Space Family Education, Inc.

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**SFEI Board of Directors General Meeting Minutes**

**August 26, 2022**

* 1. Opening Comments:
		+ All board members present, Director Karen Holt Present
		+ Excited to start new school year and Frog Street Curriculum

2. Director’s Report:

**Director’s Report: Monthly Board of Director’s Meeting 08/26/2022**

**Reporting Month of May-July 2022**

Director: Karen Holt

***-Health & Safety*–May-July 2022**

* --Mishaps-
	+ Teacher tripped, evaluated at clinic, rested and returned next day
	+ Teacher scratched in eye by child, evaluated at clinic, rested and returned next day
	+ Teacher poked in eye by child, treated at clinic, rested and returned 2 days later
	+ Teacher had low back pain after lifting child, evaluated at clinic, rested and returned next day
* -Illness-
	+ Room 7, two with Covid (July)
	+ Room 6, one with Covid (May)
	+ Room 4, two with Covid (June)
	+ Room 1, one with Covid (June)
* -Licensing Reports- none

***-Financial* –**

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* May CCRF Excess Funds Expense: Staff EOY Bonus $10,950, Mulch $7656, Curriculum $19,722
* June CCRF Excess Funds Expense: Curriculum Training Day $3250, Toddler Climbers $484, Toddler Room Furniture $1,355
* 1st quarter May-July Budget (45,469) Actual less CCRF Expenses (44,977)
* Two payments CCRF expected this year: one in September and one in December of $113K each.

***-Operations* –**

* Following updated JSC and CDC Return guidance for flu or Covid like symptoms, 3 days post symptoms with a negative Covid test
* PB&J Cameras replaced/adjusted, system upgraded, $0
	+ Lightning Storm
* Bus hood & mirror replaced, inspection & registration complete
	+ Thank you Theresa for sorting that out!
* Playgrounds mulched, treated for fire ants
* Parking lot potholes filled
* Enrollment rate low, openings in 3’s and 4’s. (Potentially 2’s.)

***-Enrollment- Current***

* 08/25/2022 116 /137 84.6%
* Openings in PreK 3’s, 4’s

***Staff-* July-August**

* Teacher Amanda Balderas resigned, hired Carla Giesen for room 6
* Teacher Vicky Kuehnel resigned, hired Lacey Harden for room 8
* Teacher Becca Shafer resigned, hired Kelly Attaway for room 1
* Hired Tenequia Lefear for Room 4
* Gabriela Gonzalez on Maternity Leave, hired Dedra Crawford for room 2
* Hired Program Coordinator Megan Hjorth
* Professional Development: Frog Street Curriculum

***-Special Events-* Summer 2022**

* Room 8 & 9 Field Trip to Space Center Houston, Beauty and the Beast Musical
* Room 6 & 7 Field Trips to Downtown Aquarium, Bayou Wildlife Zoo
* Donuts with Dads, Magic Show, Dino Rocks, Wetlands Wagon, Digger Visit, Mad Science

***-Looking Ahead-***

* Week one of Frog Street curriculum 8/29/22
* Enrichment Classes Begin After Labor Day:
	+ Monday Sports and Play
	+ Tuesday Tiger’s Den
	+ Wednesday Dance Tree
	+ Sending Brightwheel reminder to sign up. Karen to follow-up with signup rates.
* Fall Field Trips
* SFEI Fall Festival
* Trick or Treating at the Quad!
* Should start getting Frog Street newsletter in brightwheel. Grouped according to age groups:
	+ 0,1,2 – Infants
	+ 3,4,5 – Toddlers
	+ 6,7 – 3’s
	+ 8,9 – 4’s

4. Special Topics:

* Will send out updated Covid policy next week. (Already sent small update allowing home testing.)
* Bylaw update passed and will be posted to website soon.

5. Action Item Status:

* Bylaw Update – will close out once posted to website.

6. Public comments, future agenda topic proposals:

* Parent thank you and appreciation board and all the staff 😊

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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| WRIGHT, CINNAMON A. (JSC-EG611) |
| Sheth, Monica {Desai} (JSC-SD2)[KBR Wyle Services, LLC] |
| Meyer, Nicholas B. (JSC-SK211) |
| Coscia, Erin E. (JSC-CK111) |
| Holt, Karen L. (JSC-AH811)[SPACE FAMILY EDUCATION, INC.] |
| Schlesinger, Thilini (JSC-OZ311) |
| Nancy Meilahn Fowler |
| Meginnis, Carly A. (JSC-EC511) |
| Rebecca Rapp |
| Larner, Craig D |