



Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058

Phone: (281) 483-4734 • Fax: (281) 244-2411

SFEI Monthly Board of Directors Meeting Agenda

March 27, 2020

Telecon: 844-467-6272 Passcode: 544063

In attendance: Karen Holt, Rubik Sheth, Suzanne Hagin, Jeff Radigan, Alex Kanelakos, Titus Toon, Nicholas Meyer, Caitlin Meyer, William Lopez, others...

Agenda

1. Opening Comments

- SFEI has been shut down by Center Management due to the center being at a Stage 3 status. Once we return to a Stage 2 status, we will be reopen for nominal operations.

2. Director's Report

Karen

Safety Report

- Close Calls- none
- Mishaps- None
- Accident- none
- Illness- Adenovirus in Rooms 0,1,2,3,4
- Licensing Reports- none

	<u>February</u>
Income	
School Tuition	109,953.50
Fees:	627.05
Membership/Supply	
Field Trips, Food	
Grants, Contributions	
Received	
Total Income:	110,580.55
Expenses	
Salaries	72,487.48
Employee Benefits	12,956.71
General Operating	15,576.83
Expenses	
Total Expenses:	101,021.02
Excess/Deficit	9559.53

Financial

- YTD \$10,464 under budget (January)

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Operations

- 173 Members
- Staff: Hired new Room 6 teacher Elizabeth Smalley
- Monthly Staff Training: Reports & Reporting
- PAE repaired wall in cafeteria and replaced kitchen ice machine
- Operation Health Workplace Health Inspection 2/5/2020
 - Odoban SDS in supply closet not updated to current format
 - updated
 - OdoBan not listed in JSC SDS database
 - updated
 - Logging Thermometers must be used to verify that freezers and refrigerators remain in appropriate temperature ranges after hours and on weekends.
 - Purchased for kitchen appliances, classrooms next. Updated HAACP Plan to include monitoring.
 - Cylinder of refrigerant left behind in Mechanical Room
 - PAE Removed
- Sunshade contractor Kraftsman has requested to be paid ½ of their contract. They were scheduled to complete their work in February, but we held them up to get the poles painted. The reason they gave was that they need to pay their suppliers for the materials.
 - Cost for this request : \$11,983.00

Enrollment 12/1/2019 133 (137) 97%

- Openings in PreK 4's (2), Posted in JSC Today
- 2 new babies starting March 1

Special Events

- Field Trip to Moody Gardens and The Downtown Aquarium were a blast. A SFEI Director attended both trips.
- Beautiful weather as we watched the Trail Riders make their way to the Gilruth

3. Special Topics

- SFEI Closure Open Forum
 - Question: Monthly Payment concern, is there a prorated cost for the parents if this last till the end of the school year?
 - End of the school year is end of August. There is some minimal savings we are experiencing with the closure but the majority of the expenses is teacher salary and benefits.
 - No special provisions for the COVID-19 situation, there is a financial hardship/scholarship for those that would like to apply. SFEI BOD and Director would like to use any of the minimal expenses savings during closure to fund hardship/scholarship requests.

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- As a reminder hardship/scholarship requests is for those that are in financial hardship due to layoffs/furloughs. It is not for those looking for alternate means of daycare.
- Question: what are the other expenses experienced by the daycare and can members realize those as proration for tuition (i.e. meals).
 - Savings we have identified is about \$2,000 per week which is for food and kitchen supplies. This equates to about \$14/child per week. Other expenses such as school supplies are minimal due to most of those expenses costing already as the daycare nears the end of the financial year (end of May). The BOD and Director would like to leverage these savings to help fund scholarship requests for those that are experiencing financial hardships at this time.
- Question: What is the plan to opening back up and specifically how does the day care plan on protecting against any risks to COVID when opening back up
 - Teachers use Odaban for day to day cleaning and is proven to kill viruses like COVID-19. The plan is to continue to rigorously use it. There are options on how we can employ social distancing practices such as what was done for child drop offs prior to closure.
 - Member would like for the director and BOD to do some research and maybe leverage medical professional help at the center to implement any new operating procedures to safe the institution as much as possible.
 - Karen has been in contact with Occupational Health representative at JSC and will continue to work with the individual as we start back up.
 - **ACTION TO BOD AND DIRECTOR: Work with medical professionals, occupational health, and any other party of knowledge to put in a plan/new SOP to reduce the risk associated to spreading COVID upon reopening.**
- Question: Is tuition payments expected as usual or will it be reassessed as the closure continues for a long time?
 - BOD will continue to assess the situation and use center guidance as much as possible but does not plan on changing anything yet.
 - **ACTION TO BOD: Things are fluid and the BOD will implement a weekly or bi-weekly BOD and Director meeting to reassess any options available to the daycare and its members.**
- Question: How would disenrollment be handled during this situation:
 - There is no policy for members to take a temporary break and allowing the individual to return in the same status prior to leaving. There is no plan for handling disenrollment issues other than normal operating procedures such as being placed back at the bottom of a waitlist.

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- BOD stresses to members to use scholarship/financial hardship requests to help through any issues regarding payments.
- Comment: Member made a comment that they are more than happy to pay the tuition since it retains our teachers but also keeps the staff paid and therefore not seeking new work keeping them safe from any COVID issues so that when they do return, they come back safe and healthy.
- BOD again stresses for those that are having financial hardship, please work with the director and/or BOD to fill out a scholarship/financial hardship form.
- General Meeting and Annual Meeting Planning – Rubik/Suzanne
 - Deferred given the current situation. Will continue to plan and track this.

4. Action Items Status

All

- Karen to look into teacher salaries vs industry standard.
 - Currently finding it hard for any childcare institution to open up about salaries. Will continue doing research on this.
- Status of plans for rewarding tenured employees.
 - Current plan is to implement a financial/PTO reward plan for tenured employees as part of next year's operating process. This will be implemented after may of this year.
- **NEW ACTION 3/27: BOD and Director to meet on a weekly or bi-weekly basis to reassess SFEI situation and implement any changes, if necessary.**
- **NEW ACTION 3/27: Director to research and work with medical industry/JSC Occupational Health to plan and execute new operating procedures when SFEI reopens. This will be briefed to members during the monthly meetings.**

5. Public comments, future agenda topic proposals

All

- Karen: Teachers are VERY thankful for SFEI's commitment to them and supporting them through this time.
- Suzanne Schuh is leading the JSC Parenting Committee. She has a lot of good child resources while everyone is at home to use. Feel free to reach out to her to find out how you can be included on her Microsoft Teams Site. (susan.v.schuh@nasa.gov)

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