



Centreville Preschool Board of Directors Meeting Minutes

Thursday, September 16, 2021

Virtual via Zoom

Items voted on during meeting:

- Approval of August Meeting Minutes – Pass

The meeting was called to order at 7:10 PM.

General Activity Reports and Items Discussed during meeting:

Maintenance - Mike Rudy (Present)

- Mow, trim, blow, general weeding, trash pickup performed on 8/27, 9/4, and 9/12
 - Major weeding in playground and around school
 - Removal and trimming of grass/weeds in parking lot cracks
 - Trimming and hedging of trees and bushes around property
 - Applied poison ivy spray behind playground
 - Tested strength of sand box cover and cleaned off
 - Raked/leveled gravel in the back of the turn-around. This still needs to be done towards the front of the turn-around.
- Playground mulch was delivered and spread
- Maintenance Director repaired lawn mower
 - Mower wouldn't shut off due to rusted switch
 - Replaced air filter with new OEM Kohler filter
 - Sharpened blade
- VDOT completed the drain work
 - Maintenance Director reinforced VDOT walls with asphalt after walls started caving in
 - Maintenance Director built storm drain cover as a safety precaution and placed over new VDOT drain. Need to monitor whether drain cover gets blocked with leaves.
- Maintenance Director replaced HVAC air filters in both units on 9/12 with new MERV-8 filters
 - Upstairs unit was using a MERV-8, downstairs unit had a MERV-4 filter
 - Maintenance Director sent a note to the HVAC manufacturer to see what MERV rating this unit can support while still keeping the unit efficient. Maintenance Director recommends MERV-11 or 13.
 - Office Manager will call HVAC installer to ask the highest recommended level filter
 - Downstairs system was new last fall, upstairs unit is older (~10 years)
- Member maintenance obligation
 - Maintenance committee typically does routine maintenance and repairs, but the committee is smaller this year
 - Suggestion to hold outdoor member maintenance dates, excluding December-February
 - Do not schedule on Centreville Day (10/16)
 - Members who contribute at the same time should align with pods
 - Maintenance Director can also families to do repairs to fulfill their maintenance obligation (use info survey to identify members with handy skills)
 - Mulch spreading has not in past years counted toward the maintenance obligation



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Vice President - Michelle Rudy (Present)

- Board is not ready yet to start setting the class schedule for the next school year

Secretary - Laura Sexton (Present)

- The next board meetings are planned on October 21st and November 18th
- CPI Membership Meeting Ballot Measures
 - Secretary received 35 completed ballots from the parent orientations
 - All votes received were unanimous in approval of the 2021-2022 proposed budget and all 12 Board of Directors volunteers
- Committees
 - Maintenance Director plans to contact the maintenance committee members to request a volunteer for the Maintenance Coordinator role
 - Secretary requested that committee chairs contact their committee members. Secretary will update the committee spreadsheet for committee chairs to track when they've contacted committee members and which members have contributed to committees.
 - Room parent responsibilities include coordinating holiday party supplies, facilitating email communication among parents, and organizing outdoor playdates within pods
 - Two families requested not to share their phone numbers

Treasurer - Cigdem Dee-Shapland (Absent)

- Treasurer plans to finish and share the financial reports this weekend

Accounting Clerk/Office Manager - Janet Chen (Present)

- Office Manager clarified the tuition refund policy for withdrawals. Tuition paid for the current month is not refundable. May tuition is refundable, but will be prorated (30 days from the date when notice is given) to cover tuition for days in the next month.
- One family has an outstanding May 2022 balance for a class added in July. Office manager has sent multiple reminders. President will contact the family.
- Jenny Bezos agreed to take school photos outside in October
- Conducted first fire drills during classes
- Parent handbook online needs to be updated
- Office Manager is updating employee handbook to include new employee training requirements for VDOE. Vice President will review employee handbook when Office Manager is finished.
 - Employee handbook will include a copy of the Final permanent standard
 - Office Manager will figure out how many additional professional development hours are needed for each teacher

Teacher Director - Melissa Hall (Present)

- Teachers have received positive feedback from students and parents
- Staff is short to cover shifts for staff absences
- Discussed suggestion to plan more class activities outdoors. Teacher Director will discuss at upcoming staff meeting.



