



“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: April 18th, 2023 6:30pm

Call to order: 6:35pm

Attendance: Steve, Tracey, Latonia, Harpreet, Britney, Matthew McKarney, Kiran, Patty, Travis, Harpreet, Taylor, Deanna, Carolyn, Meg, Eliane, Eve, Ella, Kristyn

Regrets:

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:

- Britney motions to approve March’s minutes
 - ☰ Board Meeting Minutes - Mar 21, 2023
- Travis seconds
- Motion approved

Approval of agenda:

- Britney motions to approve agenda
- Travis seconds
- Motion approved

Aims of meeting/Discussion Points:

- Welcome Kelsey - moved to next meeting
- Approve policies

Supervising Teacher (Tracey)

Personnel

- Update:
 - New staff Kelsey RECE - add new classes tues thurs ps room #2 starting April 18 2023, trained on April 13th
 - Demand for space on Tues/Thurs AM and Tues/Thurs PM in PS #2 room
 - Tracey requested expansion of hours from licensing on Tues and Thurs PS #2 listed from 9-1130 for April to June 2023 and list our new hours and fees in the handbook.
 - Tracey also applied for enhanced staffing for tues thurs ams to help with the needs in new PS class, will share PM KP in room 1 support in PM PS room 2 in afternoons.
 - List our classes, hours, showing September - June 2023-2024 and fees in handbook.
 - And we need it noted that the new PS hours and costs in the handbook to upload for licensing asap.
 - Still looking for RECE staff for supply and sept.
 - Lots of mentoring and training time for Erin by Tracey to ensure understanding policies, requirements. Re-signed policies after reviewing
 - Erin off sick last week April 10-14
 - Patty was to go to a workshop on mentoring but is off sick for the week-lots of supply staff last week. April 10-14 including Shoshana, Miah, Natalie, The only other qualified staff other than Patty, Erin and I are Kelsey RECE and Tina Marques RSSW - my daughter, but she is only available temporarily.
 - Closed on April 14th due to 2 staff off sick and not enough coverage available, it was exam week as well so it was difficult to get staffing.
 - Created a new staff schedule, with more staffing, it's not as clear cut as before, so there is now a schedule.
 - Parent Handbook will be due to licensing asap. Main focus.
 - Policy review - prep for licensing time going quickly!
 - Very busy year, exciting new preschool expansion. - affects policies procedures.
 - Patty Tracey to carefully review and update staff on all policies, changes, ensure all staff fully understand them and sign off again on them.
 - Licensing survey, info must be collected submitted by may-Deanna, Tracey, Britney to do/
https://docs.google.com/document/d/1HzgcAPKkJSt0UjealrNvGKho6orSwPmxU_eq_kywKQQ/edit?usp=sharing
- Questions/Discussion
- Items for voting/decision: ,

- [Lockdown Policy, Responding to illness/injury](#), Parent Handbook
- Shopper to buy: approval pls:
Need a flashlight, a direct plug in to jack phone with no electrical.(Cheap basic)
more Walkie talkies,
bucket for clean up (rectangle with handle). Craft cart on wheels
Who is ordering? Hook to go over doors to hang backpack,
Need CASE of printer paper,
- Tracey to provide list to Travis
- need 2 x baby strollers- put request in newsletter please
- New application for Deanna to the Region due to expansion due..any questions?
- Need someone to deliver thank you letters from kids to building, zoning, region, ph, etc and the rest of pub health immunization records

Health and safety funding...when? Repairs and maintenance funding

I suppose all these things would be covered under this funding.

We expect to have more information available to share in the coming weeks.

- Your board could start thinking about possible projects related to quality improvements (including play based materials) and repairs and maintenance. There might also be some additional funds available for other one-time funding opportunities.
- We will be reaching out to ensure we have your most up to date expansion reflected in your funding. In the meantime, you might also wish to review the ministry's CWELCC 2024 Child Care Funding Formula Discussion Paper for more information related to future funding
 - Lisa provided update on future Regional funding stream. Board to await details and then provide Lisa and Matthew with a specific project(s) to be included in a grant application.
- Order sand for sandbox for May playground cleanup date for them to spread it?

