



Waterloo Co-Operative
PRESCHOOL

Annual General Meeting

Tuesday, September 7, 2021

Location: Zoom meeting

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

Attendance: Anika Tabassum, David Hannah, Nicole Smith, Syed Naqvi, Guarav Bajpai, Britney Stewart, Krissie Bellrose, JP Wilkerd, Geetanshu Manda, Bonnie Varghese, Nick Wasilka, Liz Hambleton, Mark Michaelis, Riddhan Kumar, Naga Kumarappan, Paul Bovbel, Mayank Seth, Manjiri Phatak, Samantha Kowalski, Kristen Hougassian, Tori Ostapiak, **Board members present** - Steph Higgins, Emma Ens, Casey Holberton, Morgana Lernout, Aubrey Last, Deanna, Tracey Marques, Patty Fallis-Robbins, Tiffany Swail.

Julie Attack from KW Hab - every 3rd week visits

Call to Order and presentation of agenda

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

Leanne motions to approve the agenda

Morgana seconds

All in favour

Agenda Passed.

Welcome and overview (Steph)

Welcome to the annual general meeting for Waterloo Cooperative Preschool! We are very excited to be starting our 2021-2020 this September.

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 this year, and give an overview of what is expected of participating family members as a member of our co-op.

Please ask questions as we go along.

What it means to be a cooperative (Steph)

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.

The past school year was definitely a tough one to maintain membership and involvement in the board of directors. But, we have managed to bring together a fairly complete board with a couple of vacancies still available. I myself am fairly new at being a board Member but have found it to be a rewarding challenge as I learned along the way.

The Board of Directors (Steph)

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.

If you wish to contact any of the board members feel free to do so through email. Our email addresses are posted on our website and on the screen here.

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 (Steph)

Hi! My name is Steph Higgins and I am the President. As President I chair board meetings and oversee the operations of the Preschool. I have had several leadership roles throughout high school and university on various councils. This will be my second year on the board and third with the preschool. My daughter Sloane will be in the toddler class.

Vice President (Leo)

Hi, my name is Leo and I have the role of VP. The VP is head of personnel and oversees the contracts for the staff. I joined the preschool in January 2021. My daughter no longer attends the preschool but I have stayed on with the board to help provide continuity until the new board is up to speed.

Treasurer (Casey)

My name is Casey Holberton, and I am the Treasurer. I manage the financial affairs for the preschool. This is my first year on the board and my first year at the preschool. My son, Tycho, will be in the toddler class.

Secretary (Leanne)

Hello, my name is Leanne Wells and this is my third year with the board and fourth 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 KP class this year.

Membership (Aubrey)

Hello, I'm Aubrey and have spoken to many of you throughout the summer as we registered the children for this semester. I'm brand new to the school as my daughter Elliott Rose will begin the preschool program this month. I'm here to help not only register all families but to field any questions that may come up regarding registration or pretty much anything else throughout the year so don't be shy to hit me up any time and I'll either be able to help you directly or point you towards who can.

Communications (Emma)

Hi, I'm Emma Ens. 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. This is my first year at the preschool. My son is starting in the toddler class this month.

Operations (Tiffany)

The Operations Officer is responsible for coordinating with the member holding the Fundraising Co-op role as well as the liaison person with Emmanuel 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 (Morgana)

Hello, I'm Morgana Lernout and I am serving as the Administrative Officer. I am responsible for assisting with administrative tasks including updating documents, policies, and class lists. This is my first year with the preschool. My daughter Tessa will be starting this month in the preschool class.

Non-Voting Advisory Member (Carolyn McCoe)

Hi, I'm Carolyn and I am a Community Advisor for the WCP board. My family have been a part of WCP since 2015. I enjoyed two years as part of the WCP board as Membership Officer and then President. When my youngest started JK in 2019 I stayed on at the preschool as a classroom volunteer until March 2020 and since then I have been pleased to occasionally provide assistance to

the board. I hope that as Community Advisor I can help provide some continuity and advice to a board that necessarily has a frequent turnover. Welcome (back) to WCP and have a wonderful year!

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

If anyone would like to volunteer to be our VP or our School Improvement 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 September, 2021

We have added back some of our classes to our program for our students. Our current schedule is 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 - September to June
- Maximum 16 children per class, 1:8 teachers to students ratio
- \$200 per month

Tuesday and Thursday AM Toddler

- 18 to 30 months
- 9 am to 10:30 am in September
- 9 am to 11 am October to June
- Maximum 10 students per class, 1:5 teachers to students ratio
- \$250 per month

Tuesday and Thursday PM KinderPrep

- 3 to 5 years and developmentally ready for an advanced program
- 1pm to 3:30 pm - September 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 also have our Bookkeeper/Administrator, Deanna Mackey. Deanna is new to our preschool this year but has many years of experience working with other preschools

in the area. Her role will be to help with payroll, updating our budget and reconciling bank deposits.

Registration

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. There are currently spots still available in the Toddler and Kinderprep classes. A waitlist has been started for the preschool class.

Participation

This year, we are still 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:

- School improvement
- Vice President

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 (Steph)

We have Emma joining us as the Communications Officer and need to formally vote her in.

We have Morgana joining us as the Administration Officer and need to formally vote her in.

[By motion from the membership: (As is the case where there are the same number of vacancies as nominated candidates. Quorum is 20% or 12 members, whichever is less. Majority of present membership rules once quorum established.)]

Steph motions to approve Emma to Comms role and Morgana to Admin role

All members in favour

Morgana and Emma approved to the board of directors

Financials (Casey)

Financials are completed monthly by our bookkeeper, Deanna. They are kept in our classroom filing cabinet and are available for all members to view at any time.

Our June 31st 2021 financials are available to anyone interested. I will go over the financial highlights from last school year.

- With the impact of COVID-19, we did not meet the budget for the 2020-2021 school year. We had not been receiving tuition due to closures, but we still had to pay our rent and other overhead costs.
- *This has resulted in a lower revenue from tuition \$22,828, from \$65,441, and a total reduction of Revenue of \$42,613*
- However, our expenses were also reduced - by approx. \$43,223 from 2020.
- Excess expenses over revenue \$2,276
- Cash, end of year \$36,962

Annual Statements (Casey)

The 2020/21 Annual Statements need to be approved at this meeting.

Motion: *Steph motions to approve the Annual Statements as presented*

Emma seconds

All in favour

Motion passed.

Budget (Casey)

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.

Purchases (Casey)

All purchases as 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 e-transfer.

Subsidies (Casey)

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.

NSF (Casey)

All NSF (not sufficient funds) cheques are subject to a \$25 fee. If you are concerned that a cheque won't clear, please speak with either the bookkeeper or myself in advance and we can hold the cheque for you for a few days.

Donations (Casey)

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.

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.
- Please complete the online screening tool that can be found at <https://covid-19.ontario.ca/school-screening/> and send it to the teachers at waterloopreschool.teacher@gmail.com
- 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.
- As it stands, we will be requiring parents to be vaccinated to enter the premises, children are NOT required to be vaccinated

Meeting Adjournment at 8:13