Space Family Education, Inc.

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**SFEI Board of Directors General Meeting Minutes**

**October 28, 2022**

* 1. Opening Comments:
     + All board members present, Director Karen Holt presented Director’s Report.

2. Director’s Report:

**Director’s Report: Monthly Board of Director’s Meeting 10/28/2022**

**Reporting Month of September-October 2022**

Director: Karen Holt

***-Health & Safety*–September 2022**

* -Mishaps-
  + none
* -Illness-
  + Rooms 1,2,3 Hand Foot Mouth virus
  + Room 6 one staff with Covid, no spread
  + Room 7, one staff and one child with Covid, no spread (different timeline)
* -Licensing Reports- none

***-Financial* –**

|  |  |
| --- | --- |
| **Income:** | **September** |
| Tuition, Supply Fees | 108,583 |
| Fundraisers, Donations, State Grants, Membership Dues | 3,924 |
| **Total Income** | **112,507** |
| **Expenses:** |  |
| Salaries | (72,347) |
| Employee Benefits | (13,522) |
| General Operating Exp | (16,951) |
| CCRF Expense | (195) |
| **Total Expenses:** | **(103,015)** |
| **Budget Income/Deficit** | **(15,151)** |
| **Actual Income/Deficit** | **9,492** |

* Summer Drop in Tuition reflected above in this September financial report
* New climber for Playground purchased (CCRF expense)

***-Operations* –**

* Following Safer Federal Workforce Return guidance for Staff and CDC Return guidance for children with flu or Covid like symptoms, 3 days post symptoms with a negative Covid test
* Annual DFPS Texas Childcare Licensing Inspection 9/14/2022 No Deficiencies!

The inspector checked:

* + Children’s Health Records (TY Spring Aguirre)
  + Staff Training Records (TY Spring Aguirre)
  + General walk through, looking for Rules compliance re: handwashing, ratios, general safety and compliance (TY Teresa Gill and all the SFEI Staff)
  + Inspector commented “Your teachers and the children are so happy!”
* Annual JSC Fire and Safety Inspection follow up: Flammable Liquids Storage Cabinet arrived and in service
* Frog Street curriculum weekly parent newsletters and lesson plans on schedule (TY Megan Hjorth and Teachers)

***-Enrollment- Current***

* 10/27/2022 117 /137 85.4%
* Openings in PreK 3’s, 4’s

***-Staff-* September**

* Terminated Room 3 teacher Mykala Rodriguez for cause
* Hired Dedra McFarland for Room 3
* Hired Kimberly Knowles as Floating Substitute
* Professional Development: Student Evaluations and Parent Conferences

***-Special Events-* September**

* Rooms 8 & 9 Field Trip to Crocodile Encounters

***-Looking Ahead-***

* Enrichment Classes going well and almost full:
  + Monday Sports and Play
  + Tuesday Tiger’s Den
  + Wednesday Dance Tree
* Costume Parades and Trick or Treating at the Quad! 10/31/22
* Student Thanksgiving Lunch 11/18/22
* Polar Express Day 12/2/22
* Holiday Photos 12/6/22-12/8/22
* Holiday Parties and Santa Sighting 12/16/22

Action Items:

* Phase 3 of COVID Policy
  + Board aiming for getting a revision out within the next couple of weeks. There will be a 2 week period after policy update is released and before it goes into effect.
  + Next board meeting should coincide with roll out so will be a good opportunity for comments and questions.
  + Question came up about a survey to get parents opinions on COVID policy like board has done in the past. The board has considered sending out another survey. The last surveys resulted in a wide variety of opinions so could not be used to make policy decisions.
* Dates for next set of meetings

Public comments and requests for future items.

* Question about scheduling parent work day since the weather is cooler now. Ms. Karen to follow-up.
* Thanksgiving lunch:
  + Likely will just be for children. SFEI administration discussed having a pie social with parents but there are staffing concerns with Ms. Donna retiring and Ms. Kacy on maternity leave.

4. Special Topics:

* No special topics

5. Action Item Status:

6. Public comments, future agenda topic proposals:

7. 2022 Meeting Dates:

March 25

April 29

May 20

June 24- Annual meeting (tentative)

July 29

August 26

September 30

October 28

November 18

December 16

Attendees:

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| --- |
| Schlesinger, Thilini (JSC-OZ611) |
| Sheth, Monica {Desai} (JSC-SD2)[KBR Wyle Services, LLC] |
| Coscia, Erin E. (JSC-CK121) |
| Meyer, Nicholas B. (JSC-SK211) |
| Holt, Karen L. (JSC-AH811)[SPACE FAMILY EDUCATION, INC.] |
| Tarpley, Ashley Fw (JSC-CM441) |
| WRIGHT, CINNAMON A. (JSC-EG611)  Galaviz, Fernando S. (JSC-ER3)[Jacobs Technology, Inc.] |
| Meginnis, Carly A. (JSC-EC511)  De Dios, Yiri e. (JSC-SK)[KBR Wyle Services, LLC]  Hart, Jeremy J. (JSC-EG111)  Dijkhoffz, Nicholas H. (JSC-ER111) [METECS]  Ghazvini, Aida R. (JSC-EP511)[CACI NSS, INC] |