

Annual General Meeting

Wednesday, September 7, 2022

Location: Zoom meeting

Time: meeting starts at 7:00 p.m., board members to meet at 6:30 p.m.

Attendance:

Meghan Danbrook, Carley Aitken, Ella Weber, Gil and Eve Hackl, Harteek, Ishwarya, Kristyn and BrytonKeyes, Matt McKarney and Lisa Brown, Mayank Seth, Nicholas Bedard, Prem Deep, Rebecca Langer, Saravanakumar Ramachandran, Shayla Girard, Tamara Prattis, Travis Loveridge, Jelena Gallant,

Board members present - Samantha (President), Britney (Membership), Eliane (Communications), Brendon Simon (acting Treasurer)

Teachers/Staff Present - Patty Fallis-Robbins, Tracey Marques

Land acknowledgement

We first want to acknowledge that our preschool is located on the land traditionally used by the Haudenosaunee, Anishnaabe, and Neutral People.

We acknowledge their enduring presence and deep traditional knowledge and philosophies with whom we share this land today.

Call to Order and presentation of agenda

Motion:

Steve motioned to approve the agenda as shown, **Britney** Seconded.

All in favour

motion passed

Welcome and overview (Sam)

Welcome to the annual general meeting for Waterloo Cooperative Preschool! We are very excited to be starting our 2022-2023 school year 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 (Sam)

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 (Sam)

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.

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 (Sam)

Hi everyone! My name is Samantha kowalski I am a teacher at the waterloo school board. I am a mom of two. One just moved to JK/SK and my daughter Myla will be joining the toddler class this fall!

Vice President (Rebecca)

Hi all! I'm Rebecca, Mama to Arthur and Lucy. My son attended preschool with WCP Spring 21 and the school year of 21-22. My daughter will be joining in the toddler class this fall. I have been a stay at home mom since Arthur was born in 2018 but prior to that I worked in HR at a factory, doing employee relations and recruitment. I'm excited for a chance to flex my brain a bit and get to know some parents at the school a little better.

Treasurer (Brendon)

Brendon Provided a verbal introduction

Secretary (Steve)

Hi. I'm Steve. This is my first year at WCP, my daughter Sophie is in the Toddler group. I am an artist, and an educator, working in Art Gallery Programming for the last ten years. I just recently changed gears, taking a job at UW leading a Program Delivery Team in the Engineering Outreach Department, teaching STEM workshops for local schools and other community organizations. I am looking forward to this year and collaborating with everyone involved with WCP.

Membership (Britney)

I was the Membership board member for the school last year and am excited to continue working with the Board for this coming school year. My son Liam will be going into part time jk in September, and we're happy to have him join WCP again in KP. We also welcomed Liam's baby sister Luna at the beginning of July. We loved being involved in the school and are looking forward to this year's programming!

Communications (Eliane)

My name is Eliane Sabatino. I am a mom of two. My son will be attending SK this September and my Daughter Cecilia will be joining the KinderPrep class. I currently balance being at home with my kids and working part time at my home based Salon as a Hairstylist. I also work for a professional salon product company, educating and delivering salons the most recent product knowledge. I come from a background in teaching cosmetology at a local vocational school for nearly 10 years. I bring experience in attention to detail, organization, and communication. I look forward to sharing and growing my skills with this year's BOD

Operations (Chelsea)

Hi :) For those who don't know me , I'm Chance Woo's mother, who will be attending the preschool class this September. I'm a mother of three under 6 & slowly finding my groove in motherhood & enjoying a little more coffee than I should. I'm looking forward to this opportunity to be able to focus on more of my sons interest (school) and to be part of the team to make the school year successful .

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)

Assists the teachers and other Board Members with administrative duties (classroom prep, special projects, laminating, photocopying etc)

Non-Voting Advisory Member (Carolyn McCoey)

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!

Parents interested in vacant Board positions, Kristen, Eve, and Shayla each provided verbal introductions

Motions:

Steve motions to approve Kristyn (Member at Large), **Britney** seconded.

All in favour

Samantha motions to approve Eve (Admin Officer), **Britney** seconded.

All in favour

Britney motions to approve Shayla (Treasurer), **Steve** Seconded.

All in favour

All Motions passed: Kristyn, Eve, and Shayla approved to the board of directors

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

If anyone would like to volunteer to be our administrative officer 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, 2022

Our current schedule is as follows:

Monday/Wednesday/Friday 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
- \$300 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 15 students per class, 1:5 teachers to students ratio
- \$250 per month

Three/Four/Five Days PM KinderPrep

- 3 to 5 years and developmentally ready for an advanced program
- 1pm to 4pm - September to June
- Maximum 12 students per class (1:6 ratio) Mon-Thurs, Maximum 16 students per class, 1:8 teachers to students ratio on Fridays
- \$375 (3 days), \$500 (4 days), \$575 (5 days) per month

Teachers /Staff

- 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 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 available in our Toddler and KP classes.

