



Waterloo Co-Operative PRESCHOOL

“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 19, 2023

Call to order: 6:30 pm

Attendance: Matt, Tracey Marques, Patty, Ella, Meg, Arun, Taylor, Sravani, Eka

Regrets: Liz, Diana

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:

https://docs.google.com/document/d/1YBz3i9N5TZymz-2FQYMv_CMNk1zRfE3_/edit?usp=drive_link&oid=111952885054511396762&rtpof=true&sd=true

Matt motions to approve the November meeting minutes

Taylor seconds

Motions approved

Approval of agenda: Matt motions to approve the agenda

Arun seconds

Motion approved

Aims of meeting/Discussion Points:

- Fall Term Wrap Up
- Policy Updates
- Review of Draft 2024 Budget
- Discussion of any outstanding issues
- Voting/Approval of Items

Supervisor (Tracey)

- **Update: Region funding summary sent to several board members**
- **Questions/Discussion: Any questions about it?**

- **Action:** listen to the teleconference on CHS if you want a recap about funding and see the memo I sent with a brief summary
- **Who:** Financial team/bookkeeper/Thomas
- **When:** See dates of important steps and money coming
- **Update:** Do we want to consider expanding again for toddlers? Use blue room, go through expansion process? There is a long toddler waitlist.
- **Action: Questions:** Board to discuss logistics on this, how much energy do we have to do this?
- **Matt:** Look at appropriate steps for expansion like scheduling etc. Revisit the next board meeting in January 2024.
- **Tracey:** Expansion would be for next school year (around Fall 2024).
- **When:** IF proceeding will need to work on this right away in January and begin asking the church for shared space in that room too, and get governing body approvals like the last expansion, hiring staff, etc.
- **Update:** lots of interest indeed, have followed up with several applicants for the supply staff list. We sometimes have found ourselves using all available staff and will benefit from a larger pool of supply staff. Currently have 10 supply staff, using 2 of them for support roles. Found one RECE to start in Jan support.
- **Tracey:** 30% providing spaces for subsidized families.
- **Some staffing changes in classrooms in January to try to mix up the teams and talent of staff.**
- **Sent board staff feedback after Patty sought out some feedback from staff.**
- **Update:** Will be the tree closure day in Feb, asked for as much notice as possible and a confirmed date from the church, will confirm the date at the earliest opportunity
- **One-day closure only.**
- **Update:** Had some quotes generated for the extra dutch door and air purification for our recent expansion funding, will pass on when received.
Arun: Tracey will send all receipts to Arun. Arun will send them all at once to Thomas.
Arun: Will buy the lock for the Dutch door anytime this week. Mats will be done before January.
Tracey: All wish lists will be provided by Tracey to Arun.
- **Question:** Confirming we send all receipts to Thomas for safekeeping as he indicated?
- **Update:** Tracey and Patty created a wish list for the expansion equipment, all from reputable sources and places that sell quality childcare equipment and toys. Some of the toys and equipment purchased on Amazon or second-hand and elsewhere this past year have broken quickly and are poor quality, so I suggest we use childcare magazines and order the items I listed with the codes and names of items from childcare companies that we use /who usually bill us.
- **Action:** Britney and Patty to shop from this list and sources in January.
- **When:** order in January.
- **Thank you board for the staff pizza party on Tuesday, Tracey submitted reimbursement.**

