



Centreville Preschool Board of Directors Meeting Minutes

Thursday, June 17, 2021

Virtual via Zoom

Items voted on during meeting:

- Approval to appoint Natasha Oerter as Fundraising Co-Director - Pass
- Approval to appoint Misty Coffey as Fundraising Co-Director - Pass
- Approval to appoint Tina Townes as State Licensing Director - Pass

The meeting was called to order at 7:07 PM.

General Activity Reports and Items Discussed during meeting:

Vice President - Michelle Rudy (Present)

- All staff contracts except for one have been signed. One staff member is out of town.
 - President will make staff contracts accessible to Vice President in OneDrive
- Executive board members plan to meet at TD Bank on Monday June 21st to sign updated account paperwork
- President will provide Outlook credentials and transition information to Vice President

Secretary - Laura Sexton (Present)

- The next board meetings are planned on July 22nd and August 19th
 - Consensus to move July meeting date from 15th to 22nd so that Teacher Director is able to attend meeting
- Teacher Director will inform Health and Safety Manager of new meeting date
- Secretary reminded board members to sign the Code of Conduct
- Committee choice form is updated on website and Secretary is receiving submissions

Treasurer - Cigdem Dee-Shapland (Present)

- Former treasurer sent monthly report for May to board members
 - Budget and forecast were updated. YoY sheet is incorrect (some values were in the wrong place due to copy and paste errors).
- Treasurer received login info from former Treasurer but may need help signing in
 - Received access details for Quickbooks and there is a training video
- Office Manager suggested putting all of the accounts including investments into Quickbooks
 - This would allow CPI to run the reports directly from Quickbooks rather than manually updating a spreadsheet by copying and pasting values
 - Treasurer to work on this with Office Manager

Accounting Clerk/Office Manager - Janet Chen (Present)

- Office Manager has begun to invoice and will be done soon
- Internet is currently down at the school, may be fixed later tonight
- Discussed a cut-off date for Enrollment to fill slots from the waiting list or new applications if payments due July 1st are not received



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- During the week of July 1st, Office Manager will email a reminder to any families that have not made the payment
 - Consensus on July 15th cut-off date
 - Three students have enrolled in virtual summer camp so far
 - President plans to email again with an enrollment deadline (June 30th)
 - Could also advertise to incoming 4s/PreK students
 - Virtual summer camp will be canceled if fewer than four students enroll because the costs would exceed the tuition

Teacher Director - Melissa Hall (Present)

- 2-day 3's class currently has two students enrolled, and CPI has been receiving a lot of inquiries
 - Class is not yet staffed. One teacher has a conflict with the start time.
 - Teacher Director will put virtual open house video back up on the website.
- All other core classes and STEM are full. Only a couple of spots are left in Creative Kids and Book Club.
- Staff are in the process of cleaning the school, ready to start giving tours next week
- Need to ask Webmaster to update the online form on Enrollment Tab to avoid confusion
 - Remove portion stating that no TB test form is required for Fall 2020
- Teacher Director plans to attend VCPC meeting next Wednesday about Co-op in COVID times

Fundraising - Natasha Oerter (Present) and Misty Coffey (Present)

- Made a small amount on T-shirt and tote bag sales

Enrollment - Diana Coss (Present)

- Enrollment Director is waiting for background check to come through to be able to view student files

Parent Ed - Julia Hoglund (Absent)

- Teacher Director will ask Parent Ed Director to create new directory with board member cell numbers

Public Relations - Susan Steinberg (Present)

- Public Relations Director needs to be provided with Outlook password
- Public Relations Director will advertise 2-day 3's class (no potty training required)

Maintenance (outgoing) - Jackie Beverstock (Present)

- One family is scheduled for outdoor family maintenance on June 26th, and one other family hasn't responded
 - Maintenance Director should include the Office Manager on final attempt to schedule family for maintenance
- One parent emailed offering to help with maintenance
- Teachers requested fixing the shelf in maintenance shed



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- May need to touch up paint in a few spots in Blue room
 - There's no paint left for Blue room
 - Paint can lids tacked to wall in shed are the indoor paint colors
- May need to mulch the playground
 - It was last mulched two years ago (gravel too, but that can last longer)
- Maintenance Director plans to whack the bushes
- Poison ivy was sprayed a second time on tree near playground

Scheduling - OPEN

Chalkboard - Aldecia Matthews (Absent)

State Licensing - Tina Townes (Present)

- State Licensing Director plans to meet with President this week
- License is moving from DSS to DOE in July. No regulations or contacts are changing at this time, but websites and email addresses are.
 - Regulations will be updated in September. Teacher Director plans to meet with Health and Safety Manager around end of July to discuss any procedure changes needed for updated regulations.

Health and Safety - Jen Kilburne (Absent)

- Plan to discuss COVID health and safety measures at July board meeting

President - Sarah Norman (Present)

- Lease expires June 30th
 - Landlord rejected proposed lease extension documents provided by President. Landlord said he'd write new lease.
 - Landlord took issue with clause requiring use of a lead-safe contractor. President informed Landlord that federal law states that any building built before 1978 that is being used as a childcare or school must use a lead-safe contractor.
 - Consider contacting the county now to determine rent payment options if lease agreement is not reached by June 30th
 - CPI has been in current building since 1991

The meeting was adjourned at 9:24 PM.