



Centreville Preschool Board of Directors Meeting Minutes

Thursday, March 18, 2021

Virtual via Zoom

Items voted on during meeting:

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

Items voted on electronically:

- Summer Camp 2021
 - One week, May 31-June 4, 10am-1pm, with a maximum of 21 children - Pass
 - Tuition of \$156 (for Tues-Fri) and \$195 (for Mon-Fri) - Pass
 - Families will have the option to enroll in 4 days or 5 days because Monday May 31 is Memorial Day
 - Teacher salaries of 75% of 2019 camp session rates, to reflect decrease in camp length from 4 hours to 3 hours. Aide camp hourly rate the same as 2019. - Pass
 - Registration policies - Pass
 - Registration will be open first to students currently enrolled at CPI (virtually and/or in-person, 2020-2021)
 - If spots remain open, registration will open to students enrolled at CPI for next year (2021-2022), except students enrolled in Beginners. Students who have attended CPI in the past but did not attend this year may be allowed to register, on a case by case basis.
 - All children attending Summer Camp 2021 must be at least 3 years old.
 - 2020-2021 Outdoor Class policies will be in effect.
- Elimination of Lead Teacher contracts for 2021-2022 - Pass
- Approval of February Meeting Minutes - Pass

The meeting was called to order at 7:06 PM.

General Activity Reports and Items Discussed during meeting:

Additional Attendee: Sara Stiefvater (Member)

Vice President - Jennifer Short (Absent)

- Board of Directors election cannot be held yet because not enough members have expressed interest in serving on the Board
- President will contact Vice President regarding Teacher Appreciation Week upcoming in April

Secretary - Laura Sexton (Present)

- The next board meetings are planned on April 15th and May 20th
- Secretary will contact committee directors and send reminders to members that have not yet contributed to committees

Treasurer - Jennifer Lee (Absent)

- Treasurer emailed February financial report to Board
 - On YoY sheet, % Change column values appear incorrect



Centreville Preschool Board of Directors Meeting Minutes

Thursday, March 18, 2021

Virtual via Zoom

-
- Monthly forecast sheet is missing payroll forecast for March through June

Accounting Clerk/Office Manager - Janet Chen (Present)

- Office Manager emailed outstanding A/R to Board
- Quickbooks is assessing a 1% fee on checking account payments
 - Discussed suggestions to add a checkbox to cover fees, or an upfront fee
- Susan is creatin a flier for summer camp to be sent out electronically and in March 27 packets

Teacher Director - Melissa Hall (Present)

- Filed for PPP round one forgiveness, TD Bank accepted and it went on to SBA
- Enrollment for next year
 - 4's is full
 - 3's enrollment is low
 - Receiving inquiries for kids under 2.5
 - Zoning allows for 2 year olds, but state license appears to be 2.5+
 - There are no different state regulations for age 2 vs. 2.5
 - Teacher Director to contact licensing inspector to request a state license change for age 2
 - State license expires in November
- Poll parents for interest in a virtual summer camp
 - Considering a general summer camp and a French language/global cultures option
 - Parents in attendance expressed interest in a virtual camp that runs a couple days a week for a few weeks

Fundraising - OPEN

Enrollment, Tours - OPEN

Parent Ed - Julia Hoglund (Present)

- Online book fair fundraiser with Bookworm Central
 - Received three orders (\$24) so far
 - Only two teachers have created wishlists
 - Suggestion to consolidate into a single CPI wishlist that all teachers can add to
- Parent Handbook revisions are not ready yet
- Not ready to set dates for spring membership meeting yet
 - A lot of the enrollment forms go out electronically with the placement letter

Public Relations - OPEN

Maintenance - Jackie Beverstock (Present)

- Maintenance Director submitted another request with VDOT as a drainage problem regarding the boulder hole. Has not received a response from VDOT yet.
- Lawnmower ripcord needs to be replaced
- Water got into a window because that side of building does not have a gutter
 - Window needs to be fixed



Centreville Preschool Board of Directors Meeting Minutes

Thursday, March 18, 2021

Virtual via Zoom

- Wood rot on outside of window, no mold
- President informed landlord about window and gutter
- Bookcase covers are complete
 - Pleats are easily removable with seamripper if they shrink
- Sandbox cover will remain on until official guidelines change

Scheduling - OPEN

Chalkboard - Jennifer Bezos (Absent)

- No update

State Licensing - OPEN

Health and Safety - Jen Kilburne (Absent)

President - Sarah Norman (Present)

- Fundraising
 - Spirit night planned at Chick-Fil-A in Fair Lakes on Wed April 7th 4-8pm.
 - Must note group when ordering
 - Original Works packets are going home on March 27th
 - No preview magnet (simplifies and saves on shipping)
 - Bring order back at next packet pickup on April 17th
 - Expect to receive products in early May
- Packet Pickup planned to be held in May outdoors for one class at a time in the evening
 - Suggestion to limit attendees to one parent per student with no siblings
- President requested new lease from landlord
- Planning to hold virtual graduation on Tues May 25th and a special packet pickup for graduates on Wed May 26th to take pictures on decorated porch
 - Teacher Director may ask the PreK room parent to set up a celebratory playdate in an evening. Attendees limited to PreK students with 1 parent per student and no siblings.
- Member suggested offering timeslots to play on the playground in a small group during the summer with a suggested donation (\$5 or \$10)
- Discussion of staffing for 2021-2022 school year occurred in a CLOSED session

The meeting was adjourned at 9:41 PM.