



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: September 25, 2023

Call to order: 6:30 pm

Attendance: Matt, Eliane, Diana, Ella, Britney, Tracey, Patty, Olivia, Arun, Eka, Kathy, Liz, Taylor

Regrets: Wes, 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:

Approval of agenda:

Aims of Meeting/Discussion Points:

- **Vote in new board members**
 - **Ekaterini (Secretary)**
 - **Arunkumar (Treasurer)**
 - **Olivia (Operations)**
 - **Diana (VP)**
- **Matt calls on each candidate to introduce themselves**
- **Matt motions to vote in all candidates into their respective positions**
- **Motion approved**
- **Update on the beginning of the year**

- **Matt motions to approve the September Welcome meeting minutes**
- **Eliane seconds**
- **Motion approved**

Supervising Educator (Tracey)

Personnel

Several support positions to fill yet.

PD Day set for October 23 for the day all RECE staff, closed for day

- Update: VERY busy start, settling in.
- Happy to have Cheri join the team in October
- Newsletter draft sent to comms
- 26 students oriented and staff orientations this month-will be a wonderful support to educators.
- 1st Parent volunteer orientation set for Tues Oct 3, 1030-12 (no kids)
- Questions/discussion:
- Just to know, the church had maintenance done on the heat pump fire system was dismantled Friday -followed policy and procedure in fire plan.
- Requested a quote for electrical in classroom add receptacles and emergency light by washroom, perhaps some of our funding could help pay for this?
- Also need to let the church know how much we might be able to contribute to the new stairway -it will be cemented and rebuilt, getting a permit to do the work, asked if could pls try to do it from a Friday to Monday to reduce any closures. (initially, we thought we could contribute to this project, can we give 11 000?)
- The Internet is so slow, staff can only upload 1 picture in 15 min.
- If we do any field trips, it should be known that subsidized families (currently 4 on subsidy) cannot be charged any extra fees- so the Preschool would have to cover their portion. Do we want to do field trips at all?
- ZOOM account in the president's name but has 2-step authorization so I no longer can use the account. Had to re-sign in several times during meetings as I have a 40 min cap on the free account purchase me an account too or share?
9/25: Suggested to use Google Meets as another option. Matt will look into it.
- Please help encourage all parents/communications to use the child's name so we can connect who they are faster (many different last names)
- Please cc Patty and Tracey in all member emails so we are fully in the know...ie membership notices, and volunteers in classroom emails went out but we weren't aware of the content and we were asked a lot of questions about it. I prepared another notification to be sent out it so parents know what to expect regarding volunteering.
9/25: Include Britney as well in the cc list in all member emails
- Non-Profit Child Care Growth Workshop September 26, 2023, from 8:30 am to 1:00 pm, I plan to attend this and will report back to the board what is learned, I was encouraged to attend by the region -unless someone else would like to attend?
- WE had some funding approved to attend it but now it is free with the Region and we are actively involved in that training.
- Could this training here be appropriate for the funding money for mentoring as we all know resilience is important to function in this field and with Patty and I mentoring, this might be helpful to aid the staff in their own resiliency.

- I did take this course back in my YMCA days but it now offers a train-the-trainer course.
- Cost is: \$659/person
- If approved could Travis pay for it on the MasterCard? Please note the deadline to register is coming up this week
9/25: Matt will look into the funding first.
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- **Action:**
- **Who:**
- **When:**

Administrator (Britney)

- **Update:**
 - Morning classes are almost full if not full (give stats closer to meeting)
 - Afternoon classes are filling up, but still space left
 - Womb to Walking Baby Show was on Sunday
 - ***Need to order everything from the one-time funding by the end of October***
- **Questions/discussion:**
 - I am updating the Parent Handbook, and based on a suggestion from Tracey, want to make the online version more dynamic, meaning taking out the copied and pasted policies and just adding links so we don't have to update it each time we update a policy. The printed copy will just have a page break so we can just print out a new policy instead of the entire handbook each time - ***would like approval to change the format of the Parent Handbook***
9/25: Everyone approved the change of format of the Parent Handbook
Also, Britney suggested putting the virtual number in the Parent Handbook.
 - I hope to have this completed by the next board meeting
 - I would like to request a virtual SIM so we could have registration phone calls go to my cell phone instead of the preschool, and not have it on my personal number. This would especially be good for when we're on breaks. Travis mentioned it would have to be linked up to our Bell account, so a board member will have to do this
 - Please get on Google chat, especially for quick questions. The chats are still searchable, and keep records without clogging up inboxes
 - **Any new board member please get all required documents to me by October 4 if you haven't already**
 - **Please update your passwords and send the new ones to me, and update the recovery phone number and recovery email to mine**
- **Action:**
- **Who:**
- **When:**

