



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: October 17, 2023

Call to order: 6:30 pm

Attendance: Matt, Eliane, Liz, Tracey, Oliver, Britney, Rosangela, Patty, Kaushika, Jasmine, Robert, Arun, Ella, Taylor, Saranya, Reem, Oliver, Rosangela, Mariya, Kaushika, Sudda, Yasmin, Robert

Regrets: Wes, Olivia, Srivani

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://static1.squarespace.com/static/5c02957970e802a128c204b7/t/651634fa3d4f0c31a7c2a381/1695954171276/Board+Meeting+Agenda_Sept+25%2C2023+.pdf

- **Matt motions the approval of the September meeting minutes**
- **Eliane seconds**
- **Motion approved**

Approval of agenda:

Aims of meeting/Discussion Points:

- ECE Appreciation Day Acknowledgment
 - Updates from start of the year
 - Discussion of any outstanding issues
 - Voting/Approval of Items
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- **Matt motions to approve the October meeting minutes**
 - **Eliane seconds**
 - **Motion approved**

Supervising Educator (Tracey)

- **Update: Region visit**
- **Questions/discussion: Field trips?**
- **Target Venue /Date : Benjamin Tree Farm/December. The board will discuss this.**
- **Google account, web listing do we want to buy the domain?**
- **Diana will work on the domain issue.**
- **My own zoom account?**
- **Diana will train Tracey for Google Workspace. The short-term plan is to extend 1year license extension for Zoom.**
- **Priority list for wait list-board decide order please. Do we want current members to be 5th on the list ? are they not priority?**
- **Staff development policy revised after meeting with lianne horne pedagogical analyst from Region. Please see draft.**
- **The board will look first into the policy drafts.**
- **Lockdown policy revised to encompass 2nd room, no use of gym.**
- **Budget : Safe food handling certificates due/first aid this year:**
- **For Kelsey on Nov 1 2023**
- **Tracey Dec 12 2023**
- **Patty Feb 2 2024**
- **Jen, Jess, Cherie, need to get theirs within the year preferably.**
- **Food handling certificate for Kelsey and Tracey needs to be prioritized (expiring soon)**
- **First aid to be done before it expires:**
- **Patty March 19 2024**
- **Cherie June 12 2024**
- **Tracey June 30th 2024**
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- **I would like to get Kelsey and I booked soon, if it is okay to go ahead and book sessions.?**
-
- **Action:**
- **Who:**
- **When:**

Administrator (Britney)

- **Update:**
 - Haven't updated the Parent Handbook as expected as I was asked to make OneList a priority. I've done training with Leah from the Region and am working on cleaning it up. I will be setting it up so we can use this as a wait list instead of spreadsheets (we're supposed to be doing this anyway). I also want to use the Priority ranking feature on there, and propose the following priorities (as is indicated in our [Waitlist policy](#), updated May 2023):
 - 1) children requiring subsidy (at least 2 per class)
 - 2) children requiring higher/special needs (at least 2 per class)
 - 3) children of staff

- 4) children of classroom volunteers/Board members the previous year
 - 5) current members/siblings
 - 6) new families
 - Each of these categories will be prioritized based on OneList application date, with the priority ranking taking precedence over application date (eg.if there is a waitlist and an opening becomes available, a child requiring subsidy who applied in October will take priority over a new child who applied in September).
 - I'm cleaning up the OneList list, and gave a date of Sunday (the 15th) for people to let me know if they're still interested or I will remove them from OneList. The list should be pretty accurate by this week.
 - There has been a lot of movement between classes, and several children withdrawing, but the morning classes are back up to being full or getting there. Afternoon classes are slowly filling up as well.
- **Questions/discussion:**
 - Are we wanting to do an Open House in November? Does Nov 14th from 4-6 work?
 - Would need staff/board members to attend
 - Would like some WCP 'merch' for trade shows and open houses, etc. The iron on transfers are coming off of the shirts we did for the spring baby show and don't look great. This could also be a fundraising initiative, and for staff to wear while at school as well. Maybe sweatshirts, t-shirts/long sleeve shirts - getting printed apparel.
 - Approve updated [Waitlist and Prioritization Policy](#) (pending approval of above priority rankings)
- **Action:**
- **Who:**
- **When:**
- Needs approval for the repair of the doors between two classrooms.

Bookkeeper (Liz)

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

President (Matt)

- **Update:**
 - One Time Grant Funding
 - Church Stair Project
 - Safety and Lockdown Policy Review
- **Questions/Discussion:**
 - Any items outstanding from other updates

- **Items for voting/decision**
- **Action:**
- **Who:**
- **When:**

Vice President (Diana)

- **Update:**
- **Questions/Discussion: Google Workspace migration plan(10-15 min)**
- **Items for voting/decision**
- **Action:**
- **Who:**
- **When:**
- **Diane: Migration to Google Workspace - Risk is pretty low.**
- **Matt: The Board will discuss the timing and any technical details.**
- **Tracey raised a question about Google Docs if it will be affected.**
- **Eliane: Carry out the plan during school break and spend the school year planning for better strategies.**

Treasurer (Arun)

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

Membership (Ella)

- **Update:**
 - Thankful for all the help and support (especially from Britney, Liz, Tracey, and Patty) while continuing to get things ironed out and myself adjusted with this role!
 - Still working on getting co-op roles assigned as well as jobs assigned to families who have withdrawn. Also working on finding a good fit for an assistant for Arun (Treasurer). If there is another board member who would like an assistant, please email me.
- **Questions/Discussion:**
 - I had heard something about an “odd jobs” list. Who creates/updates this. Might be handy for me to have so that when a family withdraws and they haven’t completed a task, I can refer to the list directly instead of emailing Tracey
 - Some families haven’t been replying to emails related to co-op jobs. What happens here? I’m not sure what the protocol is for this. Some insight would be appreciated! :)

Contact the other interested applicant applying for Treasurer if interested to be the Asst.Treasurer

- **Items for voting/decision:**
- **Action:**
- **Who:**

Communications (Taylor)

- **Update:** I have updated the reviews on the website to a more current selection. Will work on updating the educators section with a bio about each educator. I have been reviewing other preschools' social profiles and am putting together a content schedule. I would like to make a Threads profile to start using instead Twitter.
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- **Questions/Discussion:**
- **Items for voting/decision:**
- **Action:**
- **Who:**
- **When**

Secretary (Ekaterini)

- **Update:** Classroom Volunteers list has been finalized but few have completed the Orientation.
- **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: November 21st, 2023 at 6:30pm

Meeting Adjourned: