



Centreville Preschool Board of Directors Meeting Minutes

Thursday, September 17, 2020

Virtual via Zoom

Items voted on during September 2020 meeting:

- Approval of August Meeting Minutes - Pass
- Approval of Copier contract - Pass

The following items were voted on electronically via Outlook Forms:

- Board approval of the proposed annual budget for 2020-2021 – Pass
- Additional section of Virtual 4s to begin in October – Pass
 - Tues/Wed/Fri mornings on Zoom with Mrs. Chapman
- Cancellation of Virtual Culinary Kids enrichment class due to insufficient enrollment – Pass
- Cancellation of the Wednesday morning Outdoor Class due to insufficient enrollment – Pass
 - Families are invited to switch to the Monday or Thursday afternoon Outdoor Class

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

Items to be Discussed and General Activity Reports:

Vice President - Jennifer Short (Absent)

- Suggested a “no stuff” fundraiser (chocolate or wrapping paper to sell for donations) and fall raffle at packet pickup

Secretary - Laura Sexton (Present)

- The next two meetings are October 15th and November 19th
- Agendas and Minutes are posted on the website, but are not being posted inside the school building since members are not accessing the school
 - Suggestion to include a note in chalkboard about where to find agenda and minutes online while school building is closed
- Committee assignment letters were distributed to 25 families, and will continue to assign committees as additional families enroll
 - Spreadsheet to track committee contributions in progress, will send to directors with committees reporting to them

Treasurer - Jennifer Lee

- Started forecasting out some of the budgeted information
 - Treasurer requested someone provide her with salary information
- Supply budget seems high, may need to reduce
 - One of the two thermometers is not working correctly. Office Manager has the manual.
 - A teacher noted that some class supplies have not been determined yet
- CPI has assets in a checking account and mutual fund investments. Discussed percentage of investments in stock and bonds. Treasurer will look into this further.
 - There was a board approved change ~5 years ago that a certain percentage needs to be in safe vehicles (bonds, cds).
- Discussed issue of missing payment from landlord for porch replacement last year
 - President plans to reach out to landlord
 - Fairfax county has a landlord-tenant relations committee. Treasurer will get information about filing a dispute.



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- Treasurer requested someone send her a copy of lease

Accounting Clerk/Office Manager - Janet Chen (Present)

- Only one outstanding A/R that is on the way
- More refund checks are coming for cancelled classes
- Copier lease proposal
 - Print over wifi, has stapler
 - Contract is slightly more expensive but includes more copies, toner, and service which will save money overall

Teacher Director - Melissa Hall (Present)

- Plans to hold staff meeting next week
- Teachers would like packet pickups every ~3 weeks instead of every month
 - Could just leave them at the school to be picked up anytime during a weekend
 - Could work with the families that live further away
- Melissa will contact 2s/3s teacher about scheduling 15-min sessions
- Suggestion to create a supply wishlist by class. Items could be dropped off at supply pickup.
 - STEM class has a wishlist on amazon

Fundraising – OPEN

- President contacted fundraising committee
 - Monthly contributions of a small amount on a regular basis for a prize (tshirt)
 - Fall spirit nights - usually do McDonalds in October
 - Contact Office Manager if financial paperwork is needed
 - Laurie Lewis offered to help with fundraising
 - Harris teeter program VIC card is set up for CPI
 - Original works – holiday themed artwork with outdoor classes in October
- Office manager emailed information about a read-a-thon
- Suggestion to hold a remote Turkey Trot fundraiser involving kids and adults
 - CPI could have shirts made, give superlatives for costumes, etc.
 - Suggestion to reach out to Susan Steinberg
- Suggestion to hold a virtual pumpkin carving competition for community engagement (not a fundraiser)
- Suggestion to sell pancake kits in place of the Pancake Breakfast event
- Suggestion to sell winter break kits (ornament activity, hot chocolate mix, etc.) In place of the Holiday Shop
- Jenny Bezos offered to help deliver items to families who live further away if needed

Enrollment, Tours – OPEN

- Melissa and Janet are sharing enrollment responsibilities
 - 3 on waitlist for virtual 4's, interest from one more family
 - Planning to start first full week of October (Oct 5th with packet pickup on Oct 3rd)

Parent Ed - Julia Hoglund (Present)

- Revisions to parent handbook posted on the website



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- Adding intro letter for 2020-2021 that supersedes handbook and otherwise leaving parent handbook as-is except for staff and board changes and calendar updates
 - VCPC meeting information is not available yet, may be late fall
 - CPI has not been billed yet for membership

Public Relations – OPEN

Maintenance - Jackie Beverstock (Present)

- Hose is fixed. There are two shutoff valves.
- Jen Kilburne offered her large vehicle if needed for transporting stuff for maintenance
- Poison ivy was treated, but rained the next day
- One family per week, outside only, mowing and weeding
 - Maintenance Director plans to be there most Saturdays, checking grounds weekly
 - No one should be spraying anything near the milkweed
- Mulching is done including a few extra areas that needed to be mulched thickly

Scheduling - OPEN

Chalkboard - Jennifer Bezos (Present)

- October chalkboard to include:
 - Supply list from Office Manager
 - Note about agendas and meeting minutes posted online
 - Mcdonald's fundraiser information (hopefully)
 - Link to google calendar
 - Supply pickup dates
 - Link to google forms for outdoor students

State Licensing – OPEN

Health and Safety - Jen Kilburne (Present)

- Original forms missing for one student

President - Sarah Norman (Present)

- President is coordinating fundraising
- Jenny Bezos agreed to do school photos fundraiser in the fall
 - Socially distanced outdoor sessions
 - She will set pricing and time limit structure. May include option for family with siblings.

The meeting was adjourned at 8:50 PM.