



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: November 21, 2023

Call to order: 6:30 pm

Attendance: Britney Stewart, Ella Weber, Porkodi Rajan, Emma, Tracey Marques, Patty, CJ and Yasmin, Diana, Liz, Mounica, Eliane, Jasmine Gough, Maria Fernandez, Vishaka, Rosangela, Arun, Kathy Muratis, Taylor Marskell, Sudda, Islam Khan, Saranya Anuthian, Sudda, Ron Gal, Azka Shafiq

Regrets: Matt McKarney, Srivani, Olivia, Wes

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/1PJLOinrwPbeYbZBK3wV1hhjSIKe36Qcj/edit?usp=drive_link&oid=111952885054511396762&rtpof=true&sd=true

Approval of agenda:

Diana approves

Eliane seconds

New Operations Member – Meg

Diane motions

5 Board members voted.

Aims of meeting/Discussion Points:

- Fall updates
- Policy Updates and Approval Process
- Discussion of any outstanding issues

- Voting/Approval of Items

Supervisor (Tracey)

- **Update: closure Nov 8th pm ice, 90% of staff from out of town**
- **Update: Patty, Tracey, David, and Trudy completed annual fire training on Nov 20th as required**
- **Update: Survey summary please**
 - **Action: send supervisors the summary of satisfaction/concerns so we can address anything class-oriented promptly please**
- **Update: December/January Newsletter is complete in draft form**
 - **Action: Communications to complete**
 - **When: send out before Dec 1 and by Jan 1 again**
- **Update: Currently serving 7 subsidized families and have 21 referrals out for Kw hub or Kidsability services, plus Tier 1 and Tier 2 class-wide referrals for TA- recreation therapy, which provides new skills to staff and children. Also creating small groups for the leisure skills group led by Kerry Officer (TA) starting in January in some classes with some children who have been invited to join and have provided consent. We are currently serving 96 children! Leaving 23 spots open approx.**
- **Update: Found out there is Possible start-up funding available through the region for CWELCC, in the process of applying last week, gave info (wish list) to the Bookkeeper and Auditor /Britney on things we could use as a result of expanding. We are continually growing and we are servicing underserved people, subsidised, special needs, and providing much-needed quality spaces for families in need of our type of programming. Slowly growing and adding staff to accommodate more families. Submitted last Fri.**
- **Update: Still need good supply staff and RECE supply staff/support-added 2 supply staff this month.**
 - **Action: VP to continue sending resumes, ensure PRC has an add-up, Tracey to continue to recruit and interview potential candidates and invite on for supply first to see how they are before offering a support position**
 - **When: ongoing**
- **Action: new videos to be made for training to include cleaning orientation,**
 - **Who: ???**
 - **When: asap**
 - **Britney suggested a video on YouTube for the cleaning orientation. Tracey will work on this.**
- **Update: need to update all job descriptions/contracts roles/benefits/schedules-(wage not needed publicly, only needed for stats)**

- **Action:** Please consider sharing contracts with Tracey and Patty to draft them, add suggestions, clarify roles as they have changed so much this year. We also like to start a draft Human resource manual to collaborate with all-started a draft main drive
- **When:** as soon as possible VP can share the job description and begin suggestions
- *Diana suggested starting working on the contracts after the classroom video.
- **Update:** Jen attended coaching and mentoring training through the PRC centre, as did Tracey last spring, very beneficial how to mentor students/staff
 - **Anti-bias training completed for many staff as required by the region.**
 - **Action:** looking at how our policies are inclusive and open to underserved individuals
 - **When:** ongoing, modules to be done by December.
- **Update:** sent a few staff orientations on licensing/ self-test for understanding of licensing requirement, seeking a qualified/competent designate for when Patty and I have to be off same time ever
 - **Action:** interested staff to complete the orientation and self-test
 - **When:** over next month, to be ready to cover if needed
- **Update:** Laurier and Conestoga college placements coming to an end, a new round of volunteers coming from Jan to April, and parent volunteers who have full orientation and files are welcome to volunteer in the classroom as their committee work starts December and January and again April through June.
 - **Action:** Any parents wanting to do classroom volunteer to complete the full orientation process, Secretary created a schedule, Parents are to complete the paperwork needed and view the orientation video and complete the policy review and the orientation questionnaire, review and sign off on ISP and emergency medical plans to show understanding of expectations
 - **When:** before doing a shift.
 - **Dec - April are months that much needed for Classroom volunteers**
- **Update:** Going to move over to Google Meet for staff meetings and not use the preschool money for a Zoom account. Do need my AVG updated soon please
 - **Action:** IT committee member to update and submit the fee for reimbursement
 - **When:** By December
 - **Board approves moving to Google Meet**
- **Update:** stairway closure/school closure plan for 2 days
 - **Action:** communications to send out a notice in advance of closure as it will be too noisy and vibrations from the construction outside our window. The playground will be closed until the project is complete.

