



## Centreville Preschool Board of Directors Meeting Agenda

Thursday, September 16, 2021

Virtual via Zoom

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### ***Items to be Voted on:***

- Approval of August Meeting Minutes (Secretary)

### ***Items to be Discussed:***

**Vice President** - Michelle Rudy

- Travel policy

**Secretary** - Laura Sexton

**Treasurer** - Cigdem Dee-Shapland

**Accounting Clerk/Office Manager** - Janet Chen

- September tuition refund request for withdrawn family

**Teacher Director** - Melissa Hall

**Fundraising** - Natasha Oerter and Jessica Mason

- Turkey Trot fun run

**Enrollment** - Diana Coss

**Parent Ed** - Julia Hoglund

**Public Relations** - Susan Steinberg

**Maintenance** - Mike Rudy

- Weeding, mulch spreading, and hedge trimming completed prior to opening day
- Lawnmower repaired
- VDOT drain work completed
- HVAC filters replaced and MERV rating inquiry
- Member maintenance obligation

**Scheduling** - OPEN

**Chalkboard** - Sara Reynolds

**State Licensing** - OPEN

**Health and Safety Manager** - Jen Kilburne

**President** - Sarah Norman

- Contingency plan in the event of worsening COVID conditions
- Active & Thriving Community grant application