



Centreville Preschool Board of Directors Meeting Minutes

Thursday, July 16, 2020

Virtual via Zoom

Items voted on:

No votes occurred on because there was not a quorum at the meeting.

The meeting was called to order at 7:05 PM.

Vice President - Jennifer Short

- Outlook account password has been reset by former VP. Office Manager will assign a password.

Secretary - Laura Sexton

- The next two meetings are August 20th and September 17th
- All board members except one have signed the Code of Conduct
- Need to contact former Secretary regarding status of former board member keys to building
 - Current board members in possession of a key will be asked to complete an outlook key agreement form
- Need to determine which committee positions are most needed and relevant for this year, given lower enrollment than typical and many operational changes this year
 - Some events are not likely to occur this year, and committee assignments that would require entering the school building should be limited

Treasurer - Jennifer Lee (not present)

Accounting Clerk/Office Manager - Janet Chen

- Emailed list of outstanding accounts to the board
 - One family pays by credit card and needs additional time to sort out a family situation
- Received priority supply purchasing information. As a non-profit school, CPI can get priority for some items that are hard to get (e.g. Lysol), but lead time is needed.

Fundraising - OPEN

Enrollment, Tours - Tuquyen Yee/OPEN

- Troubleshooting an error message on website about a plugin not working. Everything on website still works, but can't get into Admin. Getting help from IT.
- PreK enrollment is currently full (10 students)
- Correcting placement letters to include sibling discount
- Can update COVID webpage when decisions are made

Parent Ed - Julia Hoglund (not present)

Public Relations - OPEN

Maintenance - Jackie Beverstock

- Teachers suggested a semi-permanent plywood covering for playground sandbox since it will not be used in the fall
 - One approach is to screw down plywood, then cover with existing tarp and stake grommets in the corners
 - Ensure covering is safe for children playing



Centreville Preschool Board of Directors Meeting Minutes

Thursday, July 16, 2020

Virtual via Zoom

- Peeling paint on outside of building needs to be fixed
 - Exterior paint is landlord's responsibility per the lease
 - CPI painted the upstairs not long ago. Contact former Teacher Director for information.
 - Vendor who painted the porch did a good job, and President has a list of past proposals. Miller Remodeling is not recommended.
- Outside Hose bib needs to be replaced
- Mulch needed around the bushes and building
 - Playground mulch was redone last year
 - Office Manager can provide the volume from prior invoices for estimating quantity needed.
 - Will probably need a few bags from a hardware store, not a truckload with delivery fee
 - CPI is a 503(c) but is not tax exempt. Can always try asking store manager for a discount for a nonprofit preschool.
- Received 5 or 6 responses for Saturday maintenance days. The next 3 Saturdays are booked.
 - Suggested continuing these throughout the school year instead of cleaning parties
 - Would need to track who has contributed
- Big end of summer school cleaning event will not occur due to large gathering risk
- Has done mowing and weeding, poison ivy still needs to be treated

Scheduling - OPEN

Chalkboard - Jennifer Bezos

- No report

State Licensing - OPEN

Teacher Director - Melissa Hall

- Teacher preferences/availability
 - STEM will be only in-school enrichment class offered, and staffing is all set for this class
 - Three teachers and two aides are available to teach in-school core classes
 - Each teacher has availability constraints (e.g. days of week, half days, and total number of slots)
 - Aide availability for in-school is very limited.
 - Parents on the executive board would qualify to be an aide because they are fingerprinted and background checked.
 - One teacher may be interested in teaching an outdoor class
 - Three teachers are available to teach virtual classes
 - Enrichment classes such as Creative Kids and STEAM will be offered virtually
 - For virtual classes, when there are more than 5 students, an aide would be helpful. If there are less than 5 students, an aide is probably not necessary or cost effective.
- Majority of family survey responses (29/40) include interest in traditional indoor CPI classes
 - 13 responses include interest in an outdoor class
 - 9 responses include interest in virtual core classes, and 7 in virtual enrichment classes