Please remember that ALL registration forms, fees, and Pre-Authorized Debit Agreements must be in BEFORE your child can attend class. This includes the \$50 membership fee and last month's tuition/security deposit, sent via e-transfer to wcp.etransfer@gmail.com, for the following amounts:

Toddlers: \$250

Preschool: \$300

KinderPrep:

3 day/week: \$375

4 day/week: \$500

5 day/week: \$575

Participation

This year, we are once again able to have family member participation in the classroom as classroom volunteers. These volunteer positions are open for the Toddler and Preschool classes, and will be during your child's class time. In-class participating families (classroom volunteers) assist with snack preparation, set up, and clean up, while also interacting with children in the class during the program. Volunteers can expect to be scheduled for classroom duty once a month, plus one backup duty day.

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

As already mentioned, the Board roles currently available are:

- School improvement
- Administrative officer
- Member-at-large

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:

- Cleaning Crew
- Laundry

- Photographer
- Snack Assistant (note: must be registered for preschool class)
- Playground clean up lead

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

Financials (Brenden)

Financials are completed monthly by our bookkeeper, Deanna.

Our June 30th 2022 financials are available to anyone interested. I will go over the financial highlights from last school year. [Next slide - Statement of Operations]

Budget for 2021-22 school year was a deficit of \$18,547. We came in well ahead with a positive income of \$4853. This was helped greatly by over \$49,000 in government funding, some of it as result of dealing with covid impacts. Our tuition fees for the year were \$78,175.

[Next slide - Statement of Cash Flows]

Cash, end of year \$51,779.

Annual Statements (Brenden)

The 2021/22 Annual Statements need to be approved at this meeting.

Motion:

Samantha motions to approve the Annual Financial Statements for fiscal year ending June 30, 2022, as presented, **Britney** seconded.

All in favour

Motion passed.

Budget (Brenden)

Our annual operating budget is created and approved by the board in the Spring for the following year. As we are a non-profit organisation, 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 (last year the support from the government was much higher). The majority of our expenses are from salaries, rent, snacks, and supplies for the classroom.

Purchases (Brenden)

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. Taxes must be broken out. You will be reimbursed by cheque.

Subsidies (Brenden)

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 (Brenden)

All NSF (not sufficient funds) cheques/pre-authorized payments are subject to a \$25 fee.

Donations (Brenden)

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 accessible 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 practising 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. The kinderprep students may bring a labeled reusable water bottle
 - 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
 - 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
 - If screening fails, Public Health direction must be followed - Anyone who is feeling sick or has any new or worsening symptoms of illness, including those not listed in the screening tool, should stay home until their symptoms are improving for at least 24

hours (or 48 hours for nausea, vomiting, and/or diarrhoea) and they do not have a fever, and seek assessment from their health care provider if needed. The presence of symptoms, particularly respiratory symptoms, increases the risk of transmitting to others.

- 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!

PPE

- Teachers will be wearing PPE when they feel necessary to do so
- Children are not required to wear masks

Health policies

- We follow all current Health Department regulations.
- If a child fails screening or stays at home with symptoms, the child can return only once symptoms are improving for at least 24 hours (or 48 hours for nausea, vomiting, and/or diarrhoea) and they do not have a fever
- 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.
- If your child is missing class for any reason, please fill in and submit the Reason for Absence form (found in the Welcome newsletter and on our website under Members)

Preview Day (Britney)

Families are invited to come to the classroom on Friday, September 9th to meet the teachers, tour the classroom and playground, and listen to a brief introduction to the teachers and school. If you would like to meet with the teachers via Zoom instead, please let me know. Otherwise, the times are as follows:

Toddler:

9:00-9:30am

Lucy B.
Juliette A.
Eleanor M.
Sophie Leigh L.
Sargi D.
River W.

9:30-10:00am

Theo Thomas M.F.
Fiona G.
Michael H.
Daisy F.

Kairav T.

Preschool:

10:30-11:00am

Kara S.
Varenya Singh C.
Jonah L.
Julie M.
Lara AE.
Myla D.
Chance W.
Ridhit S.

11:00-11:30am

Aryan S.
Riya R.
Leo R.
Mckayla L.
Mahesh S.
Muhammad H.
Avyaan B.
Alex K.

KinderPrep

12:30-1:00pm

Inan K.
Margaret B.
Arush S.
Liam SP.
Erik K.

1:00-1:30pm

Cecilia S.
Arhaan P.
Rhys P.
Liyana MM.
Liam D.

Staggered Start Dates (Britney)

During the first week of classes (September 12-16th), the Toddler and Preschool children will only attend one day, in a small group, so the teachers get to know each child. The KinderPrep children will start off in their regular classes. The staggered start times and days are as follows:

Toddlers:

Tuesday, Sept 13th

9:00-9:45am

Lucy B
Juliette A.
Eleanor M.

10:00-10:45am

Michael H.
Sargi D.
River W.

Thursday, Sept 15th

9:00-9:45am

Theo Thomas MF.
Fiona G.

10:00-10:45

Sophie Leigh L.
Daisy F.
Kairav T.

Preschool:

Monday, Sept 12th

Kara S.
Varenya Singh C.
Jonah L.
Julie M.
Lara AE.
Myla D.

Wednesday, Sept 14th

Chance W.
Ridhit S.
Aryan S.
Riya R.
Leo R.

Friday, Sept 16th

Mckayla L.
Mahesh S.
Muhammad H.
Avyaan B.
Alex K.

Meeting Adjournment: 8:04pm