



Centreville Preschool Board of Directors Meeting Minutes

Thursday, November 19, 2020

Virtual via Zoom

Items voted on during meeting:

No votes occurred on because there was not a quorum.

The following items were voted on electronically via Outlook Forms:

- Approval of October Meeting Minutes – Pass
- Conversion of Inauguration Day (January 20, 2021) to a holiday in the school calendar – Pass
 - CPI usually follows the FCPS calendar
 - Staff expressed a preference to take that day off

The meeting was called to order at 7:14 PM.

The following General Activity Reports were communicated via email prior to the meeting:

Secretary - Laura Sexton

- The next board meetings are planned on Dec 10th and Jan 21st
- Four new families were assigned to committees (Fundraising, Laundry, Room Parent 4's AM)
- Reminded Committee Chairs about spreadsheet for tracking dates they've contacted committee members and committee member contributions

Accounting Clerk/Office Manager - Janet Chen

- Summary of outstanding A/R was sent to board members
 - One student's tuition is paid by a federal subsidy program. Resent updated paperwork on Friday and waiting to hear back.
- Submitted the exemption application for charitable or civic organization and am moving on to the VA grant program. We were previously not eligible for this grant, but the restrictions on certain types of businesses have been removed so we're proceeding.
- The new copier is installed, but the finisher doesn't allow the copier to fit in the spot where the old copier was. In the process of removing the finisher.

Maintenance - Jackie Beverstock

- Lawn mowing has continued as needed. We're mostly done till spring unless we get a warm spell. Nearly all outside maintenance duties will be suspended after the next few weeks till spring since there will be nothing to do.
- Superior Landscaping no longer provides snow service, and referred us to X-scapes. Contacted X-scapes and emailed them a copy of our previous contract. I haven't heard back from him yet so will follow up on 11/23 unless he contacts me before that date.
- The playground looks good as do the rest of the grounds
- Trimmed some low hanging tree branches
- The outdoor hose was shut off for the season—with Teacher Director and teacher approval—on November 1st
- The committee members have been great at helping with the work and commutations for availability etc.!
- Seeking guidance on how gutter cleaning was handled in the past
 - Office Manager will look at the list of vendors.



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Chalkboard - Jennifer Bezos

- Requested directors notify her about anything to be included in the December Chalkboard

President - Sarah Norman

- A parent asked about bringing gifts for teachers. It's worth reminding parents that this Saturday is the last supply pickup of the year in case they want to bring something to drop off. This would be a good task for room parents.
- Virtual Turkey Trot
 - Took longer than expected to set up everything with PledgeStar, but the site looks good
 - CPI needed to apply for an exemption for the state of Virginia registration for charitable solicitation (we are exempt as an educational institution soliciting only from families, alumni, etc.). Office Manager took care of the form, and we are submitting it now.
 - Only 7 families have registered so far, but we're seeing each family raise a pretty big total donation. Registration will remain open through 11/29.
- Spirit Night
 - We just confirmed a Spirit Night for next Tues-Wed (11/24-11/25) at the Centreville Glory Days.
 - Info went out in a MailChimp email with various reminders, and Susan will also be posting on both Facebook pages.
- State Licensing
 - One of our emergency lights is not working (the one in the "book nook" at the top of the stairs). This isn't urgent since we're not really using the building, but we do need to take care of it soon and definitely before the building inspection (February).
 - Update via email on 11/24 - The emergency light is fixed. One of the battery terminal connections was loose, and a different new battery worked.

