



Space Family Education, Inc.

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SFEI Board of Directors General Meeting Minutes January 16, 2025

1. Opening Comments:

- 5/5 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):

- 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
Zach Florida
Kirstyn Johnson (online)

- Members

Irene Chan
Hannah Rickert
Cinnamon Wright
Alicea Coralys Batista

Call in number: 281-881-8773

Link to the recording:

https://drive.google.com/file/d/1ak4zMz7oVeJAHAXs99sDic_laALlqfxy/view?usp=sharing

**Director's Report: Monthly Board of Director's Meeting 1/16/2026
Reporting Month of December 2025**

Director: Karen Holt

-Health & Safety- December 2025

- -Mishaps- none
- -Illness- Influenza A and Norovirus in all classrooms
- -Licensing Reports- none
- -JSC Reports – none

Income:	December
Tuition	148,512
Fundraisers, Donations, State Grants, Membership Dues Supply Fees	3,029
Total Income	151,541
Expenses:	
Salaries	(115,265)
Employee Benefits	(11,303)
General Operating Exp	(40,675)
Total Expenses:	(167,243)
Budget	
Income/Deficit	(1,757)
Actual	
Income/Deficit	(15,701)

-Financial –

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- December Tuition lower than budgeted for, 4 new enrollments coming in January
- Expenses over due to Substitutes covering Staff PTO during holidays
- Enrollment for December was 127

Operations –

- Holiday Pictures with new photographer went very smoothly

- Day after Christmas (Friday 12/26/2025) attendance was 12 (expected 22)

-Enrollment- Current

- 1/16/2026 131/133
- All Infant and Toddler Rooms full
- Openings for Spring Infant Migration have been filled
- Openings in PreK Rooms 8 (PreK 4/5-year-olds) and 6 (3.5 year olds)

-Staff-

- Hired and trained 1 new substitute
- Ms Wanda out on medical leave, doing well, planning to return in March
- Staff holiday party was well attended, SFEI Admin team cooked breakfast tacos

-Special Events-December

- Firetruck and Firefighters visited, TY Scott Wenger
- Polar Express Day classroom and lunchtime fun
- Classroom Holiday Parties with lots of family participation and Santa!
- Parent's Night Out

-Looking Ahead-

January 19
January 23

Martin Luther King Day – SFEI Closed
Texas Wildlife Assoc Presentation

February 5	Class Pictures & Pre-K Graduation Pictures
February 13	Valentine's Day Parties
February 13	PNO 5:30-10:30
February 16	President's Day – SFEI Closed
February 27	Go Texan Day- Games and Activities School Wide
February TBA	Trail Riders Visit, 9 am
March 02	Dr. Seuss Day - Special Food & Activities School Wide
March 9-13	Public School Spring Break – SFEI is OPEN
March 10	Texas Wildlife Assoc Presentation
March 13	Parents Night Out 5:30-10:30
March 27	Trike-A-Thon fundraiser for St Jude (Rooms 4-9: 9:00-12:00)