

**“*We are parents who work together to make informed decisions, representing the membership to ensure the longevity of the Waterloo Co-operative Preschool and to enhance every child’s potential for learning and fun.***

***We communicate with a united voice, and the spirit of openness to be a positive influence with unwavering commitment and confidence to delegate.”***

**Board of Directors Meeting**

**Date: December 20th, 2022 7:30pm**

**Call to order:** 7:34pm

**Attendance:** Steve, Tamara, Britney, Qurrat, Carolyn, Travis, Erin, Eliane, Tracey, Kiran, Kristyn, Deanna, Meg, Meghan, Eve

**Regrets:**

**Land Acknowledgement**

We acknowledge that our preschool is situated on the land that is the traditional home of the Chonnonton, Haudenosaunee and Anishinaabe peoples. We extend our respect to all first nations, metis and inuit peoples for their past and present contributions to this land. We also recognize their enduring presence and deep traditional knowledge and philosophies with whom we share this land today.

**Approval of previous minutes:**

* Steve Motions to approve November’s minutes - [november\_16\_2022\_BOD\_minutes.docx](https://docs.google.com/document/d/1qitNTBMojaViTy8FroN6GNpdVR88JFs-/edit)
* Seconded by Eliane
* Motion approved

**Approval of agenda:**

* Meg motions to approve the agenda
* Seconded by Eliane
* Motion approved

**Aims of meeting/Discussion Points:**

* Discuss survey results
  + Britney has since consolidated all results in a document on the Google Drive
* Updates before holiday break
* Policy approvals, lots of revisions

**Updates**

**Supervising Teacher (Tracey)**

***Personnel***

* Orientation was held Fri Dec 16 9-11 for Twinkel, no other candidates, no RECEs.
* In class training, ISP coverage on Wed Dec 21, 930-1030; Thursday Dec 22, 930-1030 and 1-3pm for any new staff, volunteers or supply staff.
* Moving forward with Erin who will be RECE in January in all classes (number dependent), and Miah for support in Preschool and Friday pm KP. Natalie for support in Toddlers when over 11 children. This leaves Natalie for supply on Friday PM, and Miah for supply on Tuesday/Thursday AM. We can also use Twinkel as a non-qualified supply. Kim is no longer available, and there is no RECE supply staff at this time.
* One closure snow day Dec 15th due to inclement weather.

***Classroom developments***

* Working towards EYE goals: 1. Parent engagement, responsive relationships, and 2. Use of environment as a 3rd teacher
* Zoom meetings with 85% of all families so far, seems happy, how are the survey results? Teachers want to post more seesaw content and more updates, but there is not enough time currently
* Reminder kindergarten registration for public school starts in January-ish. We can let our families know that KP afternoons is an option for anyone wanting to balance a full day school in a large setting with the comfort of the small numbers and familiarity of our teachers at our school. KidsAbility school kids can also use us on the alternate time of the day, ie. Half-day here, half-day there. There are lots of options for families going to school.
* Toddlers sing song family engagement with special parent guest who plays guitar for last half-hour of class Thursday before the holiday break.

***Requests/Questions to Board***

* Approve policies by email as they are completed since there are so many to cover.
* Policies currently in progress: 1.Confidentiality policy and 2.reporting and recording suspected child abuse policy procedure to be approved once completed. Watch for email asking for approval.
* Licensing comes January to June sometime. I always like excellence, and to perform under best practices, and high standards. I always want 100% in licensing reviews, so I usually get a bit focussed at this time on things like policies and other licensing requirements and standards.
* Can Board/members try to sell that table in hallways or assemble somehow, it wouldn't go together when we tried.
  + Travis to pick up and try to assemble.
* Survey results: Where can we store them so we can permanently access them. Data is used for many things with Region and licensing and the survey results should be kept in the main drive for future access.
  + Britney has since consolidated all results in a document on the Google Drive
* Thanks everyone for everything! Happy holidays!
* Erin introduced herself to Board and families in attendance

***Comments***

**President (Britney)**

* Discuss survey results (how do I save these?)
  + Travis sent Britney info about saving these results and Britney will send to Eliane to save on the main Google Drive.
* Fundraising updates (Tamara) Picture updates (Shayla)
  + Kernels has been challenging. Order of 589 bags was submitted December 6th. Tamara has notified him the latest possible pickup is Thursday morning (Dec. 22). $679.69 profit after paying Kernels. Tamara to send invoice to Travis and Deanna.
  + Tamara’s husband to drop bags to preschool on Thursday morning. Kristyn and Britney to assist with sorting bags for families to pickup before holiday break.
  + Pictures fundraising profit of $380.00
  + Pizza fundraiser in the new year is next
* Sponsorships
  + What’s the duration of the sponsorship? 1 year? Sept-Sept? Longer?
    - Digital signs is an option to avoid changing banners regularly
    - Regularly updated sponsorship banner
    - QR code to sponsorship page
  + Starting with our “partners” on our website - anyone have any other suggestions?
    - Chambers of commerce, Communitech, Home Hardware, Manulife or other insurance companies.
  + Co-op role led by Board member (Britney, Kiran is helping for co-op role)
  + Eliane made a poster that we can put up on social media/print out if anyone has somewhere to put them up
  + Should sponsors use E-transfer? Are we providing them tax receipts? I made a confirmation of sponsorship letter
* We’ve been accepted into the Womb to Walk Spring baby show at Bingemans; money sent for our table
  + Will need new banners, flyers for this; pre-reg forms - will need to have updated versions
* Year-end has been mailed
* Please fill out the google form I sent out last week to plan out our Board get-together