Items Discussed during meeting:

Vice President - Jennifer Short (Present)

- Parent Survey Results
 - Most feedback is positive. Received lots of positive comments about enrichment classes
 - Received 3 responses in 2/3s class, 14 in 4s class, 11 in PreK class, and 2 in enrichment classes only
 - Overall quality: 70% rated excellent, 23% very good, 6% fair
 - Extension crafts: 80% love, 16% like, 3% ok, no negative responses
 - Class length: 62% perfect, some long enough, some too long, none way too long
 - Outdoor classes: 36% love them, 63% N/A
 - Winter outdoor class: 23% very likely, 10% likely, 3% unsure, 6% no, rest N/A
 - One on one time: 26% love, 6% like, 1 not so useful
 - One-on-one time is only applicable to 2s/3s class. There was confusion about this question as several comments asked what one on one time is, or if this was about special helper day.
 - Community connection: 36% very much connected, 63% somewhat
 - 79% very likely to recommend CPI to other families



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- In future surveys, consider including an option to add your email so it is possible for us to follow up on any concerning feedback

Secretary - Laura Sexton (Present)

Treasurer - Jennifer Lee (Absent)

Accounting Clerk/Office Manager - Janet Chen (Present)

Teacher Director - Melissa Hall (Present)

- Suggestion to send a reminder email to the outdoor families about notifying the school if you have holiday plans

Fundraising - OPEN

Enrollment, Tours - OPEN

Parent Ed - Julia Hoglund (Present)

Public Relations - OPEN

Maintenance - Jackie Beverstock (Present)

- According to VDOT, drain for entrance driveway is clogged at the stone fence end. Someone thought it was a hole and was putting soil in it. VDOT markings have been there for months, but they haven't done anything and Maintenance does not have a contact at VDOT.

Scheduling - OPEN

Chalkboard - Jennifer Bezos (Absent)

State Licensing - OPEN

Health and Safety - Jen Kilburne (Present)

President - Sarah Norman (Present)

- Spring programming
 - Staff Input
 - Packets are a lot of prep work, and it helps make our classes successful
 - Teachers feel committed to finishing out the school year and feel comfortable moving forward with virtual next semester
 - Potential modifications to the programming and procedures
 - Discussed one-on-one time for 2s/3s and decided to keep as-is because it has value in establishing a relationship with the teacher
- Outdoor classes during the winter months (Jan & Feb)
 - Staff Availability and Enrollment
 - STEM teacher and aide want to continue during winter



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- Plans to move item storage to other side of porch to set up activities where wind can be avoided
 - One outdoor core teacher prefers not to teach during winter
 - Discussed combining the Monday and Thursday outdoor classes
 - Only 4 students are currently enrolled in Thursday outdoor class, and 8 are enrolled in the Monday outdoor class. Would invite the Thursday students to join the Monday outdoor class.
 - No fee for students who switch from outdoor to virtual-only at new semester
 - A teacher and an aide are available to teach the Monday outdoor class through the winter and spring.
 - Plan Monday class to go through the term. Reconsider adding additional outdoor sessions in March timeframe (spring break).
 - Try to avoid any staffing switches midterm
 - Teacher Director will discuss plan with staff before board votes and announces spring programming to membership
 - Weather
 - Keep tuition weather policy the same – no refunds for weather cancellations
 - Remind parents to dress children appropriately for cold weather
 - Community health metrics
 - CPI is above and beyond all guidelines for cleaning, not mixing cohorts, etc.
 - Parents have been very conscientious and forthcoming
 - CPI is not following FCPS reopening metric thresholds. CPI decisions are determined by vote of the board.
 - Tuition / fees
 - Any tuition increase could risk withdrawals
 - Suggestion for a one-time supply fee for spring
 - Using more copies than ever
 - Individual supplies are kept at home and cannot be reused at the school as they would in a typical year
 - President will request an update of the budget from Treasurer
 - President contacted landlord to request a new lease (not an addendum) to ensure it is up to current standards
 - Health and Safety Clerk believes we are missing a lease addendum in the middle. She will look through her files to determine when the negotiation was done so that we can request the missing addendum.
 - Parents often do not see the mailchimp emails, but they read the emails from teachers. Suggestion to ask teachers to include prewritten reminders about fundraisers and such to ensure parents are aware.
 - President will check whether new paperwork is needed for parent agreement for Spring semester
 - Staff Compensation
 - Teacher contracts go through December, will be doing another round
 - PreK classes (with 12 students) are running 1.25 hrs and 4s are 1 hr
 - Further discussion of Staff Compensation occurred in a CLOSED session



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The meeting was adjourned at 10:25 PM.