Action: Tracey to provide list of needs for Board to review, Steve to appoint new shopper and Harpreet to shop in the meantime

Who:

When:

President (Britney)

- Update:
 - Kristyn, Meg, Erin, Natalie, and I will be at the **Womb to Walking Baby Show** on April 23
 - We're getting t-shirts (sewing crew are doing iron on transfers)

- I ordered pens to hand out, Taylor made up posters and handouts to have, printed out 5x7 cards to hand out for pre-reg and handouts for the open house
- I will bring my laptop so we can have people signing up for the pre-reg forms at the table
- They recommend only have 2 people at the tables, so we don't need volunteers

Time	Board Member	Staff	
10:00	Britney	Erin	
11:00	Meg	Natalie	
12:00	Kristyn	Erin	Meg, Natalie lunch
1:00	Kristyn, Meg	Natalie (other one takes lunch)	Kristyn, Erin lunch
2:00	Meg	Erin	
3:00	Meg	Natalie	
4:00	Britney	Erin	

- **Please let me know if you're interested in continuing on the board next year as soon as possible so we can begin contacting people who sign up if there will be vacancies**
 - Current Board members to report their intentions to Britney by April 30th
- OPEN HOUSE
 - April 25 from 4:30 - 6:30 with a raffle draw at 6
 - Raffling off kids' artwork from 2 (?) classes, plus other prizes (Patty decorated a plant pot (I'll buy a plant - Patty, can I make a sign for you?), I got a donation from a friend who makes crochet things (LittleBruteCreations on FB, IG, and Etsy - I will also make up a sign for her), Taylor got a 3 month pass to THEMUSEUM, I'm planning on donating gift cards [dining out/movies])
 - I was planning on getting some picture frames from the dollarstore and making little signs/"donated/made by" things for the items
 - Anyone have anything they'd like to donate?
 - It would be great if we could have board members and staff present to answer any questions people have

- Need to advertise! Taylor please do social media blasts and send out an email to membership and follow up with the pre-reg emails that mentions the open house
 - We got our pens in!
 - Questions/Discussion
 - Got contacted by PhonicsDad on Instagram wanting to advertise/collaborate - I sent information early today
 - Thoughts?
Educators to review the program, and if he can provide referrals.
 - He has since provided examples and references and Staff have approved us going forward with the collaboration
 - Board evaluation results
 - Areas to improve: Board roles and responsibilities, Bylaw reviews, Committee assignment, Board meeting structure and evaluations, institutional knowledge, orientation and training, preparing Board for what they can expect in the role, Board member qualifications
 - Items for voting/decision
 - Updated section of the Fee policy -
 - ☰ DRAFT of Fee Payment Policy March 31, 2023
 - Just clarified wording on Yard cleanup obligation: “Waterloo Co-operative Preschool relies on parents to help with one playground clean up. On set weekends in fall and spring, families come to help clean up the playground area. If families do not attend any of the scheduled clean ups or make alternate arrangements with the School Improvement Officer by May 31 of a school year, or before the last day attending if withdrawal notice is submitted before the end of the school year, a fee of \$50.00 will be charged. “
 - Updated the fees according to our new schedule
 - Britney Motions to approve the new fee policy and fee schedule, Meg
Seconds: Motion Approved
- **Action:** Need to buy raffle tickets - amazon/dollarstore/party store?
- **Who:** Travis
- **When:**
- **Action:** Need board members/staff to attend the Open House
- **Who:** Meg, Taylor
- **When:** April 25 from 4:30-6:30
- **Action:** Need someone to help me set up the open house
- **Who:** Tara (coop student)
- **When:** April 25 around 4pm
- **Action:** Someone to staff the raffle ticket table

- **Who:** Tara
- **When:** During Open House

Mandatory participation from teachers (paid)

Vice President (Eliane)

- Update: Membership Survey Results
 - 21 responses
 - Members happy with Board leadership, newsletter information, emails, seesaw updates, class times
 - 45% haven't attended a Board meeting yet.
 - Based on the results, we should not change the location of the newsletter
 - Variety of formats for newsletter, general communications etc. is key
 - Short answer comments were positive re: impact on child and communications with teachers
 - Mixed reviews on coop role participation.
- Questions/Discussion - we have close to a full board now. Discuss who can work on policies and the parent handbook
 - Eve to assist and be allowed editing access to the document that Taylor has started with updated list of policies
 - Can we digitise the physical sticky notes?
 - Should be a draft document kept in the main drive
- Items for voting/decision
- **Action:**
- **Who:**
- **When**

Treasurer (Travis)

- Update:
 - Putting final touches on the expense and reimbursement policies to be circulated soon.
- Questions/Discussion
 -
- Items for voting/decision
- **Action:**
- **Who:**
- **When**

Bookkeeper/Admin (Deanna)

- Update:
 - Year end switch to Dec 31st has been approved
 - Will need to submit financials & tax return for Jul 1 - Dec 31/22 prior to June 30/23
 - TD GICs have been closed
 - Working on closing TD account

