



## Centreville Preschool Board of Directors Meeting Minutes

Thursday, May 28, 2020  
Virtual via Skype

### **Items voted on:**

Board Handbook for 2020-2021

Budget for 2020-2021

Hiring of Megan Durst

Hiring of Brianna Robbins

Virtual Summer Camp Tuition

\*All votes were through Outlook Forms as we did not have a quorum at the meeting.

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### ***Agenda Items in addition to general activity reports***

#### ***Meeting was called to order at 7:10 PM***

Descriptions of Board of Directors roles were provided throughout the general report.

Introductions of our incoming board were held.

#### **Board elections transparency**

A member has requested that there is more transparency in why/how Sarah Norman can act as President for the 2020 – 2021 school year. She is representing a child, Mason Hall, in accordance in the bylaws. The Hall family gives up their membership vote by allowing Sarah to represent their son. Sarah has been a CPI member for 5 years, has served on the board for 4 years and has only one year's gap with her next child attending CPI. Sarah is an invested member of our school. The online form was updated when the member brought up this concern earlier in the month and the paper ballot for Board elections will provide this transparency at the Fall Membership Meeting.

#### ***General Activity Reports:***

##### **Vice President - Sarah Norman**

- Contracts are being written. Uncertainty in sessions and opening.
- Payment protection loan came through, we have to use the money within 8 weeks so it can be forgiven towards salary, so the salary schedule may change.
- Photo responses and yearbook survey was sent via Chalkboard, only 15 responses so will send in an email as a stand alone.
- Board of Directors election was supposed to occur in March, but it happened in May this year due to the closures related to Covid-19. Online vote was approved and a paper vote will confirm it. Committee of 3 people verified the results: Secretary, PR and VP.
- Summer Camp – Virtual Summer camp approved. This is being run as a fundraiser for CPI and our teachers are donating their time. This is an offer for membership families only. Will



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attempt to put kids together that already know each other but that's still being finalized. Will ask for help if needed.

- Incoming Vice President is Jennifer Short

### Secretary - Kristin Bunch

- Approval of April minutes to be sent via forms
- Approval of Board handbook to be sent via forms, summary of updates includes clarity of ethics, change in Safety role as clerk vs director and calendar updates.
- Reminder to distribute binder and keys to your incoming board member or return them to school
- Reminder to archive Outlook email
- Incoming Secretary is Laura Sexton

### Treasurer - Ronak Gandhi (not present)

- Incoming Treasurer is Jennifer Lee (not present)
- We will table voting on the budget due to hiring being ongoing

### Accounting Clerk/Office Manager - Janet Chen

- Nothing outstanding
- For accounts with outstanding balances, May tuition was used to cover it and close out the account for the school year.
- May tuition donation receipts were mailed.

### Teacher Director - Teresa Steinhilber

- Melissa Hall is incoming Teacher Director
- Will phase out slowly while training Melissa

### Fundraising - Rose Vang (absent)

- No report
- Original Works – send a survey regarding if membership wants it, Sarah will add it to the yearbook survey
- Open for 2020 - 2021

### Enrollment/Tours – Tuquyen Yee

- Will continue to help throughout the summer – Open for 2020 - 2021
- We got rid of GoDaddy and have transferred to a new, free server.
- We are now a secure site which is an important Google rating
- WordPress has been cancelled
- Website is on good footing. Will add Cara to the staff information.
- Welcome packets will be sent soon
- Photo policy will be included, and there will be an option to request an opt-out
- Add promo for enrichment classes when Welcome packet is sent
- Tours will have a limited schedule to one family per tour/masks will be required. Contacts will be referred to Melissa or Janet



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### Parent Ed - Melissa Hall

- Julia Hoglund is incoming Parent Education Director
- New role will be in charge of cleaning parties
- VCPC meetings will occur monthly over the summer, will report as necessary

### Public Relations - Jennifer Short (absent)

- No report
- Open for 2020 – 2021

### Health and Safety

- No report
- Jennifer Kilburne is incoming Health and Safety Clerk
- Will be a paid position next year with no vote (as voted on in April)

### Maintenance - Firas Abubaker (absent)

- Jackie Beverstock is incoming Maintenance Director
- Mowing/Edging and removing long weeds out front was done couple of weeks ago. AC filters were clean and were not needed replacements. Plans to mow/edge the lawn and remove tall weeds that are visible and long within the next two weekends.

### Scheduling - Yujin Choi

- No Report
- Open for 2020 – 2021

### Chalkboard - Danielle McNamara

- No report
- Jenny Bezos is incoming Chalkboard Editor

### State Licensing - Sarah Norman

- Open for 2020 - 2021
- Fire extinguisher inspection completed
- Batteries for fire alarm were all changed
- Updated director position with the State Licensing Department

### President

- No report
- Sarah Norman is incoming President

Transitional training was conducted  
Kristin will email Exec board to figure out bank appointment.

**Meeting adjourned at 9:11 PM**