



"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: Tuesday April 19, 2022 @ 7pm

Call to order: 7:03

Attendance: Steph Higgins, Britney Stewart, Leanne Wells, Carolyn McCoey, Deanna Mackey, Brendon

Membership Attendance: Rohit, Kristen Hougassian, Joelle Kloschinsky

Regrets: Emma Ens, Leo Kyle, Krissie Bellrose, Morgana Lernout

Approval of previous minutes:

<https://docs.google.com/document/d/1E8mwfydy6wzgplW6XM0yMQKuj8tF8jwi/edit?usp=sharing&ouid=106258647004578763541&rtpof=true&sd=true>

Approval of agenda: *Leanne motions to approve agenda*

Britney seconds

All in favour

Agenda approved

Aims of meeting/Discussion Points:

- General Updates
- Need Help with Board Recruitment
- Fundraising updates
- Committee Obligations - do we need to follow up with members
- Membership Survey
- Board Self Evaluations

Updates

Supervising Teacher (Tracey)

Personnel

- Solutions to obstacles of Program changes provided
- Great staff team set up, and great board support in place.
- New board advisor Erin Michalski added to support board alongside Carolyn McCoe both largely involved on board in past. Leanne Wells to support duty parents. Looking forward to seeing the BOD have a more normal year next year! (with enough support)
- Ece hire..2 needed in toddlers, . suggest hire Erin Tues & Thurs ams with Tracey Patty in todods,(in case Patty or I are off, we have qualified staff, can ask for Directors approval from ministry for Erin Sept to Dec until graduates) Suggest hire Natalie as scheduled otherwise and as support. Erin ECE in January and then fully available to us.
- Erin ece in January. Hold out for her and hire. Dedicated to preschool many years. Will be a RECE.
- Need Natalie too as assistant teacher and supply or enhanced staffing til jan and onward and for classroom support roles funded by kw hab
- Will need 2 RECE for todods as per guidance from our license inspector
- Covid cases

Classroom developments:

- May newsletter ready
<https://docs.google.com/document/d/1BRHKm3vAc1U8iflQSH4qdGNtYr9k-E8i0toSC4aRqX8/edit?usp=sharing>
- Class photos being arranged with Fran and Nicole! Perhaps a fundraiser. End of May.
- Opt in or out of federal Childcare program, half day approved but is it in our benefit, meetings to be had, suggest waiting for summaries from these meetings before deciding. Meeting this Friday and next Tuesday about this.
- Grants funding, wishlist priced and prioritized
- <https://docs.google.com/document/d/1yIEAidnLu4b34XS8MYTw9GQlXir9i583DzseFCIW FU8/edit>
 - *Rohit offered to help out with ordering whatever items we may need*
 - *Requirements - comfort, tables and chairs for their sizes, cause and effect toys*
 - *Rocking chair? Do we need it or is it more of a want vs a need - licencing agent said it could be considered required*
- Diversity books ordered.
- Glen Palmer put in quote for playground maintenance and annual inspection, and a renovation of the climbing jam into a car (more useful for toddlers :)
- Eye meeting about our Goals, president is to attend
- New Canada plan meeting summary will be sent after Friday's meeting.
- University students signing up for Spring session, will have a couple to help over summer.
- Ensuring enough support in classroom next year. Problems and solutions chart (best I could do, This is the first time making a chart :) Optimistic.
- https://docs.google.com/spreadsheets/d/1w_7Y_JNB_TrpF13gRPWbjD_5rhxVH8fq/edit?usp=sharing&ouid=117599442586493202329&rtpof=true&sd=true

Requests/Questions to Board

- Equipment once purchased Licensing will approve amendment ie rocking chairs cubbies and a few more toddler toys.
- APPROVAL TO ATTEND Pls (Erin to cover me if approved)

You are invited to come together with your colleagues from the Nursery School division in Waterloo Region's early learning sector to have a conversation about the recent announcement for the Canada Wide Early Learning and Child Care System agreement so that we can try to unpack:

- What it is
- What it means for Nursery School organizations
- What your thoughts / feelings are around it
- Brainstorm questions that could be brought to the Region as a collective
- And so on...

Meeting details:

Meeting Date: Tues **April 26th, 2022**

Meeting Time: 2:00 PM to 3:30 PM

I Can send a detailed summary after this event to the board to help with decisions around opting in or out. Etc.

- If opting in : Suggest not to give any fees back to families until summer when get the money from govt, so we don't undercut ourselves.
 - *Approval for Tracey to attend and Erin to run as supply*

Comments

- Looking forward to seeing the Preschool operate like it used to! Fall is an exciting time for us at the Preschool with return of duty parents, a new bod, some new advisors and support and some new programming and staff!
- Thank you to this board for all you have done!!

President (Steph)

- EYE Midterm Goals are complete so I could submit the paperwork early.

- There are some ideas for next year - mostly about membership retention to promote the long term health of the preschool.
- Board Recruitment - I've reached out to a few family flagged by Britney and Tracey but many are non responsive (even after a few follow ups). I'm not sure what to do at this point.
- Spring AGM?
 - *Just a vote to vote in new members*

Vice President (Leo)

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Treasurer (Brendon)

- *Kindred account is up and running*
- *Automated withdrawal forms have been submitted and waiting to get set up*
- *Looking at a company credit/payment card - Brendon will talk to kindred to see which type they recommend for us*

Bookkeeper/Admin (Deanna)

- Started using Kindred account for deposits - in process of transitioning over payment etc.
- Recommend moving GICs to Kindred (better rates) - need to decide timeframe & if you want to increase amount in GICs
- Owing region \$2825.42 in unused wage enh funding
- Currently ahead of this years budget
- Will need list of families that opt out fees are to be deposited
 - Tracey in talks with another school for tables*
 - Rohit will look into chairs*
 - Leanne to donate a glider*
 - Playground - Leanne to organize with the roofing company to schedule the gazebo roof repair*

Membership (Britney)

- Preschool enrollment filling up for next year (12/16), still low on toddler (5/15) and kp (2/12)
- I'll send out follow up emails soon to remind people
- Have Fran working on OneList cleanup
- Have we ever done a Buy and Sell group?
 - *We can create a private facebook group - maybe a parent wants to take on being the moderator of the group with having a board member as the admin person and they can turn it over yearly with the board turnover*
- *Print off reminders for the pre-reg forms and give out at pick-up*

Communications (Emma)

- *Update from Krissie regarding yard clean up will be sent to Emma and then sent out*

Secretary (Leanne)

- Have emails sent to both plantables and Brantview to make sure our codes are still active and can be sent out to the membership
- All info should go out in the newsletter (Emma I will pass on any pertinent info when I hear back) but we should also probably do a separate email and I can find a parent to post some of this stuff and info onto our social media page
- I have no idea where we are at with committee roles - some members have people helping, some new families etc
 - Can any board members who have used or communicated with anyone on the membership please send me a list so I can cross reference the list that I have and use that to make sure anyone who hasn't had a job yet gets one in the next little bit?
- *Printer - will reach out to lexmark and try and find a solution to getting the part for the printer*
- Got a new computer so my C button now works and you should be able to hear me

School Improvement (vacant)

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Operations (Krissie)

- Church has been contacted about the gate and the printer use
 - Still waiting to hear back - second email sent out last week
 - Will send another email (3rd) next week if needed
- Yard clean up email is going out on Friday for May 1 clean up - will write it up and send to Emma to send out on Friday if she's ok with that?

Admin Officer (Morgana)

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"Meeting of the Independents"

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Date of next meeting: Tuesday May 17, 2022 @ 7pm

End of meeting: 8:48 pm