



## Centreville Preschool Board of Directors Meeting Minutes

Thursday, May 20, 2021

Virtual via Zoom

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

- Approval of April Meeting Minutes - Pass
- Approval of 2021-2022 School Calendar - Pass
- Approval to change “Health and Safety Clerk” position title to “Health and Safety Manager” - Pass

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

- Board of Directors Election 2021-2022 – The following board positions were elected via electronic vote of the general membership and will be confirmed by a paper vote in the Fall:
  - President: Sarah Norman (Zachary's mom, Beginners) - Pass
  - Vice President: Michelle Rudy (Mason's mom, Fours) - Pass
  - Secretary: Laura Sexton (Clara's mom, PreK) - Pass
  - Treasurer: Cigdem Dee-Shapland (Chloe's mom, PreK) - Pass
  - Enrollment: Diana Coss (Vienna's mom, Threes) - Pass
  - Parent Education: Julia Hogle (Eliza's mom, PreK) - Pass
  - Publicity: Susan Steinberg (Rosie's mom, Beginners) - Pass
  - Chalkboard: Aldecia Matthews (Mickayla & Carl's mom, Fours) - Pass
- Board of Directors Handbook 2021-2022 - Pass
- 2021-2022 Salaries - Pass
- Virtual Summer Program - Pass

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

Incoming Board Members in Attendance: Michelle Rudy (Vice President), Cigdem Dee-Shapland (Treasurer), Diana Coss (Enrollment), Aldecia Matthews (Chalkboard), Natasha Oerter (Fundraising)

Additional Parent Members in Attendance: Tina Townes, Misty Coffey

Additional Staff in Attendance: Cara Priester

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

- Proposed Virtual Summer Program – Cara Priester
  - Focus on math and literacy skills for rising Pre-K and rising Kindergarteners
  - Two weeks, 2-3 days per week, one hour class, tentatively starting week of July 12<sup>th</sup>
  - Class to include interactive read aloud, retelling story, math or literacy activity, and craft
- Board of Directors Transition Overview

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

- Vice President has “No Trespassing” signs. Maintenance Director can put the signs up near playground.

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

- The next board meetings are planned on June 17<sup>th</sup> and July 15<sup>th</sup>



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- Secretary sent draft Board Handbook updates to the board and will be finalized after the meeting for electronic vote
  - Secretary will arrange to collect school keys from outgoing board members (Vice President now and Maintenance Director after the summer)
  - Secretary sent updated 2021-2022 Committee Description document to the board
    - Maintenance Coordinator committee members could use signup genius to schedule members for cleaning, repairs, and landscaping for the obligation. Coordinator(s) could also use signup genius to communicate directly via email with members who have signed up. Maintenance obligation will not be waived for Maintenance Coordinator committee.
    - Committee choice form on website needs to be updated. Suggestion to add a date on committee description document for when committee choice form opens.
      - President and Teacher Director will compile a list of website updates for the Webmaster.

**Treasurer** - Jennifer Lee (Absent)

**Accounting Clerk/Office Manager** - Janet Chen (Present)

- Office Manager emailed outstanding A/R to Board with only two outstanding invoices
- Summer camp enrollment is full
- Quickbooks added 1% fee on bank account payment transactions. It will cost approximately \$1500 if the school absorbs this fee for the 2021-2022 school year.

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

- Teacher Director sent draft 2021-2022 School Calendar to the board
  - CPI will be closed on all FCPS student holidays
- Teachers are ready for Meet and Greets starting on Sunday
- Teacher Director was notified that CPI qualifies for round 4 of CARES grant
- All 2021-2022 core classes are full except for 2-day 3's which is empty

**Fundraising** - OPEN

**Enrollment, Tours** - OPEN

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

- No plans to attend next VCPC meeting, someone will attend in June

**Public Relations** - OPEN

**Maintenance** - Jackie Beverstock (Present)

- Teacher Director will ask teachers about any maintenance needed for summer camp
- Maintenance Director will turn outside water back on and get hoses out of maintenance shed
- No response from VDOT about drain clogging

**Scheduling** - OPEN

**Chalkboard** - Jennifer Bezos (Present)



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- Plan to skip June chalkboard and send out a July chalkboard when more policies for the next school year have been determined

### State Licensing - OPEN

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

### President - Sarah Norman (Present)

- Fundraising
  - Original Works fundraiser made \$527. The products are in and will be distributed at Meet & Greets, and the rest at graduation drive through.
  - Chick-fil-a spirit night brought in \$50
  - Board representatives at Meet & Greets will sell CPI merchandise (cash only, can take orders), answer questions, and sign ID forms
    - Tuquyen made some CPI shirts for board members to sell at Meet & Greets
- State Licensing
  - Changed smoked detector batteries on May 18<sup>th</sup>
  - Fire inspection was done. One fire extinguisher will need to be replaced due to age; will ask them to bring new one next time they come to inspect.
  - CPI license is changing from under DSS to under DOE in July. Licensing inspector and regulations are not changing.
- Health and Safety position title
  - CPI used to have a Health and Safety Director (parent) and a Health and Safety Clerk (staff member who handled the paperwork). Now it is one paid staff position who coordinates inspections, keeps paperwork up to date, and includes responsibilities that go beyond administrative tasks.
  - Discussed suggestion of “Health and Safety Director”. Concern was raised that “Director” would be confusing because position does not have a vote on the board.
  - Consensus on “Health & Safety Manager” title
- President sent draft lease agreement to landlord and has not received feedback yet
  - Landlord verbally agreed to a one-year extension of current lease with slight decrease in rent (from \$3500 to \$3350/month)
  - Landlord verbally agreed to take responsibility for painting the exterior of the building (with a lead paint certified contractor), window with wood rot from water damage, missing gutter, as well as any unexpected HVAC, plumbing, electrical, and structural issues
  - CPI agreed to be responsible for routine maintenance and interior maintenance
  - Teacher Director requested that CPI provide the landlord with a cutoff date for the exterior painting to be complete to ensure it does not interfere with the school year
- 2021-2022 Salaries (CLOSED session)

*The meeting was adjourned at 9:48 PM.*