

Annual General Meeting

Tuesday, December 1st, 2020

Location: Zoom meeting

Time: meeting starts at 7 p.m., board members to meet at 6:30 p.m.

Attendance:

Board members present - Jana Strittmatter, Jen Dol, Andrew Aitken, Laura Hatton, Leanne Wells, Jill Klepacki (board meeting only), Melissa Lehman, Tracey Marques

Members Present - Rachel Turski, Olivia Ji, Jesse Wilson, Ambika Shah, Geetanshu Manda, Komal Bankar, Steph Higgins, Nora Donkersgood, Carolyn Hay, Krissie Belrose, Daryan Angle (Jill's husband, present for AGM)

Call to Order and presentation of agenda

Motion: May I have a motion to approve the agenda as shown?

Andrew motions to approve the agenda.

Jen seconds.

6 members in favour.

Motion approved.

Welcome and overview (Jana)

Welcome to the annual general meeting for Waterloo Cooperative Preschool! We are very excited to be reopening our beloved preschool in February.

The purpose of this meeting is for you to be introduced to the Board of Directors and recruit new directors, describe how the preschool will operate in February, and give an overview of what is expected of participating family members as a member of our co-op.

What it means to be a cooperative (Jana)

Waterloo Cooperative Preschool is run by parents for the benefit of their children. We as parents/family members are volunteers and we all help to keep the school running. This preschool first began almost 50 years ago, and we are doing our best to keep it going strong even in the midst of these difficult pandemic times. We have a lot to be proud of including fantastic teachers, a dedicated membership, enduring friendships, and happy children. We would not exist without our collaborative efforts. Our common goal is to provide our children with a safe, fun environment to grow socially, emotionally, and intellectually. Every family makes a contribution to the preschool. As a cooperative, we require our families to contribute through co-op roles, which are imperative to our Preschool's operations.

This year has been harder than ever. Our Preschool Board is struggling as our Membership has dwindled, leaving many vacancies. Please consider a position on our Board of Directors! Speaking as someone who has been on the board for three out of my four years with the preschool, I can tell you it is incredibly rewarding to be involved so directly in the operations.

The Board of Directors (Jana)

The Board of Directors is a group of volunteers composed of parents or family members of children enrolled in the preschool. We commit to serve in this volunteer role for one year. We make decisions about the operation and governance of the preschool in the best interest of the membership as a whole. We meet once a month to share updates and to vote on important matters. We will be asking each family to attend one Board meeting this school year to see what happens behind the scenes and to share your ideas.

Shown slide of an outline of Board roles and responsibilities and contact information.

- *Question was asked if we could send out the slides after?*
 - *We will create an e-mail with all the slides as well as a link to the current parent handbook to the membership*
- *This year the board roles will only last until June 2021*

We are receptive and responsive to your concerns. We rarely have complaints, but if you do have one please let me know right away, preferably through email, so that it can be addressed as soon as possible. We will do our best to keep your personal details confidential (unless legally obligated to share them).

Introductions of the Board members

Now the Board would like to introduce ourselves:

President (Jana)

Hi! My name is Jana Strittmatter and I am the President. As President I chair board meetings and oversee the operations of the Preschool. I became involved in a student co-op in university and am excited to be sharing the cooperative community with my family. This is my fourth year at the preschool and my third on the Board. My son, Kaden, will be attending the KinderPrep program.

Vice President (Jen)

Hi, my name is Jen Dol and this is my second year with the board and third year with the preschool. The Vice President is in charge of personnel and assists the President in her duties as needed. That means being point of contact for teachers requests for PD days, time off etc. At the end of the year the VP draws up the next year's contacts for the teachers.

Treasurer (Andrew)

My name is Andrew Aitken and I am the Treasurer. I manage the financial affairs for the preschool. As I will not have a child attending this year, I will be resigning my position, and we are actively looking for a new Treasurer. Please reach out if you are interested in learning more about this role!

Secretary (Leanne)

Hello, my name is Leanne Wells and this is my second year with the board and third with the preschool. My role as Secretary is to take the minutes at Board Meetings and AGM, and to organize parents into Co-op roles.

My son Sam will be in the Preschool class this year.

Membership (Laura)

Hi, I am Laura Hatton and I am the Membership Officer. This is my first year at the Preschool and my first on the board. My daughter, Rowan, is in the Preschool class.