Centreville Preschool Board of Directors Meeting Minutes

Thursday, July 16, 2020

Virtual via Zoom

- 6 yes and 8 maybe interested in elementary virtual enrichment
- Fall 2020 schedule
 - The schedule currently available on the CPI website is outdated
 - Suggested to add a message on the enrollment webpage indicating that changes are forthcoming for the 2020-2021 schedule
 - CPI can most likely offer three core in-school classes given teacher and aide availability
 - Full PreK class (10 students are enrolled in PreK class)
 - PreK class may meet 3 days/week due to aide availability. Not many teachers/aides are available on Mondays.
 - PreK students will have opportunity to enroll in STEM enrichment for a 4th day of school
 - Full 4's class (10 students are enrolled in various 4's classes)
 - Combined 2s/3s class (more than 10 students are enrolled in 2's and 3's classes)
 - 2s and 3s will likely be grouped into one class of 10 students which will likely meet 2 days/week
 - May need to encourage some 2s/3s students to switch to outdoor or virtual classes if enrollment remains more than 10 students
 - Discussed possibility of 15 students rotating between indoor teachers and outdoor teachers
 - Each class will use either the entire downstairs space or entire upstairs space and aim to keep students in smaller (5 student) pods as much as possible
 - Hula hoops can be used to space students during circle time
 - Class times (drop-off and pick-up) may change
- Outdoor class would be held on playground and porch
 - This class would require an aide. Could contact aides who were not comfortable working in the building, as some may consider being an aide for outdoor only class.
 - Would need a canopy for shade
 - Hula hoops can be used for students' personal space and belongings
- Suspension of Co-op
 - Discussed COVID-19 fee of \$60/month for 2 days/week and \$75/month for 3 days/week to cover the cost of aides in classes and additional cleaning supplies (e.g. Lysol, hand sanitizer, paper towels, etc.)
 - Aide pay ranges roughly from \$45-55 per class session
 - Discussed snack fee of \$6-8/month, which is similar to the rate at other local schools
- Discussed Sept 14th as a possible CPI start date. FCPS start date was delayed to Sept 8th.
- Meet and greet for families will be held either outside or virtually instead of open house event
 - Need to go over new health and safety procedures
 - If held outdoors, meet with one family at a time
 - If held virtually, could give students an opportunity to show each other their masks
- Will keep separate containers of art supplies for each child, individual sensor bins
- Need to discuss renegotiating rent with landlord
 - CPI is in second phase for Fairfax Rise grant. If awarded, grant would cover rent through December. Can try to renegotiate with landlord for January.



Centreville Preschool Board of Directors Meeting Minutes

Thursday, July 16, 2020

Virtual via Zoom

President - Sarah Norman

- Three teachers are interested in holding demo virtual classes. Planning to hold the demo classes all in the same week.
 - Aiming for early/mid August to allow time to advertise the demo classes
 - Demo classes will include packets of materials, so a packet pickup day will be needed before the demo classes
 - Could possibly be the same weekend as the Original Works pickup
- Discussed virtual tuition of \$150/month for 3 days/week + supply fee (same as in-school)
 - Discussed \$50/month for virtual 1-day/week enrichment class
 - Researched pricing of other virtual programs. Some schools are charging ½ tuition.
 - Consider offering virtual add-on for one-on-one session with teacher and/or small group breakouts
- Need to advertise beyond current enrollment for virtual classes
 - Suggested bring a friend promotion with a drawing for a prize
 - Jenny Bezos volunteered a photo session as a prize
 - Emphasize advantages of taking virtual classes from a local school
 - Consider offering outdoor socially distanced art events and sign ups to use the playground for virtual students
- Plan for moving to all-virtual programming if necessary
 - In the event that FCPS closes, CPI staff availability will be impacted. CPI may need to close or offer limited class options such as outdoor-only class or meet in school 1 day/week and virtual rest of week.
 - In the event that school must be closed, virtual tuition rates would be charged
 - Withdrawal policy will be in effect, and families must provide 30 days notice
 - CPI cannot afford to waive or refund tuition in the event of a closure
- Will create a member agreement addendum to reflect policy changes
 - Families will need to sign that their household is committed to following CDC guidelines
 - Masks will be strongly encouraged for all students. Teachers are willing to help students who have difficulty getting used to wearing them.

The meeting was adjourned at 10:30 PM.