

## SFEI Board of Directors General Meeting Minutes October 27, 2023

1. Opening Comments:
  - 5/5 Board members participated, Director Karen Holt presented Director's Report.
2. Director's Report:

### Director's Report: Monthly Board of Director's Meeting 10/27/2023 Reporting Month of September 2023

Director: Karen Holt

#### ***-Health & Safety- September 2023***

- -Mishaps- none this month. Updates below.
- -Illness-
  - Pinkeye!-Rooms 1,2,7
  - RSV-Rooms 0,1
- -Licensing Reports- Self reported child going to doctor after hitting head on shelf, no deficiencies
- -JSC Reports – annual monitoring inspection, September 14, 2023. See below

<b>Income:</b>	<b>September</b>
Tuition, Supply Fees	128,139
Fundraisers, Donations, State Grants, Membership Dues	2,347
<b>Total Income</b>	130,486
<b>Expenses:</b>	
Salaries	(85,799)
Employee Benefits	(19,242)
General Operating Exp	(26,307)
CCRF Expense	(0)
<b>Total Expenses:</b>	<b>(131,348)</b>
<b>Budget</b>	
<b>Income/Deficit</b>	<b>(184)</b>
<b>Actual</b>	
<b>Income/Deficit</b>	<b>(862)</b>

#### ***-Financial –***

- Enrollment for September is 128
- YTD on budget with Federal Grant

**-Operations -**

- Bus second opinion was also needing new transmission. Quotes coming.
- Renewal of USDA Food Program application approved
- Annual DFPS Texas Childcare Licensing Inspection 09/14/2023 3 Deficiencies
  - Monthly feeding instructions from parent not updated for one infant
  - Fire inspection report not available: inspection was done the day prior and we had not yet received the report.
  - Director annual transportation training overdue
  - All corrected immediately
- The inspector checked:
- Children's Health Records
- Staff Training Records
- 2 hour walk through and interviewing staff, looking for Rules compliance re: supervision, ratios, discipline and guidance, general indoor and playground safety
- Annual JSC Fire and Safety Inspection: Larger Flammable Liquids Storage Cabinet needed. Must remove hanging decorations.

**-Enrollment- Current**

- 10/26/23 128 /127
- Openings in PreK 3's and 4's

**-Staff- September**

- Professional Development: Supervision, Developmentally Appropriate Behavior
- Sandra Layne returned after Medical leave. Doing well.
- Briana Garza Room 3 was on maternity leave. Is expecting again and will not return.
- Update on Room 8 Lacey Harden: Had surgery to repair tendon injured by 4 year old. Recovery expected to last 3 months or more
- Update on room 0-3 floater Mary Hodges injury to wrist when picking up infant in August. On Workers Comp. No surgery. Hoping to be cleared by doc to return first week of November.
- Kirstyn Zapata Room 2 on maternity leave. Planning to return part time in December.

**-Special Events- September**

- Making new school year friends
- Parent's Night Out

**-Looking Ahead-**

- October 31 Costume Parade: Bus is cleared for use
- November 3, PNO
- November 10, Holiday SFEI closed
- November 17, Thanksgiving Pie Social
- November 23, Holiday SFEI closed
- December 5-7 Holiday Pictures
- December 1 Polar Express Day
- December 15 Holiday Parties and Santa Sighting
- December 25 & 26 Winter Holidays SFEI closed

3. Financial Report

4. Special Topics – Ann McKittrick: “Strong Wills and Boundary Pushing/Testing”

5. Action Item Status

- Deferred

6. Public Comments, Future Agenda Topic Proposals:

- None

7. Proposed 2023/2024 Meeting Dates:

- November 17, 2023, 12:00-1:00 (Thanksgiving Pie Social at 4 pm)
- December 15, 2023, 12:00-1:00 (Holiday Parties will be in the afternoon)
- January 26, 2024, 4:00-5:00
- February 23, 2024, 4:00-5:00
- March 29, 2024, 12:00-1:00 (Spring Parties and Egg Hung will be in the afternoon)
- April 26, 2024, 4:00-5:00
- May 31, 2024, 4:00-5:00
- June 28, 2024, 4:00-5:00
- July 26, 2024, 4:00-5:00
- August 30, 2024, 4:00-5:00

Meeting Attendance:

- Director

Karen Holt

- Board

Cinnamon Wright

Monica Sheth

Nick Meyer

Carly Meginnis

Rebecca Rapp

- Childcare Consultant

Ann McKittrick

- Members

2 parents online

1 parent in person