Bookkeeper (Liz)

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

- **When:**

President (Matt)

- **Update:**
 - 1) One Time Region Funding - following up on breakdown sent to Board last week. Need to discuss next steps.
 - 2) Retaining Wall - this ties to #1 as we had funding for stair replacement, but Church is now doing concrete for walls and steps. Eliane and I are meeting with Church rep on Wednesday the 27th to discuss.
- **Questions/Discussion**
 - Re 2), how much of our funding from the grant do we wish to contribute? Our original quote and what we were funded for was just under \$10,000. Church has said total cost for new concrete wall/stairs is around \$25,000. We could use maximum we got the quote for or reallocate to other projects in the "General" category listed in earlier email.
Travis : consider non-slip coating
Eliana : Any fundraising activities that fundraising committees can focus on like special projects.

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

Vice President (Eliane)

- **Update:**
 - Staff. We are currently at 2 supervisors and 4 educators(2 leads and 2 assistants). We have found a team that works and are continuing to work with the rest of the staff to see what other combinations of teams work. We hired a 5th educator with strong experience and will work on some of the assistants moving to support etc. We are monitoring contract staff and documenting everything that comes up. We will have to make some staffing decisions in the next couple of months when we know what is working and what is not.
- **Questions/Discussion:**
 - Please ensure emails are directed to the appropriate board member. The entire board does not always need to be included on all emails. Each board member is in charge of their area and will update the rest of the board at meetings. We need to reduce the amount of unnecessary emails that come to board members as it often becomes too much
 - Discuss overtime hours and lieu hours for staff with the Board during the meeting of the independants

- **Action:** keep in touch with supervisors to ensure communication regarding contracted staff.
- **Who:** VP
- **When:**

Treasurer (Travis)

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

Membership (Ella)

- **Update:**
Working on getting co-op roles filled and information sent to the appropriate person. Please reach out if you are missing information that you should have, or if you would like an assistant. I have a few parents working on getting police checks since they indicated they were interested in that role
- **Questions/Discussion:**
 - 1) Perhaps next year, we should eliminate the section on the registration form where we ask about co-op role choices? It's not a comprehensive list and creates a bit more confusion than I was anticipating. Keep the section where we ask about special skills, but maybe there should be a separate email at the beginning of the year that highlights the types of roles we are looking to have filled and ask families to fill out a form (this was done last year I believe! I thought it would be redundant with the info from the reg form but I actually think it should take the place of the information on the reg form!)
 - 2) A few families have requested "data entry/file completion" → which board member should I link them up with?
9/25: The person should be the one who is helping policies. A board member/coop.
Britney: This is whoever needs help. Treasurer should have an Assistant Treasurer and Membership officer to have Assistant Membership officer as well.
 - 3) Tuesday October 17th is the 23rd annual Child Care Worker and Early Childhood Educator Appreciation Day. I am looking to order posters (\$1). Buttons are (.36) Just wondering how many/what to order
Email Tracey for the projection.

9/25: Any board member who is interested in having an assistant (online work).
9/25: Parents interested to fund raising activity – will be included in the Committee.

- **Action:**
- **Who:**
- **When:**

Communications (Taylor)

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

9/25: The October newsletter will be sent to everyone today for review.

Secretary (Ekaterini)

- **Update:**
Meg transitioned to me all the information I needed to continue the tasks of a Secretary. I need to familiarize myself first with the information in the Registration worksheet.
- **Questions/Discussion**
- **Items for voting/decision**
- **Action:**
- **Who:**
- **When**

School Improvement (Wes)

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

Operations (vacant)

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

Admin Officer (Srivani)

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

- **Who:**
- **When**

“Meeting of the Independents”

- Ask staff and Educators to leave meeting for Board discussions

Date of next meeting:

Meeting Adjourned: