



Centreville Preschool Board of Directors Meeting Minutes

Thursday, October 15, 2020

Virtual via Zoom

No votes occurred during Board of Directors Meeting because there was not a quorum present.

The following items were voted on electronically via Outlook Forms:

- Approval of September Meeting Minutes - Pass
- Approval of pricing for Virtual Holiday party - Pass
 - \$25 for first child, \$10 per additional sibling (to receive a supply pack)
 - Monday, December 14 from 10:00am-12:00pm on Zoom
 - Teachers will volunteer their time. Anticipated supply costs are \$50 total.

The meeting was called to order at 7:11 PM.

Items Discussed and General Activity Reports:

Vice President - Jennifer Short (Present)

- Vice President plans to hang signs around playground fence
- Conduct parent survey on classes prior to November meeting
 - Draft survey to be reviewed by the board before posting

Secretary - Laura Sexton (Present)

- The next two meetings are November 19th and December 10th
- Committees
 - Secretary sent spreadsheet to committee chairs for tracking dates they've contacted members and committee member contributions.
 - Secretary emailed four new families requesting committee preferences (Room Parent 4's AM, Laundry, Fundraising, Maintenance)

Treasurer - Jennifer Lee (Absent)

Accounting Clerk/Office Manager - Janet Chen (Present)

- 1 outstanding A/R due to a credit card expiration date
- 1 tuition not paid yet through government program with new manager
- There will not be any time without a copier as the new copier gets set up
- Updated rules for PPPs forgive everything under \$50k. Deadline to apply for forgiveness has been extended.
 - Office Manager will look into whether \$10k advance is being deducted from the \$44k
- Cars have been observed using the CPI parking lot to go to nearby businesses. Consider getting a 'private parking only' sign to hang near entrance.
 - Let church know they can still use CPI parking lot per existing arrangement

Teacher Director - Melissa Hall (Present)

- Attended VCPC Director's meeting
 - 25% of VCPC schools are still closed, 75% open but only 1 is using indoor space
- CPI is the only school with a live virtual program.
- Teacher Director plans to hold staff meeting next week and discuss thoughts on next semester
- Outdoor classes are going well
- Prep for virtual classes is a lot of work for teachers



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- Consider more frequent packet pickup dates next semester
- All teachers will need to get recertified in CPR within 90 days of October. Arranging with CPR license contact, but response time to emails is slow.

Fundraising - OPEN

Enrollment, Tours - OPEN

Parent Ed - Julia Hoglund (Absent)

- Revisions/additions to parent handbook are posted on the website

Public Relations - OPEN

Maintenance - Jackie Beverstock (Present)

- Getting an estimate for the downstairs exterior paint
 - Upstairs was painted in April 2019. Trim and porch ceiling were also painted.
- Maintenance Director emailed landscaping company about snow contract
- Maintenance Director plans to trim branches in side area to make mowing easier
- Discussed suggestion to mow area behind the turnaround for more grassy space
 - Landlord and others occasionally mow this, but has not been since ~July. Currently too high for CPI mower.
 - See language in the lease about this area
- Hose is used regularly for outdoor classes. Will wait as long as possible (freezing temps) to shut off hose.
- VDOT marked the drain under CPI driveway and plans to excavate (clear it out). There is a large hole.
 - Can move boulder on other side but cannot remove it

Scheduling - OPEN

Chalkboard - Jennifer Bezos (Present)

- November chalkboard to include:
 - Packet pickup on Nov 21st. No packet pickup date in December.
 - Note about parent survey due in early Nov
 - Due date is Oct 30th to provide input for chalkboard
- Photo fundraiser will probably be Nov 21st in the afternoon (2pm and later)
 - Possibly separate days for school photos only and family & school photos

State Licensing - OPEN

Health and Safety - Jen Kilburne (Present)

- Discussed cold temperature guidelines for outdoor classes
 - Suggestion to consider holding a 1 hour class instead of canceling for cold weather
 - Requested information in Health Department meeting regarding safe temperature/wind for 2 hour exposure
 - Will discuss Jan/Feb outdoor classes at next board meeting and get teacher thoughts



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- Suggestion to hold drop-in outdoor classes in Jan/Feb
- CPI is abiding by Health Department safety guidelines for daycare providers. CPI meets recommendations by not mixing classes and carpool procedure.
- Criteria to notify Health Department and exclude a student from in person class includes confirmed COVID-19 cases and contacts of cases. Not a contact of a contact.
 - CPI will use the same criteria to notify members as well as the Health Department and maintain confidentiality.

President - Sarah Norman (Present)

- Fundraising committee
 - McDonalds is not doing Spirit Nights for now. Tony's NY Pizza is a possibility.
 - May use Pledgestar to set up Virtual Turkey Trot
 - May use Pledgestar for Read-a-thon in the winter. Scholastic fees are higher.
 - Original Works – plan for spring
 - Discussed suggestion to set up Holiday shop for outdoor class, or as a drive through activity
- No update on building inspection yet. Egress and building safety check in February, and fire alarm inspection in May.

The meeting was adjourned at 9:07 PM.