- **Action, Who: Arun to please reimburse.**
- **Update: Still in need of better internet if possible**
- **Action: Question: where are we at with this? When can we expect some better internet?**
- **Who: Arun was looking into this.**
- **Action: need sturdy industrial mats for doors in January to manage snow, salt, and wet boots over winter and spring.**
- **Question: Consider rental from Swan from Jan 8 to May?**
- **Action/Who: Arun was looking into this.**
- **When By Jan 8th, 2024**
- **Update: working on giving committee work to all 100+ families.,**
- **Question/Discussion: suggest cleaning obligation be like the playground obligation next year: everyone has to do it once a year as it is such a big job compared to other committee work,**
- **Matt: Will look at how to distribute the work.**
- **Comment: Fri afternoon helpers are very appreciated. Still have shredding to do, and lots I can delegate along the way. Keeping spreadsheets up to date to log the participation of committee members.**
- **Updated staff spreadsheet for Arun to help plan for future planning of staff costs associated with certificates, licence renewals, PD, etc**
- **Update: Did onelist training with Leah so several of us know how onelist works and can cover off /support each other as needed.**
- **Update: ing song is planned for Wed pm the last half hour of classroom #2, and Thursday and Friday classes last half an hour for parent engagement event before we break for the holidays**
- **Update: Benjamin tree farm trip was a big hit, Patty did a satisfaction survey and received a lot of positive feedback, although the staff did not all enjoy it as per their feedback.**
- **Update: Tracey applied for 7 enhanced staffing positions for January -one support staff for each class, paid for by KW hab, confirmation letters are being passed on to Liz and we are placing staff in the positions. This extra staffing supports the health, safety, and mobility of the children in the classes. Lots of child referrals are done i.e. 18 individual referrals and several children plus several children in tier 2 referrals as well for Rec therapy sessions and occupational therapy sessions in the classroom.**
- **Currently approx 9 subsidised families.**
- **Currently approx 110 families are enrolled and many in work for a January start. Maybe 5-7 spots left and should fill by January.**
- **119 spaces total!**
- **Update: Sent insurance to Conestoga College as per our partnership with them,**
- **Action: Arun to sign and complete**
- **When: as soon as possible please.**
- **Arun: Will sign on this ASAP.**
- **Update: We are getting the same students to come back in January- April nice consistency for us! Anticipate many new Laurier students to sign up to do their CLS placements with us for mid-Jan.**

- **Update:** Received ink for Brother printer thank you Arun, we noticed isn't BROTHER ink but a compatible brand...we have had troubles in the past using non-brother ink as our last printer had major printing issues after using the compatible brand. We did run out and did get it in time, so we are using the black and have already heard some strange noises coming from the machine.
- **Action:** order authentic brother ink
- **When:** next time needed or sooner if more troubles with it.
- also waiting for the doorknob same as celery room to come so when our new dutch door comes they can add the lever handle to be up to code.
- **who/Arun ordering this?**
- **When/ before break if possible so they can install the door**
- **Update:** Course for supervisors called "resilient leadership", is due to be registered by the 22nd, if approval is to attend- is there any funding for this? \$299 for one person, \$279 each for 2
- **Action:** discuss and approve, next if approved will need Arun to register us if approved with the credit card using my email address, and or Patty as the registrants. Or we share and do it together under my email address.
- **When** By this Friday, Dec 22 2023 The sessions are:
- **January 11, 18, 25, February 1, 8, and 15, 2024**
- **Session 1 from 1:00-3:00 pm ET**
- **Sessions 2-6 from 1:00-2:15 pm ET**
- **Matt:** Will look into the course/workshop funding within this week
- **Update:** Deep clean of room one and steam clean carpets of both classrooms expected over the holidays,
- **carpet cleaning of both classes- Celery room or Room #2 will be locked up as the church will not use it over the holidays, so this will help as we don't need to move everything into Room 1 and then back again after the holidays and will permit us to clean the rugs.**
- **Hoping David will paint our dutch doors and install a lock on a cupboard.**
- **New program adviser at the Ministry of Ed, who licences us, new contact is Chantel. Hope to build a good relationship with her!**
- **Update:** Late Fee, Patty sent an email to the board if we are enforcing this policy and how several are late often-reminders sent out already
- **Arun:** Will work with Liz to send out an email reminder to families 2-3 days before the payment due date.
- **Who:** Board discussion
- **Action:**
- **How collected?**
- **When?**
-

Assistant Supervisor (Patty)

- **Update:**
- **Questions/Discussion:**
- **Action:**
- **Who:**

- **When:**
-

Bookkeeper (Liz)

- **Update:**
- **Questions/Discussion:**
- **Action:**
- **Who:**
- **When:**

President (Matt)

- **Update:** key areas to discuss: Policy Reviews, board member check-ins to come, By-law review and updates, looking forward to next year, and budget discussion, with Arun.
- **Questions/Discussion:**
- **Action:**
- **Who:**
- **When:**

Vice President (Diana)