My role at the preschool is to process registration packages and answer any questions that arise from prospective and new members. I also handle all new applications and withdrawals from the preschool.

I am currently putting together class lists and figuring out how much room is left for new students, so please let me know by December 14th at the latest if you want to keep your spot for our February opening.

As a reminder, if you plan to withdraw from the preschool, we require a month's notice and we ask that you pay tuition for the full month after giving notice.

Communications (Jill)

Hi, I'm Jill Klepacki. The Communications Officer is responsible for all the communications to the Preschool membership. The Communications Officer maintains the Preschool email list, responds to (or redirects appropriately) email/web enquiries, and helps create the monthly newsletter and calendar with input from the teachers.

Operations (vacant)

The Operations Officer is responsible for coordinating with the member holding the Fundraising Co-op role as well as the liaison person with Emanuel United Church.

School Improvement (vacant)

The School Improvement Officer role is currently vacant. This role oversees cleaning and building maintenance, and coordinates, attends and manages the Spring and Fall cleanup.

Administrative Officer (vacant)

The Administrative Officer assists with administrative tasks including updating documents, policies, and class lists.

Training will be provided to carry out new Board members in these roles.

If anyone would like to volunteer to be our VP, Treasurer, Operations Officer, School Improvement Officer, or Admin Officer, we will vote in new board members later in the meeting. You could also email me after the meeting if you'd like more information first.

Our Programs for February 1, 2021

As we noted in our last email we will only be offering morning classes at this point in order to follow COVID-19 requirements and do a thorough cleaning of the preschool each afternoon. This means the programs we are currently offering are as follows:

Monday and Wednesday AM Preschool

- 30 months and up (includes two possible toddler spaces, for toddlers who are 2+ years old and developmentally ready to join a preschool program).
- 9 to 11:30 am - February to June
- Maximum 16 children per class, 1:8 teachers to students ratio
- \$200 per month

Tuesday and Thursday AM KinderPrep

- 3 to 5 years and developmentally ready for an advanced program
- 9 to 11:30 am - February to June
- Maximum 12 students per class, 1:6 teachers to students ratio
- \$250 per month

Teachers /Staff

- Two ECEs (Early Childhood Educators) will be in each class.
- A Screener/Cleaner will also be present for each class. This staff member will be screening children and walking them to class from the screening area. They will also be cleaning during class time to ensure surfaces and toys remain clean throughout the class.
- We are working on contracts for our teachers and screener/cleaner and will let you know once we have more news.
- We also have our Bookkeeper/Administrator, Melissa Lehmann. Melissa has worked with the preschool for 5 and does a fantastic job doing the payroll, updating our budget, and reconciling bank deposits.

Registration

In order to reserve your child's spot when we reopen, we need confirmation by **December 14**

If you have expressed interest but have not yet paid your \$50 pre registration fee, this will need to be submitted in order for your spot to be held.

Participation

This year we are not able to have duty parents participating in the classroom due to Covid-19 restrictions.

We will however require a family member to participate in a Co-op role (formally known as committee roles) or as a Director on Board of Directors.

With smaller class sizes, we have a smaller membership than ever before. We need you!

As already mentioned, the Board roles currently available are:

- Vice President
- Treasurer
- Operations
- School improvement
- Admin Officer

All members of the Board of Directors are required to participate in monthly Board meetings (virtual).

In addition, the following Co-op roles are available:

- Snack person -purchase snack items/fees reimbursed/must be dropped off by Monday at 9 am.
- Membership/registration assistant - -assists the Membership Officer
- Fundraising -e.g., Spring bulb fundraiser, Scholastic orders
- Shopping person (supplies)
- General co-op roles- duties as needed

All members are required to attend the AGM and one Board meeting per year (virtual).

Vote on incoming Board of Directors (Jana)

We have some open positions in the Board. Would anyone like to step forward to fill a position?

Financials (Andrew)

Financials are completed monthly by our bookkeeper, Melissa. They are kept in our classroom filing cabinet and are available for all members to view at any time. Our June 30th 2020 financials are available to anyone interested. Highlights of previous years financials.

We ceased operations mid march 2020, which resulted in a lower revenue from tuition \$65,441, from \$76,451, and a total reduction of Revenue of \$14,906

Due to closure our expenses were reduced by approx. \$2000 from 2019.

Excess revenue over expenses \$664.00

Cash, end of year \$39,676

Annual Statements (Andrew)

The 2019/20 Annual Statements need to be approved at this meeting.