**Vice President (Qurrat)**

* Eliane and Qurrat to coordinate adding VP email to Indeed ads and account
* Still looking to hire more supply RECEs

**Treasurer (Travis)**

* CWELCC update
  + First round of reimbursements (can’t recall if there will be more) were sent Dec 7
  + Received confirmations from all families.
* Expense forms
  + Creating a new form to make the submissions easier and more convenient
    - Travis has since circulated this form, followed by some discussion over email re: filing receipts.
  + Also sharing with Patty so that it removes a tremendous amount of paper from being used
  + Wondering if we can somehow put this onto our website or if sharing a form link would be fine
  + Trail Expense Form Link
    - https://forms.gle/ZyGUNgA2HnbZPnz48
* Look at utilising forms for donation and tax receipts
  + Potentially remove the need for a Co-op role (assistant treasurer??)
* Sponsorships
  + Track in excel/google sheets
  + Responsibility to maintain and reach out to sponsors annually and get new sponsors?
  + 1 or 3 year terms with annual fee each year
  + Banner vs digital signage
    - Banner needs to be replaced each year
    - Depending on size and cost, digital signage could replace all banners
* Internet
  + Church has been heavily throttling our per device connection
  + Requested that our per device bandwidth be increased.
    - Increased to 4MB Down and 2.5MB up
  + David mentioned that we would need to make alterations to lease terms??
    - What are the lease terms with regards to internet as this is our line
  + Option if increase isn’t enough
    - bring in dedicated line (Church has their line and we have ours)
    - increase overall bandwidth so there is more to go around (Higher cost)

**Bookkeeper/Admin (Deanna)**

* CWELCC calculations have been completed and credits applied/refunds giving.
  + Eliane to update website with new fees, new pre-reg form and other items to be changed to reflect the new CWELCC affected totals
* Year-end change…we have applied. SAGE software does not allow reporting across.
  + Deanna to switch over to QuickBooks
* Years (i.e. I can’t run an income statement from January 1 2022 to December 31 2022).
* Still missing some expenses from November, and Credit Card expenses
* Assuming we are approved for year-end change will need all
  + expenses prior to Dec 31st to be submitted.
* Have all families completed their Sept - Dec obligations?
  + Yes
* Request that staff forms be updated to include banking deposit info, SIN & birthdate
* End of November – positive income and estimating positive income for year end. Tuition (including December and CWELLC for fall 2022) = $49,000
* Funding from the government for July – December (excluding CWELCC tuition) – almost $70,000 (in about 20 different pockets of funding, each one needing to be reconciled separately so it is a bit of an administrative task).
* Better idea of funding for next year. Based on Region meeting we should assume the following grants will also be continuing:
  + CQI funding for next year
  + Health & Safety funding for next year
* Please identify areas that you would like to address in these grants.
* Region is changing the way the wage ceiling is applied, effectively allowing all our RECEs to be eligible for the annual wage increase (AWI) and the Operating Funding Wage Grant (OWG) – each additional $1/hour. Some of this funding may be retro after the application process likely due in February/March.
* Enhanced Staffing Sustainability Grant (ESSG - wage enh for support staff) – to be paid for 2022 and continuing for 2023
* Budget 2023
  + Need to add Audit into budget
    - for 2023 - estimated at $8,000-$10,000 (used $10,000 in budget)
  + Major projects?
    - Playground, tarps, indoor mats,
  + Target enrollment – the difference between being 80% full and full is over $30,000 in revenue
    - Discussion about budgeting for 90% enrolment for 2023
  + Forecasts for donations, fundraising, opt out (belive this year’s opt out numbers were too high)
  + Other changes? - Advertising budget?
    - New banners, baby show expenses, open houses, etc.
    - Promotion of our opting into CWELCC
    - Facebook/Google ads?
  + Equipment orders - stuff that you would still purchase before year end?
  + Recommend someone look at Facebook marketplace for marble run
  + Idea- custom busy board - for fundraising or something
  + https://www.etsy.com/ca/listing/1327724501/custom-busy-board-for-toddler-montessori?ga\_order=most\_relevant&ga\_search\_type=all&ga\_view\_type=gallery&ga\_search\_query=busy+board+canada&ref=sr\_gallery-1-9&pro=1&edd=1&sts=1&organic\_search\_click=1&variation0=2966781283

**Membership (Meg)**

**Communications (Eliane)**

**Secretary (Steve)**

* Classroom volunteers
  + Draft schedule for January to be distributed by end of this week
  + We are losing one classroom volunteer before the new year.
  + Let Steve know if any other families are interested in assisting or promote via the member newsletter
* Coop Roles
  + Britney has assisted in connecting with all families who haven’t completed their coop role obligation for the year. Thanks Britney.
  + What is the process if there are families who still haven’t despite reminders?
  + New families to be suggested they join the cleaning committee. Meg to discuss with new families.

**School Improvement (vacant)**

**Operations (Chelsea)**

**Admin Officer (Eve)**

**“Meeting of the Independents”**

* Ask staff and teachers to leave meeting
* Staff contracts
  + Sick days vs. personal days, and WFH days. Board needs to review the language in the contracts before renewal in August/September 2023
  + Confirmation of signing date on EI epplications.

**Date of next meeting:** Wednesday, January 18 @ 7:30pm

**Meeting Adjourned:** 9:36pm