- **Update:**
- **Questions/Discussion:** fall survey results, 10 minutes
- **Items for voting/decision**
- **Action:**
- **Who:**
- **When:**

Treasurer (Arun)

- **Update:**
- **Questions/Discussion:**
- **Items for voting/decision:**
- **Action:**
- **Who:**
- **Arun: Still working on the billing sheets, reconciling billing, and being sent to the bank. Will provide a demo with Ella next week.**
- **Tentative Draft budget to present in the next board meeting.**

Membership (Ella)

- **Update:**
Patty and I have been working on new registrations (~ 15 recent additions or joining in January). The afternoon classes are filling up and morning spots will likely be gone very quickly. We've had some movement between programs with current members as well.
Ella: 3 spots are open as of today.
Kathy has graciously agreed to take over the co-op roles portion of the Membership until Britney is back in her role.

I will need to go back to work earlier than expected, so unfortunately will be withdrawing Daisy in mid-February. Hoping to find a parent who is willing to take on the Membership role in January so the handover will be as smooth as possible.

- **Questions/Discussion:**

Is Taylor able to send an email out asking for interest in the Membership board role? Or is there a specific person/people we have in mind?

Matt: Advice is to send an email.

Britney mentioned that if we'd like for WCP to participate in the next "Womb to Walking" show, we will need to register soon. Is this something we'd like to do again? Looks like it's \$115 for us to have a table. Sunday, April 21st, 2024.

When we asked families how they heard about us on the reg form, nobody mentioned this event. Might still be good exposure but it is something to consider.

Meg: Check the toddler registration list and ask Taylor to send out an email this week.

- **Action:**

- **Who:**

- **When:**

Communications (Taylor)

- **Update:**

- **Questions/Discussion:**

- **Action:**

- **Who:**

- **When:**

- **Taylor: October and November minutes of the meeting if approved. Will be uploaded to the website once approved.**

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Secretary (Ekaterini)

- **Update:**

- **Questions/Discussion:**

- **Items for voting/decision:**

- **Action:**

- **Who:**

School Improvement

- **Update:**

- **Questions/Discussion:**

- **Items for voting/decision:**

- **Action:**

- **Who:**

- **When**

Operations (Meg)

- **Update:** Candle fundraiser ran for only four days, but we had 12 orders which raised a net of \$412 for WCP

- **Questions/Discussion:**
 - Fundraising goals - build community vs \$\$, how strategic is scholastic.
 - Fundraising survey
 - CHS Admin emails (ex cwelcc fee rebate, 2024 funding approach) - who else receives these, and who ultimately takes action?
 - Board meetings - can we get these in calendar format for the rest of the year with Zoom link included
 - Board Members – calendar format moving forward.
 - Parents – stick with a reminder email with the agenda as an attachment.
 - Planning meeting outcomes/follow-up/next steps
 - By-laws - since we need to update our by-laws, should we consider restructuring the format of the board to enable the board to focus on governing and strategic planning? (Vs the current state which is execution-focused, reactionary, and unbalanced in terms of workload.) We might see better attendance and participation in a smaller board where the directors aren't also doing volunteer roles.
 - Last year Tracey mentioned a network of co-ops she can connect with to share info/insight. Perhaps members of our board could meet with others to learn what works.
 - Alternatively consult with Capacity Canada for guidance
- **Items for voting/decision:**

Admin Officer (Sravani)

- **Update:**
 - <https://docs.google.com/document/d/100CrYNmfW971Mtmk4rFCWTD8GOSIa-gH32PINut3PzA/edit>
 - https://docs.google.com/document/d/1WbSHgfAzRjzbn5jDIoH_tFVHi31jz8PiLLEAbieh4NY/edit
- **Questions/Discussion:**
- **Items for voting/decision:**
 - Vote for the new policy names suggested (by Matt) for the above policies.
- **Action:**
- **Who:**
- **When**
- **Matt: Suggest e-vote/ via email vote will be done to approve the policies.**

In Camera/Confidential Matters

- All Non-Board members are to leave the meeting for Board discussions

Date of next meeting: January 16, 2024 @ 6:30pm

Meeting Adjourned: December 19, 2023, 7:46pm