



Centreville Preschool Board of Directors Meeting Minutes

Thursday, February 18, 2021

Virtual via Zoom

Items voted on during meeting:

- Approval of January Meeting Minutes - Pass

The meeting was called to order at 7:08 PM.

General Activity Reports and Items Discussed during meeting:

Additional Attendee: Elisa Holden (Teacher)

Vice President - Jennifer Short (Absent)

- Current Board members who want to return to the board next year should email President and Vice President

Secretary - Laura Sexton (Present)

- The next board meetings are planned on March 18th and April 15th

Treasurer - Jennifer Lee (Absent)

Accounting Clerk/Office Manager - Janet Chen (Present)

- Consensus to plan Teacher Appreciation Week on the week of April 12th
 - Teacher Appreciation committee reports to VP
- Office Manager emailed outstanding A/R to Board

Teacher Director - Melissa Hall (Present)

- Grants
 - CPI was awarded \$12.9k CARES III grant
 - CPI will get \$21.3k in PPP round two grant
 - CPI has started application process for PPP round one forgiveness
- Almost all staff have received first vaccination dose
- Staff planning for next year
 - Teachers are ready to commit for five classes. Teachers are TBD for four classes with current staff interested. Need to consider best fit staff configuration for scheduling.
 - One teacher plans to remain virtual next year
- Received 20 enrollment applications for next year
 - 4's class is close to full enrollment
- Teacher Director will discuss Original Works at staff meeting next week

Fundraising - OPEN

Enrollment, Tours - OPEN



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Parent Ed - Julia Hoglund (Present)

- Online book fair fundraiser with Bookworm Central
 - CPI would get 15% of sales, not including shipping and tax
 - No minimum purchase amount
 - Parents order books for themselves and/or for teacher wishlists
 - Need to determine when and how long to hold book fair, perhaps 2-3 weeks
 - Need to customize landing page (logo, color scheme, featured categories)
 - Parent Ed Director will request a Bookworm contract for President to review and sign
 - If successful, consider holding another book fair in summer

Public Relations - OPEN

Maintenance - Jackie Beverstock (Present)

- Maintenance Director contacted all outdoor families and committee members
 - Trash pickup and playground mulch raking planned on Saturdays starting March 6th
 - Fee to buyout maintenance obligation is \$100 per parent agreement
- Maintenance Director is making bookcase covers
- Maintenance Director will put in a request with VDOT to fix the boulder hole

Scheduling - OPEN

Chalkboard - Jennifer Bezos (Present)

- No update

State Licensing - OPEN

Health and Safety - Jen Kilburne (Present)

- Fire inspection was conducted, inspector was supplied paperwork, awaiting result
 - Inspection with county does not need to occur. Alarm company inspection due in May.
- Staff propose 1 week of summer camp
 - Memorial Day week May 31st - June 1st, with 4 day and 5 day option
 - 10am - 1pm with no lunch
 - All outdoor and weather dependent
 - Limit enrollment to 21 students
 - First open to currently enrolled students, then to incoming students 3 and older
 - Board will determine minimum number of students required to hold camp
 - Will need to verify that CPI has all health and safety paperwork for any virtual students
 - 3-4 staff members (2 teachers and 2 aides), depending on number of students enrolled
 - Advertise in March
 - Requested that Maintenance clean outside of windows and sills prior to camp
 - Same health check and carpool setup as outdoor classes
 - Consider staggering dropoff and pickup times
 - Two unloading stations for washing hands upstairs and downstairs
 - Same policy regarding travel



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- Office Manager will send proposed camp budget to Board
- Discussed offering a virtual summer camp
 - Teacher Director will ask staff for interest
 - Suggestion to offer a special topic such as French language
 - Would plan to not overlap with outdoor summer camp

President - Sarah Norman (Present)

- Virtual Open House recording is available on request
- Donate tab was removed from website
 - CPI applied for an exemption as an educational institution that only solicits from current and former families and was denied because pledgestar technology allows anyone to sign up
 - Virginia compliance contact said the donate tab with a paypal link on website is an issue because it is available to the public
 - CPI can accept donations going forward, but not on the website or with pledgestar. The paypal link can be included in a school newsletter.
- Fundraising committee members have not been volunteering to organize spirit nights
 - One family provided info about Papa Johns
- Discussed holding Packet Pickup in May outdoors for one class at a time
 - Suggestion to limit attendees to one parent per student with no siblings
- President plans to contact landlord regarding new lease
- Board will need to vote in near future about holding summer camp and camp tuition (before publicizing). Board will need to vote on teacher staffing at some point.

The meeting was adjourned at 9:04 PM.