



Centreville Preschool Board of Directors Meeting Minutes

Thursday, August 19, 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:

- Approval of starting session rate to offer to the new teacher – Pass
- Approval of the 2021-2022 schedule and staffing as listed in the document provided via email on August 18 – Pass
 - Schedule shifts are due to staff availability
 - Morning classes begin at 9:10 (4s & Book Club), 9:15 (Beginners), and 9:20 (3s & Creative)
 - Afternoon classes begin at 12:25 (PreK) and 12:30 (Fours PM and STEM)
 - On Fridays another teacher will cover the first 30 minutes until the 3s teacher can arrive
- Approval of pay rate for the first 30 minutes on Friday mornings, 9:10-9:40, to provide teacher coverage until the 3s teacher arrives – Pass
- Approval of July Meeting Minutes – Pass
- Approval of the proposed annual budget for 2021-2022, provided via email – Pass
- Approval to give one teacher the title of Teacher Mentor for the 2021-2022 school year, with a stipend – Pass
- Approval to provide a full, rather than partial, tuition refund to one family following their withdrawal – Pass
 - The policy exception is on the basis of a family medical hardship

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

Additional Attendees: Sara Reynolds (member), Laurie Lewis (teacher)

General Activity Reports and Items Discussed during meeting:

Vice President - Michelle Rudy (Present)

- Vice President plans to contact room parents about responsibilities
- President will create the two remaining staff contracts. Executive board members will need to sign all the contracts.

Secretary - Laura Sexton (Present)

- The next board meetings are planned on September 16th and October 21st
- Committees
 - Secretary will email committee letter for Membership Meeting Preparation so the committee member can help assemble orientation packets. Secretary will create all other committee letters and send them to the Parent Ed Director to include in the orientation packets.
 - One parent asked whether there is a vaccine requirement for any committees
 - Health and Safety Manager requests that only vaccinated people enter the school building at any time for committees



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- Consensus for Board members who chair committees to verify vaccination status of committee members for any tasks that require going in the building
 - Information Survey forms
 - Secretary will ask the webmaster to which account(s) the electronic Information Survey forms are sent
 - Scheduling section was not included on the Information Survey form this year
 - Teachers can use the roster to determine birthdays for scheduling co-op
 - Several updates are needed on the website including the schedule for classes

Treasurer - Cigdem Dee-Shapland (Present)

- Treasurer sent monthly financial report for July to Board
- Plan to set budget in a meeting on August 23rd and then the Board will vote on the budget electronically prior to membership vote at orientation

Accounting Clerk/Office Manager - Janet Chen (Absent)

- Fairfax County Active and Thriving Community Grants
 - President plans to attend an info session on August 24th
 - Looks like CPI would qualify for \$10k based on size, but may be awarded by lottery
 - Starts accepting applications on August 31st, but forms are not available yet
- A/R update – only one family with outstanding tuition for a class added late

Teacher Director - Melissa Hall (Present)

- Teachers will attend Parent Orientations, teachers are preparing for Student Orientations
- Paid Parent Aide form was not included in this year's application
 - Explain and ask parents to sign up at Parent Orientation
- Teachers are getting classrooms ready
- There are not many staff members for substitutes
- Response so far from parents regarding the schedule change has been positive so far
- Request to send another direct email to the membership about co-op vaccination requirement
- Work on the upstairs window and gutters is completed

Fundraising - Natasha Oerter (Absent)

- Misty Coffey resigned from board and withdrew child from school

Enrollment - Diana Coss (Present)

- Enrollment Director emailed a snapshot to board members
 - Board@centrevillepreschool.com only sends to a few Board members
 - One slot is available in Beginners, all other core classes are full with a waitlist
 - Teachers requested that Enrollment Director send snapshots to them too

Parent Ed - Julia Hogle (Present)



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- Parent Ed Director sent questions about the membership meeting packet forms to the Board

Public Relations - Susan Steinberg (Absent)

- Public Relations Director plans to start updating Facebook more regularly
- Public Relations Director will put social media opt-out form in orientation packets

Maintenance appointee - Mike Rudy (Present)

- After Board election, Mike Rudy will not have a vote due to the one vote per enrolled child rule
- Needs to start transition with outgoing Maintenance Director
- Mulch is being delivered to the playground. President plans to set up a sign-up genius for families to sign up for one-hour timeslots the weekend before orientations. Weeding needs to be done before spreading the mulch.

Scheduling - OPEN

Chalkboard - Aldecia Matthews (Absent)

- September chalkboard should include president's welcome letter, teacher messages, requested supplies, reminder for parents who missed orientation, and a note for parents to send any special co-op scheduling requests to their teachers

State Licensing - Tina Townes (Present)

- State Licensing Director plans to conduct usual checks in the next month
- Health and Safety Manager is coordinating the co-op training quiz at orientation
 - State Licensing Director will track who has attended orientation and completed the quiz
 - Some families have multiple adults who plan to co-op and all need to complete the quiz

Health and Safety - Jen Kilburne (Present)

- Parents can bring the COVID form to Parent Orientation (will have extra copies there)
 - Only one signature is needed per family
- Health and Safety forms are trickling in
 - Health and Safety Manager plans to contact several people about small pieces of missing information
- Looking to buy air purifiers for upstairs and downstairs
- Plan to crack windows open an inch or two during classes. Check if all windows can open.

President - Sarah Norman (Present)

- Landlord signed the lease extension
- A board member needs to be present at each of the Parent Orientations to present the budget and board ballots



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- Considered adding an enrichment class for the 4s PM class in the afternoons. A teacher was interested but it would require her to teach to multiple pods. Could reconsider this mid-year if conditions improve.
- One teacher will be present at start of Book Club, and Office Manager will provide coverage until second teacher arrives by helping with carpool and working in her office
- Lunch Bunch
 - Teacher Director will request 3s teacher to be present during Friday lunch bunch to make up time for late arrivals
 - Plan for lunch bunch to eat outside whenever possible – communicate this to parents
 - Teachers will generally try to teach parts of their classes outdoors too
 - Consensus to leave lunch bunch tuition and staff rates as-is, despite schedule shifts making lunch bunch shorter
- Enrollment Director and State Licensing Director volunteered to be on a committee to start looking into new school locations
 - Contact Kara Wright at Child Health and Safety at VDOE to find out what the process would be to transfer your license
- Suggestion to create a small stipend for one teacher to mentor the new teachers
 - In typical years, CPI has had lead teachers for 3s and 4s programs
- Suggestion for the Board to meet up in person outdoors with masks

The meeting was adjourned at 9:17 PM.