



Centreville Preschool Board of Directors Meeting Minutes

Thursday, January 21, 2021

Virtual via Zoom

Items voted on during meeting:

No votes occurred during meeting because there was not a quorum.

The following items were voted on electronically via Outlook Forms:

- Approval of December Meeting Minutes – Pass
- Approval of proposed 2021-2022 CPI Class Schedule – Pass
- Approval of proposed tuition rates for 2021-2022 – Pass
- Approval of revised Parent Participation Requirements; Registration, Admissions, Waiting List, and Withdrawals Policies and Procedures; and the Membership Agreement – Pass
- Approval of salary rate for a staff member to work a 1 hour session of Lunch Bunch – Pass
- Approval to change the 2021-2022 afternoon 3s/4s class from Monday/Wednesday/Thursday to Monday/Wednesday/Friday – Pass

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

General Activity Reports and Items Discussed during meeting:

Vice President - Jennifer Short (Present)

- Vice President plans to invite members to join Board for next year via MailChimp and Chalkboard
 - Election is typically held in March

Secretary - Laura Sexton (Present)

- The next board meetings are planned on Feb 18th and March 18th

Treasurer - Jennifer Lee (Absent)

- President will request that the Treasurer provide:
 - Financial report
 - Updated YTD sheet
 - Payroll added on Monthly Forecast sheet
 - Investment account balance update

Accounting Clerk/Office Manager - Janet Chen (Present)

- Office Manager sent updated A/R to board members

Teacher Director - Melissa Hall (Present)

- Submitted forms for Rebuild VA grant. Grant money was gone, but CPI is on a waitlist.
- Submitted for CARES III act
- Planning to apply for second round of PPP with Office Manager
- Teacher Director attended vaccine meeting with Fairfax Health Department
 - Private school teachers are able to schedule vaccine appointments now
 - Childcare center staff are prioritized in category 1b but have not begun vaccination appointments yet. CPI has received emails from DSS indicating childcare centers should hold tight for more information coming soon to coordinate childcare center staff vaccinations.



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- CPI is both a private school and a licensed childcare center

Fundraising - OPEN

Enrollment, Tours - OPEN

Parent Ed - Julia Hoglund (Absent)

- Parent Ed director has a Zoom meeting with Bookworm Central on Monday 1/25 to learn more about the online book fair. She will share more information after the meeting.

Public Relations - OPEN

Maintenance - Jackie Beverstock (Present)

- Gutters were checked and do not need cleaning. There are no trees near the building.
- Maintenance Director plans to put together a list for families to start Maintenance at beginning of March.
 - May ask families returning next year to fulfill maintenance obligation in summer if there are more families than weeks during the school year
 - There is a list of maintenance items that could be done in preparation for summer camp
- Teacher Director requested new bookcase covers. Maintenance Director plans to take measurements and sew them.
 - There is 1 bookcase upstairs and 4 downstairs

Scheduling - OPEN

Chalkboard - Jennifer Bezos (Present)

- No update

State Licensing - OPEN

Health and Safety - Jen Kilburne (Present)

- Health and Safety Clerk plans to ask about fire inspection. It is usually done around this time of year and we haven't heard from them yet.

President - Sarah Norman (Present)

- Fundraising
 - CPI applied for an exemption from the state of Virginia to solicit for donations from families only, but did not qualify due to the use of Pledgestar for the Turkey Trot. There may be a fee.
 - President plans to send another message to Fundraising committee to coordinate a Spirit Night. Most restaurants are not doing Spirit Nights right now or have more restrictions.
 - Suggestion to include a reminder in Chalkboard to contribute to your committee if you haven't yet as the school year is halfway over.
- 2021-2022 Planning



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- Class Schedule
 - This schedule is a framework that allows families to enroll
 - Schedule will include a disclaimer about being subject to change
 - Virtual open house is planned for Feb 10th and will try to record it
 - Need to start advertising ASAP
 - President plans to revise parent agreement
 - Proposed class schedule:
 - 2-day Beginners AM
 - 2-day Threes AM
 - 3-day Threes AM
 - 3-day Fours AM
 - 4-day PreK PM
 - Enrichment: Creative Kids (2s/3s), Book Club (4s/PreK), STEM (4s/PreK)
 - Creative Kids will be open to 3-day Threes. 2-day Threes will have a schedule conflict.
 - Tentative 3-day Threes/Fours PM class in Blue room
 - More geared toward Fours
 - Cannot join enrichment classes due to room pod
 - Suggestion to continue to offer some virtual core or enrichment classes
 - General, not age-specific
 - Play & Learn club has no packet prep
 - Application could include question to gauge interest
 - Separating student pods by upstairs/downstairs to limit contacts
 - Need an hour between classes for disinfecting
 - Yellow room 8:45-11:30, 12:30-3:15
 - Blue room 8:50-11:35, 12:35-3:20
 - Green room 8:55-11:40
 - CPI is licensed as a part time school, and as such does not offer full day classes
 - President will check on class length restriction without snack. Children will be asked to bring water bottles in their tote bags.
 - Lunch Bunch
 - Will charge for Lunch Bunch
 - Covers cost of two aides for full hour
 - Open to fewer students
 - Plan to eat outdoors as much as possible
 - Green room is empty in morning and afternoon on Tuesdays and Fridays on proposed schedule
 - Green room has a screen door; will need to add a latch
 - Ventilation
 - Downstairs new HVAC unit is much more powerful and can run fan all day, and with better filter (HEPA or MERV)
 - Upstairs could prop open back door. Looking into getting an air filtration system.
 - Classroom windows have no screens or bars
 - Could staple screen fabric outside blue room windows. Ordering custom screens would be cost prohibitive.



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- Outdoor ventilation is not pumped into building because it is a house, not a commercial building
- Co-op
 - An additional fee would be charged on month-to-month basis if co-op is suspended to cover the cost of the aide
 - Beginners and Enrichment classes already have staff aide fee built in
 - One aide may be able to cover both downstairs classes
 - If co-op is suspended in September, staff aides could get cleaning routines documented before co-op resumes
- Tuition and Fees
 - Small tuition increase may be needed due to capping smaller class sizes
 - Discussed leaving enrichment class tuition at \$100
 - Not planning to offer PM class discount
 - Most other schools do not post tuition rates online
 - Discussed increasing supply fee for core and enrichment classes
 - Students may also be asked to bring a pencil box stocked with personal supplies (from a list) and decorate the box
 - Office Manager will compile proposed tuition rates and send to the Board

The meeting was adjourned at 9:41 PM.