- **When:** as soon as we have the date
- **The planned date is during the field trip or just closed for the day. Eliane suggested just closing the school will be safer.**

- **Update: Playground: Glen put holes in the tires so they will not pool water anymore and fixed the wood log steps up the hill to the ramp, he proposes future track repair and if interested adding another ramp to the playground hill on the other side. School improvement has done a few leaf clean-ups, and the poisonous berry bush has been removed.**
 - **Action:** decide if want any further playground improvements and determine when, and what funding it will come from
 - **When:** ??

- **Update: Safe food handling courses to be done during shutdown with reno.**
 - **Action:** staff to pay for own and reimburse for fee paid unless there is a school visa that we can use now?
 - **When:** during shut down for reno
 - **Arun: School credit card can be used.**

- **Full policy review has taken place**
 - **Action:** Please approve all policies, priority is safe arrival, new requirements Jan
 - **Who:** Board of Directors
 - **When:** By December Meeting.
 - **Needs to be approved by January. Will be sent via email for the Board to approve.**

- **Update: Need new mats at our doorways to absorb water/snow**
 - **Who:** financial decision, Arun to follow up with Swan if approved
 - **Action:** consider SWAN rental approx \$22/mo
 - **Arun: Needs to discuss internally first**

- **Update: Need paper towel order from Franks, order they deliver**
 - **Who:** ??
 - **When:** within the week make the order
 - **Tracey will send to Operations the (urgent) list of what needs to be ordered.**

- **Update: suggest we narrow down roles for funding -clearer -as has been frustrating for most of us as we worked through, try to cc all involved, ie Patty, Me, book keeper, treasurer and Thomas, Britney. Figure out a better system. I only wish to contribute ideas/ summarise info needed, but there are others who are involved who can do the actual applications for funding.**
 - **Who?**
 - **When? Asap**

- **Procedure for doing grants and the person responsible – decide Board of Directors who will be responsible for doing this. Google Calendar with Tasks and deadlines and share with others.**
- **Eliane: Before, it was Operations assigned to do this.**

Assistant Supervisor (Patty)

- **Update: Field Trip info**
- **Dec 4 morning and Dec 5 noon**

Administrator (Britney)

- **Update:**
 - Open House postponed. Will schedule one for later in the year or early next year
 - [Online Parent Handbook](#) is updated just needs to be formatted and Hard copy Parent Handbook will be done by the end of the week
 - Once I send them out, they need to be taken out of draft and published, printed
 - these will need to be checked again once the below policies are edited for consistency
 - Updated registration package, classroom volunteer package will be done by the end of the week
 - I will be taking a break for December starting Nov. 27th, and will be back in Jan pending a renewed contract as mine ends Dec. 31. Ella and Patty will be handling registrations, and the remaining policies can be divvied up amongst Board members who need something to do, and/or the 'board assistants'
- **Questions/discussion:**
 - Some policies were sent out 11/15. Please approve the following:
 - [Lockdown Policy and Procedures](#)
 - [Program Equipment and Supplies Management Policy](#)
 - [Transitions, safety and supervision of Routines Procedure](#)
 - [Washroom Escort and Class Supervision Plan and Procedure](#)
 - [Volunteer Parent, Volunteer and Student Policy](#)
 - [Staff Training and Development Policy](#)
 - [Inclement Weather/Emergency Closure Policy and Procedures](#)
- **Policy approval: Diana approves, Eliane seconds**
 - Need the board to have a look at the following policies, edit, and update:
 - [Serious Occurrence](#)
 - [Screening Procedures for Staff](#)
 - [Orientation Procedures](#)
 - [Quality Assurance Policy and Procedures](#)
 - [Child Guidance for Contravention of Children](#)
 - [Responding to Allegations of Misconduct](#)
 - [Reporting Work Related Injuries](#)

- [Privacy Policy](#)
- [Reporting and Recording Suspected Child Abuse](#)
- [Standard First Aid Policy](#)
- [Snack Policy and Preparation](#)
- [Sanitary Practices and Procedures](#)
- [Infectious Illness in a Staff Member](#)
- [Daily Written Record](#)
- [Anaphylaxis and Emergency Policy](#)
- [Administration of Medications](#)
- **Action: See above**
- **Who: See above**
- **When: See above**

