Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058
Phone: (281) 483-4734 • Fax: (281) 244-2411

**SFEI Board of Directors General Meeting Minutes**

**December 16, 2022**

* 1. Opening Comments:
* Great year! Thank you to SFEI can clearly tell that the teachers love our kids and all the events have gone great!
* Thank you to Monica and Room Captains for the treats!
* Thank you Erin for the great music this morning!
* All board members present, Director Karen Holt presented Director’s Report.

2. Director’s Report:

**Director’s Report: Monthly Board of Director’s Meeting 12/16/2022**

**Reporting Month of November 2022**

Director: Karen Holt

***-Health & Safety*–November 2022**

* -Mishaps-
	+ none
* -Illness-
	+ RSV Room 0 (4), Room 1 (1), Room 3 (1), Room 4 (4)
	+ Strep Room 1 (1), Room 4 (1)
	+ Flu Room 3 (1), Room 9 (3)
* -Licensing Reports- none
* -JSC-Annual Workplace Health Inspection- No uncontrolled health hazards noted, all required training in compliance, no food safety or sanitation hazards noted. All Kitchen, Sub, and Admin staff Food Manager and Food Handler certifications current and posted.

***-Financial* –**

|  |  |
| --- | --- |
| **Income:** | **November** |
| Tuition, Supply Fees | 109,798 |
| Fundraisers, Donations, State Grants, Membership Dues | 2,906 |
| **Total Income** | **112,704** |
| **Expenses:** |  |
| Salaries  | (90,808) |
| Employee Benefits  | (17,928) |
| General Operating Exp | (26,833) |
| CCRF Expense | (0) |
| **Total Expenses:** | **(135,569)** |
| **Budget Income/Deficit** | **(15,151)** |
| **Actual** **Income/Deficit** | **(22,865)** |

* Actual deficit $7,715 more than budgeted for
* Lower enrollment in PreK Rooms, training new Floating Substitute, new Kitchen Manager

 ***-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 JSC Occupational Health Inspection 11/17/22.

***-Enrollment- Current***

* 12/12/2022 117 /127 (lost 4, gained 2 in December)
* Openings in PreK 3’s, 4’s
* Enrolled 6 babies to start in January
* Flyers in roundup and JSC parenting

***-*** ***Staff-* November**

* Hired Sarah Quintero for Room 4 (Suzanah Brown resigned)
* Professional Development: Staff Survey Action Plan
	+ Staff Communication/Follow Up
	+ Professionalism/Following SFEI Policies
	+ Favoritism/Bullying
	+ Illness Policy
	+ Curriculum Training / Lesson Planning
	+ Behavior Support
* Change coming with Kitchen staff - Ms. Donna - last day Dec. 30th
* Teachers taking manager training
	+ hard class because a lot that we don’t do here

***-Special Events-* November**

* Thanksgiving Lunch, Turkey Pudding!

 ***-Looking Ahead-***

* Holiday Parties, Santa Sighting, and music with Erin Coscia! 12/16/22
1. Action Items:

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:

* Today with Santa went great and the music with Erin!
* Thanks to Carly’s Father-In-Law for music on Polar Express Day!

7. 2023 Meeting Dates:

January 27
February 24
March 31
April 28
May 19 (Adjusted because of Memorial Day Weekend)
June 23 (Adjusted because of Fourth of July Weekend)
July 28
August 25