



Centreville Preschool Board of Directors Meeting Minutes

Thursday, August 20, 2020

Virtual via Zoom

Items voted on during the August 2020 meeting:

- Approval of July 2020 Meeting Minutes – Pass
- Approval of July 2020 Special Meeting Minutes – Pass
- Policy exception to permit a virtual Kindergarten student to enroll in STEM – Pass (unanimous)
- Policy exception to transfer a withdrawn family's 2020 registration fee to a future year – Denied (unanimous)

The following items were voted on electronically via Outlook Forms:

- Fall 2020 Staff Compensation structure (details in closed session) – Pass (unanimous)
- Approval of Updated Policies and Forms for Fall 2020 – Pass (unanimous)
 - Membership Agreement
 - Committee Descriptions
 - Parent Survey
 - Emergency Info Form

The meeting was called to order at 7:10 PM.

Items Discussed and General Activity Reports:

Vice President - Jennifer Short

- Vice President plans to decorate porch soon

Secretary - Laura Sexton

- The next two meetings are September 17th and October 15th
- Committee Assignments
 - Received committee preferences from 10 families. Secretary plans to contact families who have not filled out the committee choice form soon.
 - Based on current enrollment, anticipate 4 or 5 families assigned to maintenance committee, 3 to fundraising, 3 to room parents, and 1 or 2 on all other committees
 - Prior to creating committee assignment letters, Secretary plans to email draft assignments to directors who have committee members reporting to them

Treasurer - Jennifer Lee

- Question regarding which tax forms are applicable. Per accounting clerk, none are needed.
- Treasurer has a working budget if any board members need to view the budget in progress
 - Board needs to review budget prior to virtual membership meeting

Accounting Clerk/Office Manager - Janet Chen

- Adjusted all invoices, and invoices will go out tomorrow
 - Will ask families with remaining credits if they want a refund or apply to Oct-Dec tuition
- Several refunds need to be processed
- Ordered supplies, including Lysol which has been ordered through state suggested supplier. CPI has a stock of yellow Lysol which can be used on the playground.



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- Suggestion for families to donate a suggested supply (such as ziploc bags) when picking up supplies monthly. Could be a different supply for each core class each month.
- Copier lease ends in October. Office Manager will ask staff about desired features. Current lease includes maintenance and CPI purchases toner.

Teacher Director - Melissa Hall

- Teachers need to know when they'll need supplies ready for the first packet pickups
- Teachers are concerned about low enrollment and possibility of classes being cancelled
 - CPI is still receiving inquiries, primarily in virtual classes
 - Current 2s/3s enrollment is low in the outdoor class and low for holding separate 2s and 3s virtual sessions
 - Aim to decide about 2s/3s outdoor class by September 4th
 - Consider contacting individual enrolled families to determine their availability to attend 4s outdoor timeslot
 - Aim to decide
 - Current enrollment in several enrichment classes is low
 - Suggestion to offer another round of free trials for enrichment classes on August 31st - September 2nd, with supply pickup on August 29th with yearbooks
 - Inform families that CPI will not be able to offer promotion for free month of enrichment classes. Some families may be waiting for the promotion to enroll.
 - Reassess enrichment class enrollment on September 4th and contacting individual families to determine if they would be interested in transferring to specific others (perhaps classes that are 1 student away from breaking even)
- Updated outdoor class form
 - Parents will need to sign the outdoor form and have a copy to keep for reference
 - Discussed adding legal wording for a COVID specific liability waiver clause
 - Membership agreement already includes a waiver of liability, so a new waiver may not be needed
 - Discussed policy question regarding whether students in outdoor class are permitted to enroll in extracurricular activities (e.g. gymnastics class) since enrollment in other school/daycare programs is not permitted.
 - Suggestion to use google form for health & safety check prior to each outdoor class

Fundraising - OPEN

Enrollment, Tours - Tuquyen Yee/OPEN

- Enrollment Director is putting together updated placement letters
- Forms on website have been updated
- Families are asking when they can do ID verification forms
- CPI needs to contact families regarding new emergency form and parent agreement because anyone who turned in forms before August will need to fill out the new versions
- Suggestion to advertise that CPI shirts, totes, masks, etc. (water bottles?) are available to purchase
- This is the last board meeting Tuquyen plans to attend. She will drop off student files at school this weekend.
 - Tuquyen will continue to update the website for CPI and make CPI shirts, totes, etc.



