



Centreville Preschool Board of Directors Meeting Minutes

Thursday, June 18, 2020

Virtual via Zoom

Items voted on during the June 2020 meeting:

- May 2020 Meeting Minutes (passed)
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The meeting was called to order at 7:05 PM.

Vice President - Jennifer Short (not present)

- No report

Secretary - Laura Sexton

- Suggested posting approved meeting minutes on the website for increased transparency to the membership.
- Upcoming board meetings are scheduled on July 16th and August 20th. Enrollment Director will post these dates on website calendar and board of directors pages.
- Reminder to board members to complete the code of conduct agreement.
- Key agreement form records are incomplete. Need to clarify with the former Secretary which former board member keys from last year are missing. The locks may need to be changed if keys cannot be accounted for.
- Most board members will use lockbox code to access the school, and keys will be issued to board members only as needed. Board members who are in possession of a key will need to complete a key agreement (may be an electronic form).

Treasurer - Jennifer Lee

- A virtual budget meeting will be held with a small committee to plan for multiple scenarios and identify expenses that could be cut back in case of a temporary closure.
- Vote on budget delayed to July due to uncertainty.

Accounting Clerk/Office Manager - Janet Chen

- Bills are getting paid.
- Tuition payments have been received for a few students.
- Has received some questions about what happens if CPI is not open.

Teacher Director - Melissa Hall

- Applied for Fairfax Rise grant, it is a random drawing for \$10k. Decision will be made on June 24th.
- One teacher expressed uncertainty about teaching in person next year.
- Teacher Director is planning to hold an upcoming staff meeting.
- President plans to send fundraising letter to alumni.

Fundraising - OPEN

Enrollment, Tours - Tuquyen Yee/OPEN

- PreK class is full. Morning 4's and afternoon 4's classes still have several slots. 3's PM class is close to full.
- Website hits have been steady.
- Has received a few emails from current member parents about the plan for fall.



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- Will bring application files to school filing cabinet.

Parent Ed - Julia Hoglund (not present)

- Parent Ed binder and Outlook email account have been transferred to her.

Public Relations - OPEN

Maintenance - Jackie Beverstock

- Peeling paint was identified on the exterior of Green room and needs to be addressed.
- Carpenter bee activity on back stair rail was treated. Railing needs to be painted, as well as mailbox post.
- Identified two areas in need of mulch to keep down weeds.
- One battery and one charger are dead, and as such need to be replaced.
- Playground mulch needs to be raked periodically to avoid fungus growth.
- May want to replace the sandbox cover due to leaks.
- Maintenance shed is in need of reorganization. Plans to create an electronic inventory.
- Need to treat for poison ivy.
- Suggestion was made to allow families to sign-up for a timeslot to use the playground during the summer and help clean it up while there.
- In the past there has been an agreement with the church next door that allows them to use the playground on Sundays. We have not renewed this agreement with them since they changed leadership, but we will get in touch to confirm that we cannot share the playground under the current conditions.
- Secretary will assign some members to maintenance committee to help with summer maintenance.

Scheduling - OPEN

- Contact former Scheduling Director regarding interest in continuing on the board this year.

Chalkboard - Jennifer Bezos

- Summer edition planned to go out in early July. Content may include new teacher introductions, summer ideas of things to do, and reminder to submit registration forms and pay tuition.
- Include in Chalkboard that families should email the Health & Safety Clerk if School Health form will not be complete by July 15th. The form must be received before a student can attend school.
- Will add new enrollees to mailchimp list.

State Licensing - OPEN

President - Sarah Norman

- The deposit for May tuition holds a student's spot in a class.
- In the event of a school closure, reduced tuition may be offered for virtual sessions rather than full refunds.
- A new parent agreement form is needed regarding COVID-19 exposure and school policy for when a child needs to stay home from school.
- Discussed temporarily eliminating co-op parents to reduce the number of different people mixing in classes. One or two paid staff aides in the building would be needed instead, and a fee would likely be needed to cover this expense.



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- Planning to avoid mixing of classes within the school.
- Discussed various options for enrichment classes including limiting participation to only students in the same primary class, or eliminating some of the offerings. Not planning to offer an enrollment promotion for enrichment classes yet due to uncertainty.
- May ask families for volunteers to switch from primary classes that are mostly full to a similar class with lower enrollment at another timeslot.
- Discussed offering a virtual-only primary class option.
- Discussed snacks being provided by the school instead of by families to limit the points of contact. Need to determine whether snacks must meet nutritional requirements when provided by the school. A fee would be needed to cover the snack budget.
- Teachers plan to use individual sensory items for students to limit contact.
- Currently unable to sign teacher contracts due to schedule uncertainty. May add a clause that allows amending a teacher contract due to COVID-19 circumstances. There is already a clause that allows changing a teacher contract if enrollment demands it.

The meeting was adjourned at 9:40 PM.