



Space Family Education, Inc.

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SFEI Board of Directors General Meeting Minutes October 18, 2024

- Opening Comments:
 - 5/5 Board members present, Assistant Director Teresa Gill presented Director’s Report.

2. Director’s Report:

Director’s Report: Monthly Board of Director’s Meeting 10/2024 Reporting Month of September 2024 Director: Karen Holt

-Health & Safety- September 2024

- -Mishaps- none
- -Illness-
 - Hand Foot Mouth virus Rooms 4,7
- -Licensing Reports- none
- -JSC Reports – annual monitoring inspection, September 11,2024. See [below](#)

Income:	September
Tuition, Supply Fees	144,012
Fundraisers, Donations, State Grants, Membership Dues	2,714
Total Income	146,726
Expenses:	
Salaries	(100,310)
Employee Benefits	(15,942)
General Operating Exp	(33,227)
Total Expenses:	(149,479)
Budget Income/Deficit	(11,859)
Actual Income/Deficit	(2,753)

-Financial –

- Budgeted to run at a deficit to use Federal Child Care Relief Fund Grant
- Enrollment for September was 133 (on budget)
- Overall better than budget due to lower expenses posted in [September](#)

-Operations –

- Annual JSC Fire and Safety Inspection: No deficiencies!
- Hurricane Beryl
 - Request for replacement of Playroom carpet approved!
 - All other repairs complete
- Drainage along foundation outside Room 4 and Room 6 repairs complete!
- Mulch purchased, delivered and spread on playground fall zones

-Enrollment- Current

- 10/11/2024 133/133
- Openings in PreK 4’s
- All Infant, Young Toddler, and Preschool Rooms full

-Staff- September

- Professional Development: Screen Time as a Learning Tool (Preschool-PreK)
- Professional Development: Active Play for Weather Days (Infant-Toddlers)

-Special Events-September

- Settling in to new classroom routines
- Parent's Night Out

-Looking Ahead-

- October 24 PreK Vision and Hearing Screening
- October 25 Fall Festival-Games and Activities School Wide 9a-12p
- October 31 Costume Parade Rm 6-9 @ Building-1
- November 8 Parents Night Out 5:30-10:30
- November 11 Veterans Day-SFEI [closed](#)
- November 22 Thanksgiving Pie Party Social- 4:00
- November 28 Thanksgiving Day- SFEI [closed](#)
- December 3-5 Holiday Pictures- Sibling and Individual w Holiday Background
- December 13 Parents Night Out 5:30-10:30
- December 20 Holiday Parties & Santa Sighting
- December 24 & 25 Winter Holidays- SFEI [closed](#)
- January 1 New Year's Holiday – SFEI Closed
- January 10 Parents Night Out 5:30-10:30
- January 20 Martin Luther King Day – SFEI Closed

3. Financial Report : Discussed along with Director's Report

4. Action Item Status

- Board is reviewing annual survey to get list of action items.
- Garden bed project - funding and planning in progress, targeting Nov 16th
- Parent Workday - targeting Nov 16th (combined with garden build day)
- Food Committee - Kirstyn reviewing data from survey. Some modifications have also already been made to the menu.

5. Public Comments, Future Agenda Topic Proposals

- Will class parties be during the fall festival or Halloween? Jacob Cook and the room leads will be working on the plan.
- Fundraising projects are in work– any ideas can be proposed to the board.

6. Special Topics

- None

7. Remaining 2024/2025 Meeting Dates (3:30-4:30 pm unless otherwise noted):

- November 22 (12-1pm)
- December 13

- January 31
- February 28
- March 28
- April 25
- May 30
- June 27
- July 25

Meeting Attendance:

- Director
Teresa Gill (Karen Holt Out of Office)
- Board
Kirstyn Johnson
Hayley Spears
Carly Meginnis
Rebecca Rapp
Zach Florida
- Members
Hannah Rickert