Bookkeeper (Liz)

- **Update:**
- **Questions/Discussion:**
- **Action:**
- **Who:**
- **When:**
- **Liz will email the Board regarding the Financials**
- **2024 budget to present on the Planning Meeting this December**
- **Below is link to October Financials**

https://docs.google.com/spreadsheets/d/1CwEF0XQBTwxVDU1G5kcm4icZxAB5YUAL/edit?usp=drive_link&oid=100776242683146397695&rtpof=true&sd=true

President (Matt)

- **I apologize that I can't be at tonight's meeting, but I just wanted to share a few updates and thoughts below. Thank you all for your hard work this fall.**
- **Update:**
 - Stair Replacement - still waiting on Church's contractor, advised it was to happen this month and last update from a few days ago was that it was pending
 - Policy Review - as noted above, a number of policies are now ready for review so we should now review all of them between this meeting and December meeting to approve at or before that meeting
 - Check ins and Board Wellbeing - over the next few weeks I will be checking in with members and select staff to see how things are going and discuss any concerns. This has been a busy fall and there is a steep learning curve and a lot to follow, so we should continue to support one another and talk not just about work but also about how we are all doing.
- **No items for voting or action at this time.**

Vice President (Diana)

- **Update:**
- **Questions/Discussion: fall survey results, 10 minutes**

- **Items for voting/decision**
- **Action:**
- **Who:**
- **When:**
- **Fall 23 Member Survey: Great positive response.**
 - **More activities for the kids**
 - **Action items for Board:**
 - **Short notice on important dates**
 - Arun: Update policy documents based on the Fall 2023 Member Survey (example : Communications)

Treasurer (Arun)

- **Update:**
- **Questions/Discussion:**
- **Items for voting/decision:**
- **Action:**
- **Who:**
- Any payments – reach out to Arun (school credit card)
- Insurance renewal in December
- ECE License Renewal for Staffs (May 2024)
- Internet slow – Internet owned by Church. Check and work with the church to increase the bandwidth.
- Funding report sent to the Region

Membership (Ella)

- **Update:**
Working on creating some new volunteer roles as well as trying to track down some families who still do not have a role. Trying to stay positive but the lack of responses and commitment from some is challenging. Also thinking about how we can engage our families more as this might help them feel more involved and would hopefully lead to more initiative to get things done!

Questions/Discussion:

I remember reading somewhere that we expect approximately 2 hours of volunteer time per month for our families, although now I can't find that in our policies. Is that the case? Maybe we need to highlight that somehow?

What is the process for our volunteer obligation fee? I see in my job description that I am supposed to ensure that by December all members have met their obligation thus far. What exactly is their obligation? Some have been given a role but haven't necessarily had an opportunity to complete any work. Others have not been replying to emails. How do we decide who will be charged the \$200 in January and who informs them of this?

- **Needs help working on Registration and Membership role.**
- **Volunteer Obligation fee**

Communications (Taylor)

- **Update:** The Dec. newsletter will be sent to the board tomorrow night (23rd) for edits. I am hoping to send the Jan. newsletter for edits in early Dec. so I can schedule it for Dec 31st. I've connected with Meg about the candle fundraiser. I'll do a social push for those and include in the newsletters.
- **Questions/Discussion:** Ella connected me with Eli Jackson and Jasmine Gough who have volunteered to do some photography for the school. I'd like to get some shots of the school in use (without children's faces) for the website and socials. How have we notified the parents of this in the past? Do we need permission forms?
- **Fundraising will be added in the Dec newsletter**
- **Need permission form/approval of the pictures with kid's faces**
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Secretary (Ekaterini)

- **Update:**
- **Questions/Discussion:**
- **Items for voting/decision:**
- **Action:**
- **Who:**

School Improvement (Wes)

- **Update:**
- **Questions/Discussion:**
- **Items for voting/decision:**
- **Action:**
- **Who:**
- **When**

Operations (Olivia)

- **Update:**
- **Questions/Discussion:**
- **Items for voting/decision:**
- **Action:**
- **Who:**
- **When**

Admin Officer (Srivani)

- **Update:**
- **Questions/Discussion:**
- **Items for voting/decision:**
- **Action:**
- **Who:**
- **When**

"In Camera/Confidential Matters"

- Non-Board members to leave meeting for Board discussions

Date of next meeting: December 19th, 2023 @ 6:30pm

Meeting Adjourned: November 21, 2023 8:03pm