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- Classes would need to coordinate usage of outdoor spaces
 - Beginners could only be in an enclosed area
 - Teachers would need significant help with outdoor setup and takedown
 - Teacher requested another canopy with a side and a new sensory table

Fundraising - Jessica Mason (Absent)

- Natasha Oerter withdrew child from school and resigned from the board
- Fundraising Director is not available to attend board meetings
 - Suggestion to record the virtual meetings to allow her to vote later
 - Consensus to allow Fundraising Director to be on the board without attending meetings
- Bookworm online book fair
 - Parent Ed Director probably still has access to the account
 - CPI did not raise much through Bookworm last year, but it was easy to set up and made cash rather than book credits
- President will let Original Works know that CPI plans to do it in the spring
 - Suggestion to consider doing Original Works earlier next year to gift for holidays
- Not planning on organizing a fun run event
 - It would have to be low-tech because CPI cannot use pledgestar or similar service
- Plan to organize a holiday shop on the porch

Enrollment - Diana Coss (Present)

- Classes have a couple openings and a few students on waitlists
- 3's class had 9 students and one withdrew. There is a student on the waitlist on this class. Beginners class currently has 6 students. Consensus to allow 9 students in the 3's class, limit the Beginners class size to 7, and keep the pod total at no more than 16.
- Tuesday lunch bunch has two students

Parent Ed - Julia Hoglund (Present)

- Parent Ed Director will make copies of paid parent aide sign-up form to send home in totes for some of the classes, and then update the Paid Parent Helper list

Public Relations - Susan Steinberg (Present)

- Public Relations Director plans to post pictures from first week of school on Facebook
- Centreville Day is Oct 16th 10am-5pm
 - Plans to put out hard toys only and decorate school for Halloween
 - This event raises awareness in the community about the school
- Public Relations Director plans to confirm the business on nextdoor, and check google search results

Scheduling - OPEN

Chalkboard - Sara Reynolds (Present)

- Aim to include maintenance party dates and information in October Chalkboard
- Include reminder about sunscreen



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- Parent Ed Director and President will provide information about the Bookworm book fair (probably not by October)
 - Include a statement to encourage parents to sign up to be paid parent helpers with link to form
 - President and Teacher Director will send out a standalone email to notify parents about emergency evacuation plan

State Licensing - OPEN

- Tina Townes withdrew child from school and resigned from the board
 - President will ask her to return the binder
- CPI received license renewal application
 - Executive Board members each need 3 reference letters via email from non-relatives
 - Office Manager will check in the attic in the historical documents box to locate the asbestos inspection document. There is no asbestos in the building.
 - President will create a plan to test the water for lead and copper

Health and Safety Manager - Jen Kilburne (Present)

- Four families still need to complete co-op training
- Board member requested that exceptions to the Travel Policy be allowed for low-risk travel in which the student does not contact anyone outside their household
 - Health and Safety Manager stated that exceptions cannot be made because the COVID policies were created based on the Final permanent standard in Virginia, Virginia Occupational Safety and Health (VOSH) standards, Virginia Department of Education (VDOE) licensing standards, and Virginia Academy of Pediatrics childcare policy
 - Question as to which CPI COVID policies derive from guidelines recommended as best practices, and which from requirements that are mandatory for our childcare license
 - Teacher Director has emailed the VCPC to ask about the travel policies at other schools and is waiting for a response
- Health and Safety Manager has encountered confusion and pushback from parents regarding when symptomatic students can return to school
 - If a student has any COVID-like symptoms (as identified by the Virginia Department of Health), the student can return to school after 10 days or with a doctor note
 - Health and Safety Manager and Teacher Director created flowcharts. Suggestion to make a flowchart for travel too.

President - Sarah Norman (Present)

- President applied for Active & Thriving Community grant (\$10k) and received confirmation of eligibility, and will find out later whether CPI is selected to submit documentation

The meeting was adjourned at 9:52 PM.