Motion: Andrew motions to approve the financial statements from 2019/2020 as presented.

Leanne seconds.

7 members approve - motion approved.

Budget (Andrew)

Our annual operating budget is created and approved by the board in the Spring for the following year. As we are a non-profit organization, any money taken in goes back into the preschool to provide the best possible care for our children. The majority of our income comes from tuition and registration, while another 10-15% comes from operating grants from the Region of Waterloo to assist in teacher's salaries. The majority of our expenses are from salaries, rent, snacks, and supplies for the classroom. However we are making changes constantly as the landscape changes. We obviously do not intend on meeting the budget as laid out last spring.

Purchases (Andrew)

All purchases as a part of committee work or as requested by the teachers requires pre-approval by the treasurer. Please contact me via email for pre-approval. Once you have made a purchase and need to be reimbursed, please fill out a Cheque Request form (provided by email), scan it and the receipts, and email it back. You will be reimbursed by cheque.

Subsidies (Andrew)

Subsidies are available from the Region for families in need of tuition assistance. You can contact either Tracey or myself if you have questions regarding subsidy.

Donations (Andrew)

We are a registered charity and as such are able to provide charitable tax receipts for any donations. Please feel free to contact me directly if you're interested in donating to the preschool.

NSF (Andrew)

All NSF cheques are subject to a \$25 fee. If you are concerned that a cheque won't be

clear, please speak with either the Assistant Treasurer or myself in advance and we can hold the cheque for you for a few days.

- *It should be noted, that while this year has been completely unprecedented, we are very fortunate to be in the position to weather this covid storm. We will be able to reopen, without debt due to our current cash in the bank and the hard work of the previous years' boards and members.*

Classroom Information

1. Please read the Parent Handbook found on our website that includes our Program statement
2. Parking
 - Be aware of disabled parking/church parking.
 - If parking lot is full, try Dorset street
 - Please be sure to go out The OUT, not through the IN, it is a one way drive. You must enter off Albert street ONLY.
 - Please make pick up as quick as possible as it is a very busy parking lot and we are practicing social distancing.
 - Snacks and drinks
 - Water will be provided for your child in a disposable cup - no water bottle is to be sent with your child this year.
 - Snack is provided mid class
 - Health and nutritional needs of the children are taken into account.
 - Allergies – WCP is a nut, dairy, meat free environment. An allergy list is near the kitchen prep area and the school is very strict with preparation and serving.
 - Parents are not to send snacks with their children unless discussed prior with the teachers and a written plan is put in place
3. Label all clothes, mitts, boots, etc. with your child's name. If desired, you can purchase labels through Loveable Labels and mention Waterloo Cooperative Preschool - the preschool benefits from fundraising.
4. Please send your child with indoor shoes, extra clothing (undies and socks), as well as adequate clothing for outdoor playground time every day.
5. If you have questions, please contact the relevant board member i.e. tuition questions for the Treasurer, enrollment questions for the Membership Officer, Co-op roles questions for the Secretary, etc. Please do not give things to teachers during drop-off or pick up unless it is prearranged with them.
6. Screening Routine
 - We will be doing staggered drop-offs (and pick-ups) to help with social distancing.
 - Screening will take place outdoors. Screening will be performed each day, and temperature will be taken.

- If screening fails, Public Health direction must be followed (24 hours symptom free with either a negative covid test, or 14 days at home). Upon return an attestation must be signed.
- Please be reminded to make drop off a swift and positive event. Say goodbye and trust the teachers will contact you if they need to.
- The screener will bring your child to the class or playground.
- Preschool will begin outside when possible. Always dress for the weather - snow pants, mitts and hats in winter and splash pants in the spring!
- Dismissal will also be staggered and our screener may bring your child to your car as you pull in or you can meet at the screening table.

PPE

- Teachers will be wearing PPE
- Children are not required to wear masks

Health policies

- We follow all Health Department regulations.
- If a child fails screening or stays at home with symptoms, the child can return only once a clear covid test result is given, or 14 days after symptoms began
- Must also be symptom free for 24 hours
- Children can not come with sniffles, cough, or fever, undiagnosed rashes, lice, and will be sent home if this develops. Children cannot be medicated to reduce fever or other symptoms.
- It is important to phone the preschool and leave a message to report the reason for absence. A Reason is needed, please describe what “sick” or “absent” means with details for our records.

Meeting Adjournment

7:50pm