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Parent Ed - Julia Hoglund

- Parent Ed Director is responsible for updating parent handbook and membership packet for Fall orientation. Parent Ed Director plans to email board members with list of forms that is usually included
 - Office Manager has a folder with list of forms
 - Can discuss over email which forms we still need, don't need, and need to be modified
 - Several forms will not be needed to be in the packets (co-op instructions, snack schedule, etc.)
 - Carpool and tote bag pages may need to be modified
 - All board members will need to review their portion of the forms and update them accordingly
 - Parent Ed Director can help with making copies
 - Important to save a copy of current parent handbook file before modifying (so that the original documents can be used in future years)
 - Consider adding a COVID addendum instead of modifying all documents
- Teacher Director is registered to attend VCPC annual meeting on September 1st, Parent Ed Director also plans to attend

Public Relations - OPEN

Maintenance - Jackie Beverstock

- Carpets are usually cleaned before school starts
 - Carpets were cleaned last summer, and former Teacher Director may have done carpet cleaning over winter break as well
 - Consensus that carpet cleaning is not needed at this time, and will plan to do this over winter break if school building opens in January
- Exterior Paint Update
 - Per lease addendum, CPI is responsible for painting exterior of building every 5 years
 - CPI painted the top trim, roof, and upstairs portion in recent years
 - Exterior of green room is an area of concern due to flaking paint
 - Maintenance Director to get quotes for painting downstairs exterior. Contact company that replaced the porch.
- Maintenance Director plans to treat poison ivy with spray
- Maintenance Director plans to replace one air filter in attic that is an inch too small on all sides
- Hose on back of building is fixed and not leaking
- CPI has the blue paint for repainting the path from the school to the playground. Per Teacher Director, the path does not need to be repainted at this time.
- Maintenance Director plans to trim bushes before school starts
- Maintenance Director plans to install sandbox cover on Saturday, and sandbox toys will be removed then
- Some toys need to be removed from the playground to reduce cleaning needs
 - Suggestion to clean playground using disinfectant in pressure washer(spray and leave it)

Scheduling - OPEN



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Chalkboard - Jennifer Bezos

- Chalkboard Editor plans to send out Chalkboard on September 1st, with content to include:
 - School start date, orientation date, supply packet pickup date, reminder to turn in paperwork
 - Note from President
 - Plea for families to join the board
 - Possibly introductions from teachers

State Licensing - OPEN

Health and Safety - Jen Kilburne

- Health and Safety clerk plans to contact families who have not yet turned in health forms
 - President spoke with licensing inspector and determined CPI should collect health forms from all students (including virtual) in order to remain compliant with licensing. State licensing is in the process of determining requirements for childcare centers with virtual students.
 - There will likely be some leniency during this time to appeal citations for incomplete files (physicals, immunizations) on virtual students

President - Sarah Norman

- Membership Meeting/Orientation plans
 - Consensus to hold a virtual orientation for all families
 - General meeting to cover board and health & safety information
 - Hold meeting prior to packet pickup day, so members can vote in person on packet pickup day
 - Record the session
 - Can release virtual families before covering outdoor policy content
 - Teacher-specific back to school night meetings can be held separately
 - Teacher Director will put together a schedule to hold these in the evenings the week before school starts
 - Meet-and-greets
 - Consensus to invite only outdoor students who are new to CPI for outdoor school tour, aiming to ease the transition when new students get dropped off their first time at the school building
 - Considered in-person orientations for outdoor families by staggering times (with coordination between PreK and STEM), delivering multiple presentations, and limiting attendees to one parent per student
 - Distribution of supplies and paperwork to families on Saturday Sept 12th
 - President will create ballot for membership vote
 - Suggestion to hold outdoor meet-and-greet for new outdoor students following the packet pickup time
- Enrollment Requests - CLOSED session

The meeting was adjourned at 9:55 PM.