- No access to bell account - will have to submit special forms to gain access
- Feb financials for your review:
 - https://drive.google.com/file/d/1vo2la90WebTV8rK0yrXQIQ7kYiQ77sWo/view?usp=share_link
 - https://drive.google.com/file/d/1Z9vBZrNCXNI-fx3tLB9wijE1c71J1LfX/view?usp=share_link
- Feb progress against preliminary original unapproved budget:
 - https://drive.google.com/file/d/1yOnTSddT6liRIWZptEsSQFeXGAaBpNe0/view?usp=share_link
- Questions/Discussion:
 - As per my email I need specifics on what the revised application for funding will be (based on current schedule? based on Sept schedule? for both enrollment and for staffing), what does “ a few” hours mean - need numbers.
 - Deanna and Tracey suggest applying based on Sept schedule with max numbers
 - Project for two full time staff
 - Waiting on church re: changes to rent as result of expansion
- Items for voting/decision -
- **Action:**
- **Who:**
- **When**

Membership (Meg)

- Update:
 - Classroom 1:
 - Toddlers 14/15
 - M/W/F AM PS 16/16
 - M/W PM PS 13/16
 - KP 12/12
 - A lot of movement to keep track of lately
 - Classroom 2: No interest in either M/W mornings or M/W afternoons
 - T/T AM 4/8
 - T/T PM 3/8
 - 2023-2024 pre-reg: 19 Current families, 12 New families
 - Will begin sending reg pkg to those who have provided membership fee this week. Thanks to Ashley, Britney and Caroline for reviewing and providing feedback.
 - Have had no time to respond to general inquiries about enrollment or availability.
- Questions/Discussion
 - We need to be mindful of how we enforce our policies and communicate our decisions to families

- One WCP family submitted withdrawal from toddlers - last day was March 17. Gave notice this month. I think we should refund the last month's tuition deposit. Like the family that withdrew last month, I do not think her family should be obligated to do yard clean-up/pay
 - Membership Officer and Teachers to use discretion on a case-by-case basis unless the Board wants to be firm on Membership's adherence to policies. Board to readdress at another meeting.
 - Board has since reviewed the language in the fee policy to address these issues and ensure transparency for families.
 - PAD Agreement - if families want to ensure their sec deposit is applied to their last month (vs having it refunded) we would need additional notice to do that. If withdrawal notice for the end of the following month is given after the 24th of the current month, fees for the following month will still be withdrawn, but your existing security deposit will then be refunded less adjustments for outstanding fees owed (including playground and volunteer requirements) - do we want to update this in the PAD Agreement? Who owns this doc?
 - PAD to be recreated as a draft document for review, updating and approval
 - Reg process - updated OneList auto response to include link to Pre-reg form and 2 week deadline. Eliminating the process of duplicating OneList data into a spreadsheet. Met with Ella and Rishelle to discuss and document the process
 - Ashley will replace Rishelle for the rest of the year. Can I leverage her time to validate e-transfers until the end of year?
 - Ashley to sign a confidentiality agreement prior to getting access to this account. Britney to forward this agreement to Meg
 - Next year if we do not have a new paid position in place I recommend the second volunteer supports tours: 2-3 tours per month with 2-3 families in each will result in 2-3 hours of volunteer time. This volunteer can refer families back to the Membership Officer if they have specific questions about registration.
 - Comms will need to set up class list tabs for the new classes
 - Filling T/T classes in classroom 2 - if we want to get them up to full capacity we will need to make it easier for new families - can we skip pre-reg, and use a digital reg form (copy the 2023-24, strip the additional classes, adjust the rates back to \$118.13). We will also need someone to support as I don't have the capacity to focus on this and 2023-24
 - Carolyn suggests registering everyone with a pro-rated opt-out fee of \$100. Patty to assist with membership, as long as the classroom is fully supported.
- Items for voting/decision
 - **Action:**
 - **Who:**

- **When**

Communications (Taylor)

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

Secretary (Steve)

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

School Improvement (Harpreet)

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

Operations (vacant)

-

Admin Officer (Eve)

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

Community Advisor (Carolyn)

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

“Meeting of the Independents”

- Ask staff and teachers to leave meeting
- Deanna presented on a benefit program for staff
 - Good alternative when wage increases aren't possible
 - Good for recruitment and retention
 - Britney motions to approve registration for the 'PHSP' benefits for regular staff and to work with Deanna to allocate amounts per role.
 - Eliane seconds
 - Motion approved

Date of next meeting: Tuesday, May 16 @ 6:30pm - Spring General Meeting - mandatory

Meeting Adjourned: 8:49pm