



## Centreville Preschool Board of Directors Meeting Minutes

Thursday, April 15, 2021

Virtual via Zoom

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### **Items voted on during meeting:**

- Approval of March Meeting Minutes - Pass

### **Items voted on electronically:**

- Approval to add 9 hours for the Health and Safety Clerk, to be used through the end of May as needed - Pass
  - Additional hours to review paperwork for new students and camp students
- Approval to staff the 2021-2022 Beginners class with Melissa Hall and Susan Steinberg as co-teachers with salary for each paid as half of her teacher rate and half of her aide rate - Pass
  - Beginners is normally staffed with one teacher and one staff aide.
- Approval of the following staffing plan for 2021-2022 - Pass
  - Beginners: Melissa Hall and Susan Steinberg
  - MWF AM 3s: Jeannie Kinn
  - MWF AM 4s: Laurie Lewis
  - MWF PM 4s: Megan Durst
  - MTWTh PM PreK: Melissa Hall; 1-day Aide: Elisa Holden (Thursdays)
  - T AM Book Club: Jeannie Kinn; Aide: Brianna Robbins
  - Th AM Creative Kids: Elisa Holden; Aide: Jeannie Kinn
  - F PM STEM: Jen Kilburne; Aide: Diane Saint Germain

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

### **General Activity Reports and Items Discussed during meeting:**

*Additional Members in Attendance: Diana Coss, Melissa D'Avilar*

#### **Vice President** - Jennifer Short (Present)

- Teacher Appreciation Week is this week
  - President plans to post a reminder on Facebook about bringing Teacher Appreciation items to packet pickup

#### **Secretary** - Laura Sexton (Present)

- The next board meetings are planned on May 20<sup>th</sup> and June 17<sup>th</sup>
- Secretary will send reminders to members that have not yet contributed to committees
  - Secretary to contact Office Manager and teachers to ask whether a member could be assigned to buy supplies for summer camp
- Secretary plans to review and update committee page for enrollment packet

#### **Treasurer** - Jennifer Lee (Absent)

#### **Accounting Clerk/Office Manager** - Janet Chen (Absent)

- Office Manager emailed outstanding A/R to Board

#### **Teacher Director** - Melissa Hall (Present)

- First round of PPP is 100% forgiven



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- Reviewed preliminary staffing plan
    - No staff are currently assigned to 3's 2-day as no students enrolled in this class yet
    - Discussed staffing Beginners with co-teachers instead of one teacher and one aide
  - 2021-2022 Enrollment: PreK and 4s AM are full, 3's AM – 5 students, 4s PM – 3 students, Beginners – 5 students
  - Graduation drive-by parade is planned on Wed May 26 (11-12:30 for 4s, 1-2 for PreK)
    - Discussed possibility of arranging for a Kona truck to be there as a fundraiser and treat
    - President to send CPI signup genius account details to Teacher Director in case there is a need to spread out arrival times
  - New guidelines from CDC and DHS today still require pods of students
  - Licensing inspector approved change to age 2 (from age 2.5)
  - All camp student forms are needed for licensing
  - Teachers have CPR training on June 2<sup>nd</sup> and an evening cleanup planned on June 7<sup>th</sup>

### **Fundraising - OPEN**

### **Enrollment, Tours - OPEN**

#### **Parent Ed - Julia Hoglund (Present)**

- Parent Ed Director is waiting for direction to edit Parent Handbook and assist with Enrollment packets
  - Plan to create an addendum to parent handbook rather than revise document

### **Public Relations - OPEN**

#### **Maintenance - Jackie Beverstock (Present)**

- Lawnmower ripcord is fixed
- Plans to whack bushes and pine tree needles back
- Parents have been doing maintenance obligation
- Add trash pickup to part of maintenance committee description as litter has become a recurring issue this year
- Office Manager and Teacher Director will take care of carpet cleaning before school starts in fall
- Will offer members the opportunity in Chalkboard to sign up to do maintenance over the summer in exchange for use of the playground.
- More mulch (woodchip type) is needed around sandbox

### **Scheduling - OPEN**

#### **Chalkboard - Jennifer Bezos (Present)**

- No update

### **State Licensing - OPEN**

#### **Health and Safety - Jen Kilburne (Absent)**



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### **President - Sarah Norman (Present)**

- President plans to call to schedule fire extinguisher inspection in May on a day with no outdoor class
- Parent volunteer will collect Original Works at Packet Pickup on Saturday
  - Could assign a member to hand out original works products
- Landlord proposed a one year extension of current lease at current rate with Landlord taking on responsibility for structural repairs to building.
  - Landlord would be responsible for downstairs exterior paint, repairing siding and window in June timeframe (after summer camp).
  - CPI has been in building 30 years and 10 year lease is up in June
  - Teacher Director requested updated budget estimates to compare forecasted income to expenses for next year
    - Board typically approves the budget before the outgoing board leaves in May. Check board handbook.
- Board Election and Transition
  - May meeting should include both new and outgoing board members
  - Plan to hold an electronic ballot soon and confirm with paper ballot at fall membership meeting
- Spring Meet & Greet
  - Aiming for week of May 23<sup>rd</sup> (Sun – Thurs) with one class per evening at 6-7pm
    - Teacher Director will discuss this with teachers
  - Suggestion to have a board member at every session to provide information about joining the board
  - ID verification can occur at the meet & greet
- Placement letters are planned to be sent out in May this year
  - These typically go out in February/March

*The meeting was adjourned at 9:50 PM.*