



# Space Family Education, Inc.

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## **SFEI Board of Directors Annual Meeting Minutes July 15, 2022**

New Roles Approved at today's Board Meeting:

- Cinnamon Wright: Secretary
- Nicholas Meyer: Treasurer
- Monica Sheth: Policies
- Thilini Schlesinger: Vice President
- Erin Coscia: President

Big Thank You to our board members whose terms ended July 15, 2022:

- Alexandros Kanelakos
- Dena Mahan
- Jacob Adams

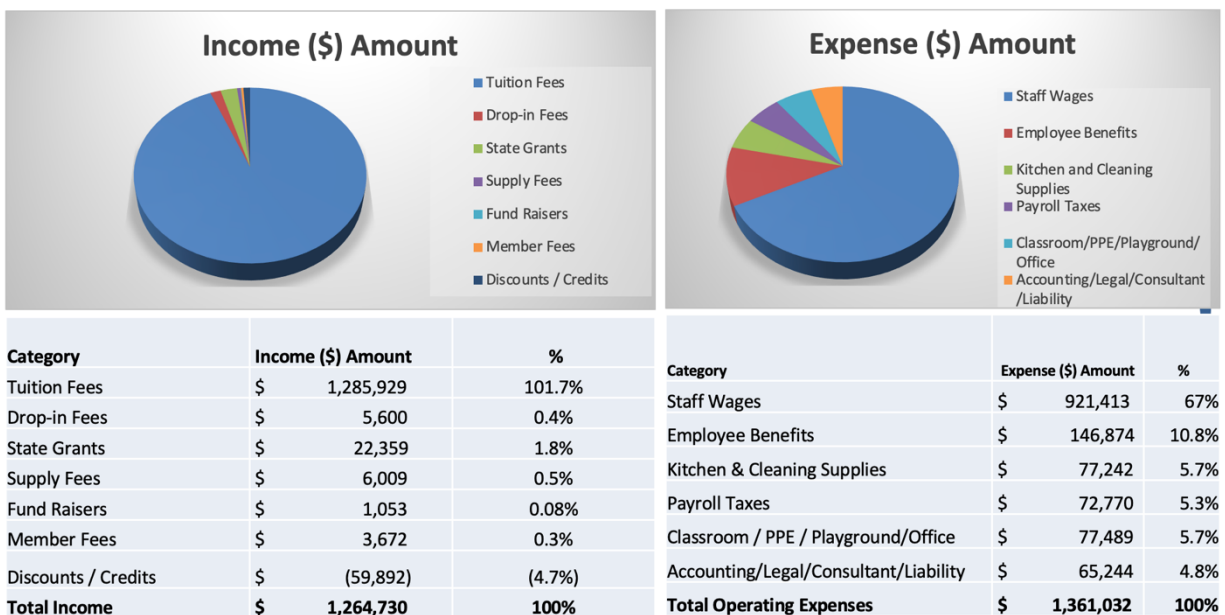
**Save the date: SFEI Meet the Teacher and Family Picnic – August 13<sup>th</sup>**

Review of SFEI Annual Slides – To be posted on website. Reference for further detail.

- SFEI and COVID-19
  - Enforcing preventative measures (including purchasing and installing HEPA air filters in all the classrooms)
  - Social distancing by keeping children and teachers in the same groups as much as possible
  - Cleaning and disinfecting
  - Adding emergency PTO to encourage ill staff to stay at home
  - Reviewed and revised SFEI Covid Plan 5.26.22
  - Daily illness reporting and text alerts reporting close contacts and room closure via Brightwheel.
- Membership
  - Currently at 167 SFEI Members (87% capacity.) Budget assumes 93% capacity so plan to spend conservatively until we get to that.
  - Openings in PreK 3's and 4's
  - Many on Infant Waitlist
- State of the School
  - No deficiencies on health and safety inspections.
  - No defects found in incident reports.
  - All staff current on Annual Pediatric CPR/First Aid and 24 hours of continuing education training.

