



Centreville Preschool Board of Directors Special Meeting Minutes

Wednesday, July 29, 2020

Virtual via Zoom

Items voted on during the July 2020 Special meeting:

- Fall 2020 offerings to include three core classes and enrichment classes dependent on enrollment - PASS (unanimous)
- Tuition - PASS (unanimous)
 - \$190/month core package (virtual + outdoor), \$85 core supply fee
 - \$150/month virtual-only core, \$85 core supply fee
 - \$50/month virtual enrichment, \$40 enrichment supply fee
 - For virtual enrichment only, siblings can participate together by registering a single child and sharing supplies
 - \$50 virtual club
- Extension of withdrawal deadline to Monday August 17th - PASS (unanimous)
- Suspension of maintenance/cleaning party obligation for Fall 2020 term - PASS (unanimous)
- Suspension of parent co-op in classrooms - PASS (unanimous)
- Approval of June 2020 Meeting Minutes – PASS (unanimous)

The meeting was called to order at 7:03 PM.

Attendees: Sarah Norman (President), Jennifer Short (Vice President), Laura Sexton (Secretary), Melissa Hall (Teacher Director), Jackie Beverstock (Maintenance Director), Janet Chen (Accounting Clerk/Office Manager), Jenny Bezos (Chalkboard Editor), Tuquyen Yee (Enrollment Director), Jen Kilburne (Health and Safety Clerk, Teacher), Laurie Lewis (Teacher), Jess Laurent (member), Nataliya Dominguez (member), Alyssa and Sean Lamb (member), Jen Case (member), Diana Coss (member), Michaela Rudy (member)

- Class offerings
 - Three basic packages: 2s/3s, 4s, PreK
 - 4s & PreK
 - One 2-hour outdoor class / week
 - Up to 12 students per class, no students mixing from other in-person classes
 - Playground time, activities on porch, art craft project, read aloud
 - Hula hoop for belongings
 - Staff will wear masks and want students to wear them too. Staff will help students adjust to wearing masks.
 - Classes will occur in light rain, may try to reschedule classes canceled for thunderstorms
 - Three 1-hour virtual classes / week
 - At-home extension activities and supply kit distributed monthly for more interactive virtual activities
 - 2s & 3s
 - One 2-hour outdoor class / week
 - Two virtual classes / week (30 min – 1 hour)
 - More hands-on activities and sharing time, less emphasis on math/language arts
 - Read aloud videos, at-home extension activities



Centreville Preschool Board of Directors Special Meeting Minutes

Wednesday, July 29, 2020

Virtual via Zoom

- 2s/3s virtual may be separate or combined depending on enrollment
 - One 15-min one-on-one virtual chat with teacher
 - Add-ons
 - Virtual enrichment classes
 - STEAM, creative kids, culinary kids, book club
 - Classes offered are dependent on enrollment (most need at least 4 students)
 - One 1-hour virtual class / week
 - Virtual social club
 - One virtual class / week (30-40 min)
 - Small group capped at 6 students
 - Rotating topics for discussion
- Member feedback
 - Parent suggested a personal risk level survey for families
 - Families will sign COVID-19 agreements to follow CDC guidelines in life outside of school and to keep children home if anyone in household has shown any symptoms
 - Drop-off will likely include temperature check and questionnaire
 - Parent suggested an outdoor meetup for families of each core class before classes begin
 - Virtual orientation will be held in place of open house
 - Room Parent could organize additional communication between parents within a core class
 - Parent expressed concern about limited opportunity for in-person interaction at child's developmental stage
 - Teacher Director indicated that within Virginia Cooperative Preschool Council (VCPC), there are not any co-op preschools opening for in-school classes in September
 - Multiple parents provided positive feedback that virtual summer camp went really well and was very well organized
 - Parent emphasized the importance of the outdoor class to allow a young child to adjust to separating from parent
 - Parent asked about class times and scheduling around FCPS virtual schedule
 - CPI classes cannot be scheduled around all FCPS schedules which vary by school
 - CPI classes will not overlap with each other (at least not classes in which a student might co-enroll)
 - Discussed possibility that classes may be small enough that CPI could reach out to parents to find times that work best
 - Parent asked about developmentally appropriate virtual activities for 2s/3s
 - Incorporate music and movement every 5-10 min
 - Simple interactive activities like play dough
- Tuition & Fees
 - Reached consensus on \$190/mo for core class packages, which is roughly equivalent to 75% of typical 3-day/week tuition
 - \$85 core supply fee (same amount as typical 3-day/week class)
 - Families expected to provide common supplies (e.g. crayons) at home



Centreville Preschool Board of Directors Special Meeting Minutes

Wednesday, July 29, 2020

Virtual via Zoom

- Teacher Director will request donations of plastic bags, glue sticks, etc.
- Reached consensus on \$150/mo for core class virtual only option
 - Discussed suggestion to price at the same tuition as package but with no committee obligation
- Enrichment: \$50/mo
 - Siblings can both participate on one device by just signing up one child
- Club: \$50/mo
 - Smaller class size and shorter duration
- CPI may not be the cheapest virtual option because we have a school building to pay for, but CPI can offer advantages of being part of a local school community (picture day, holiday theme original works, etc.)
 - Several parents agreed the tuition discussed is reasonably priced
- May 2021 deposits will be adjusted based on tuition rate for the classes a student is enrolled in for September
 - Could provide option to apply balance toward fall tuition, get a refund, or donate balance
- No monthly buy-out option offered in Fall 2020
 - \$100 flat fee will be assessed if family does not fulfill committee obligation
 - Discussed suspension of maintenance/cleaning party obligation during fall
 - Will advertise request for playground cleanup volunteers
 - Secretary will assign several people to maintenance committee
- Discussed extending deadline for families to withdraw without penalty to August 17th, allowing families to decide after trial virtual classes and info session are held
- Policies & member agreement addendum:
 - May enroll in virtual enrichment without enrolling in core package (no change)
 - Students enrolled in only virtual classes do not need to submit health and safety paperwork, but should fill out the emergency form.
 - Students without health and safety paperwork cannot be without parents on school grounds
 - No parent medical form required due to no co-op
 - Outdoor classes will not be refunded if canceled for weather
 - Outdoor classes may be suspended due to local health conditions by vote of the board
 - Enrolled families get one vote per student (no change)
 - 30 day notice for withdrawal will be in effect after August deadline extension
- Start date
 - Reached consensus on September 14th
 - Outdoor class teacher needs Medical Administration Training (MAT) and CPR certifications, and MAT training is not available until Sept 11th
 - Teacher expressed concern about starting the same week as FCPS which is stressful for staff with older children
- Staff compensation – CLOSED session

The meeting was adjourned at 10:30 PM.