



Centreville Preschool Board of Directors Meeting Minutes

Thursday, December 10, 2020

Virtual via Zoom

Items voted on during meeting:

- Approval of November Meeting Minutes – Pass (unanimous)
- Addition of COVID one-time fee – Pass (unanimous)
 - \$40 for core classes and \$20 for enrichment classes
 - Include with invoice due January 1
- Reinstatement of maintenance obligation in Spring 2021 semester for outdoor students only – Pass (unanimous)
 - Outdoor, socially distanced maintenance projects
- Staff member compensation adjustment with contingency – Pass (unanimous)
 - Discussion and vote occurred in a CLOSED session

The following items were voted on electronically via Outlook Forms:

- Conversion of April 5, 2021 to a holiday in the school calendar - Pass
 - Follows the Fairfax County Public Schools calendar
- Approval to retain Lead Teacher contract for Spring 2021 semester with addendum – Pass
 - Discussion and vote occurred in CLOSED electronic communication
- Virtual Aide compensation adjustment – Pass
 - Discussion and vote occurred in CLOSED electronic communication
- Addition of a Virtual Materials Preparation Stipend to virtual teacher salaries – Pass
 - Discussion and vote occurred in CLOSED electronic communication

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

General Activity Reports and Items Discussed during meeting:

Vice President - Jennifer Short (Present)

- No update

Secretary - Laura Sexton (Present)

- The next board meetings are planned on Jan 21st and Feb 18th

Treasurer - Jennifer Lee (Present)

- Treasurer sent updated financial report to board members
 - Treasurer will make the following updates and send to board members:
 - Update the YTD sheet
 - Add payroll forecast to Monthly Forecast sheet
- Treasurer will seek help from former treasurer to view the investment account balance
- Tuition is on par with wages and not contributing to other expenses including rent and utilities
- CPI has used all grant money received to date
- Large insurance expenses were paid in October, copier contract cost increased with new copier, and supplies are under budget



Centreville Preschool Board of Directors Meeting Minutes

Thursday, December 10, 2020

Virtual via Zoom

Accounting Clerk/Office Manager - Janet Chen (Present)

- Office Manager sent updated A/R to board members
 - Several months of tuition for one student to be paid by a federal subsidy program are still outstanding, but the program stated the payment would go through this week
- Copier is in place without finisher. Copier company was not willing to change the lease, but credited the school with \$400 toward copy overages, which offsets the cost of the finisher over the life of the lease.

Teacher Director - Melissa Hall (Present)

- Teacher Director and Office Manager are in the process of filling out paperwork for Rebuild VA grant (includes utilities, payroll, rent)
- Not ready to plan for summer camp yet
- Teachers are coming in this weekend to sign contracts
- One student paid for outdoor classes but has not submitted health forms (and has not attended outdoor class)
 - Health and Safety Clerk contacted parent multiple times

Fundraising - OPEN

Enrollment, Tours - OPEN

Parent Ed - Julia Hoglund (Present)

- No update

Public Relations - OPEN

Maintenance - Jackie Beverstock (Present)

- Received estimate for repainted the exterior. School will not pursue at this time.
- Maintenance Director plans to check whether gutters are dirty
 - Office Manager will look into gutter cleaning information
 - There may be a ladder under the stairs by the maintenance shed
- Snow Removal Contract signed with Xscapes
 - Xscapes needs a point of contact to let them know when we do not want them to plow during snowstorms
 - Teacher Director offered to be the point of contact
 - Need to determine what time we need to call by to skip a storm
- Downstairs HVAC stopped working and was replaced with new unit with indoor thermostat
 - Melted the electrical such that the unit needed to be replaced rather than fixed
 - Landlord paid contractor to replace it within days
- Maintenance committee is on hiatus until March
- Mulch around sandbox is eroding
 - President offered to help rake mulch back toward the sandbox to cover the sand
- School not planning to clear carpets or clean air ducts at this time
 - There's conflicting research about whether air duct cleaning helps



Centreville Preschool Board of Directors Meeting Minutes

Thursday, December 10, 2020

Virtual via Zoom

Scheduling - OPEN

Chalkboard - Jennifer Bezos (Present)

- Chalkboard to include supply pickup dates, board meeting info, and fundraisers

State Licensing - OPEN

Health and Safety - Jen Kilburne (Absent)

President - Sarah Norman (Present)

- Fundraising
 - Turkey trot brought in \$1000 gross (before expenses for pledgestar and shirts)
 - President is putting together and donating prizes at no expense
 - Most families that participated raised \$50-\$100 apiece
 - For spring read-a-thon, suggestion for teachers to mention the fundraiser during class to encourage more involvement
 - Teachers will need time to plan how to incorporate in advance
 - Suggestion to consider Bookworm as a local alternative to Scholastic for book fair
 - Can buy books for your family and have teacher wishlists for the school too
 - Parent Ed director offered to look into options
 - Scholastic book fairs generate 'scholastic dollars' for the school to use toward buying books. A really high threshold of fundraising is required for the school to receive cash.
 - A parent suggested a spirit night at Papa John's and has a contact
 - Parent Ed Director offered to help out with fundraising if needed
- Discussed a COVID fee for Spring to offset extra costs incurred for in-person classes (disinfectant, etc.) and virtual classes (lots of copies, etc.)
 - Fee would go toward supplies, and compensation for teachers preparing virtual material
 - Discussed communicating to members that tuition is down 71% compared to last year
 - Also highlight some of the positive things the school is doing in teaching, extension activities, etc.
- Discussed reinstating maintenance obligation for families enrolled in outdoor classes
 - Sign-ups for one family per weekend starting around March
 - Office Manager plans to ask School Helpers to stop by in Jan/Feb to pickup
- Lease ends in June (end of school year)
 - President plans to discuss lease negotiation in a small group with Teacher Director and Treasurer
- 2021-2022 School Year Enrollment
 - Plan to hold a virtual open house around February for the public with some teachers
 - Not planning to hold an in person open house for now, but may be possible by time-slot in the summer
 - Plan to advertise the virtual open house
 - Plan to determine a preliminary schedule before Open House for traditional in person classes in Fall 2021
 - Considering offering one Beginners class, two 3's classes, two 4's classes, and one PreK, as well as some enrichment classes



Centreville Preschool Board of Directors Meeting Minutes

Thursday, December 10, 2020

Virtual via Zoom

- Aim to schedule enrichment classes such that it is possible for 3's or 4's students to go to school 4 or 5 days a week
- Consider full day classes as a possibility for PreK
- Consider classes without snack if masks are still needed
- Refer prospective parents to tuition rates from 2019-2020 as a guideline rather than setting exact tuition for next year at this time.
 - Communicate that an additional fee may apply if aide is required instead of coop
- Health and Safety Clerk plans to determine whether HVAC can accommodate a better filter
- Discussion of staff member compensation adjustment occurred in a CLOSED session

The meeting was adjourned at 9:57 PM.