- Monthly Fire Drills: Exit Time: 2 minutes
- Facility Management: New feeding chairs, splash pad pump and outlet, leak repaired, new mulch, new cameras, new finger guards, replaced 2 classroom refrigerators.
- USDA Food Program: Claim average \$1700/month, Audit and inspection in January. Minor paperwork findings all closed.
- Looking ahead
  - Teachers came in for training on Saturday to begin learning new curriculum.
  - Looking into expanding infant room.
- Reinstated vacation week. Available once your child is enrolled for One year.
- Annual Report: Treasurer
  - Expecting continued cost increases for Food, Business Insurance, Health Insurance, Classroom Supplies
  - Staff wages increased to reflect cost of living increases
  - Reinstated Vacation Week tuition credit for members after 1 year enrollment
  - Tuition increased 2% beginning September 2022
  - Budgeted for net income loss
  - Federal Child Care Relief Funds will offset 22-23 net income losses
  - Remaining CCRF will be saved to offset future budget losses

## Income vs Expenses Report



### 2022 Annual Survey Results

- Lots more detail in slides

- Improved ratings on Weekly Lesson Plans, Communication, Menu Quality, Staff Availability to Address Concerns, Parent Concern Management and Resolution, and Field Trips.
- Declined Ratings for Center News Communication and Ability to call/stop by.
- Received feedback requesting more communications on JSC center news for members that don't receive JSC communications.
- New Frog Street curriculum should make it easier to improve communications on lesson plans. Parents are encouraged to reach out to Karen if not seeing that.
- Action Plan:
  - Classrooms posting Lesson Plans in Brightwheel Learning Tab.
  - Staff hourly pay raised to reflect 2022 living wage.
  - More previously mentioned and in slides.
- Received feedback on extending hours. Recently changed to open at 6:45 to support 7 am meetings.
- Received feedback on increasing extracurriculars. (SFEI has already begun to add field trips back into the schedule. See slides for more detail on Extracurriculars.) A trade study was also conducted by parent volunteers and got a lot of positive feedback on Martial Arts. So, the board is looking into that. Karen is also trying to get back on the Tumble Bus rotation.
- There were shout-outs to specific teachers (listed in the slides) and lots of shout outs to all of the teachers and staff saying that everyone is doing an amazing job and are very much appreciated by the parents.
- Concerns about screen time noted in survey. Ms. Karen pointed out that they are limited to less than 1 hour of screen time per day and that is often used at the end of the day during pick up times when the teachers are cleaning the classrooms.

Brief review of Bylaw Updates sent out via email.

Comments/Questions from Meeting:

- Parent question about reason for no Oranges in Room 1. Choking hazard? Action to Karen to ask about that.
- Parent/teacher question about reasoning behind mask policy.
  - SFEI is expected to meet or exceed the JSC policy and the board developed policy from JSC guidelines and are following that policy taking into account community levels and vaccination options for younger children. Board will continue to revisit and update policy and encourages parents to continue to bring forward concerns.
- Parent question about vaccination requirements for staff and JSC employees.
  - JSC rescinded the requirement for all employees to be vaccinated. All staff are not able to be vaccinated but strictly followed the policy for testing when that policy was in place.
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Looking ahead:

- **Save the date: SFEI Meet the Teacher and Family Picnic – August 13<sup>th</sup>**
- New curriculum
- Resuming Parents Night Out
- Fall Festival 2022
- Research based early learning for infants through preK

### **(Tentative) Proposed 2022 Meeting Dates**

August 26

September 30

October 28

#### Attendees from Teams:

Schlesinger, Thilini (JSC-OB111)

Honey, Ben (JSC-CM531)

Fraser-chanpong, Nathan (JSC-ER511)

Holt, Karen L. (JSC-AH811)[SPACE FAMILY EDUCATION, INC.]

Galaviz, Fernando S. (JSC-ER3)[Jacobs Technology, Inc.]

Cook, Jacob J (JSC-SD211)

Julie Read

Sheth, Monica {Desai} (JSC-SD2)[KBR Wyle Services, LLC]

Coscia, Erin E. (JSC-CK111)

Nancy Meilahn Fowler

Dithmer, Justin D. (JSC-CI461)

Scott Rodriguez

Meyer, Nicholas B. (JSC-SK211)

WRIGHT, CINNAMON A. (JSC-EG611)

Megan Ortiz

De Dios, Yiri E. (JSC-SK)[KBR Wyle Services, LLC]

Jackelynne Silva Martinez