,890</b>
<b>Expenses:</b>	
Salaries	(100,699)
Employee Benefits	(13,231)
General Operating Exp	(39,878)
<b>Total Expenses:</b>	<b>(153,808)</b>
<b>Budget</b>	
<b>Income/Deficit</b>	<b>(1,757)</b>
<b>Actual</b>	
<b>Income/Deficit</b>	<b>(4,918)</b>

**-Financial –**

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Tuition lower than budgeted for, 4 new enrollments in January
- Enrollment for November was 126

**Operations –**

- JSC Annual Workplace Health Inspection: No deficiencies!
  - Reviewed Blood Borne Pathogens plan
  - Reviewed and inspected Hazard Communication Program

and Safety Data Sheets

- Reviewed Food Service HAACP plan for food safety and sanitation
- Inspected main kitchen and classroom refrigerators
- Reviewed handwashing and diaper change procedures
- Inspected PPE supply
- Reviewed Illness policy and medication administration procedures
- Bus repaired and ready for 2026 Field Trips

**-Enrollment- Current**

- 12/21 126/133
- All Infant and Toddler Rooms full
- Openings for January Infant Migration have been filled
- Openings in PreK Rooms 8 and 6

**-Staff-**

- Hiring 2 new part time subs and a full time floating sub

**-Special Events-November**

- Ballons Over NASA Parade
- SFEI Family Pie Party
- Parent's Night Out

**-Looking Ahead-**

**December 19**  
**December 24 & 25**

**Holiday Parties & Santa Sighting**  
**Winter Holidays – SFEI Closed**

**January 1**  
**January 09**  
**January 19**

**New Year’s Holiday – SFEI Closed**  
**Parents Night Out 5:30-10:30**  
**Martin Luther King Day – SFEI Closed**

**February 5**  
**February 13**  
**February 13**  
**February 16**  
**February 27**  
**February TBA**

**Class Pictures & Pre-K Graduation Pictures**  
**Valentine’s Day Parties**  
**PNO 5:30-10:30**  
**President’s Day – SFEI Closed**  
**Go Texan Day- Games and Activities School Wide**  
**Trail Riders Visit, 9 am**