



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: February 15th, 2023 7:30pm

Call to order: 7:38pm

Attendance: Eliane, Britney, Heather, Carolyn, Tracey, Travis, Eve, Deanna

Regrets: Steve, Meg, Qurrat

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:

- Eliane motions to approve January’s minutes
https://docs.google.com/document/d/1KnTdyYHdBxeajNgwWB_aRzsThEy5X-KBlI35odUHqoA/edit?usp=sharing
- Travis seconds
- Motion approved

Approval of agenda:

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

Aims of meeting/Discussion Points:

- Outline Planning meeting
- Change in meeting structure (outline)
- Expansion discussion

Updates

Supervising Teacher (Tracey)

Personnel

-

Classroom developments

-

Requests/Questions to Board

-

President (Britney)

- Vote in Heather as Operations officer (only cleaning schedule and sponsorship liaison, Frank's order - the rest will be divided)
- Go over new meeting format (March forward)
 - *I will be sending out the agenda for meetings at least a week in advance. The structure will be as follows:*
 - *Updates (do not read out loud at meeting. Board are expected to read before hand)*
 - *Questions from Directors on updates*
 - *Items that need decisions*
 - *The agenda will be closed 3 days ahead of meetings. All board members are to read through everyone's items and make notes for discussion/questions if required. All directors will be expected to come to Board meeting prepared to make decisions on the outlined items*
 - *No personal information is to be published in the minutes as these get posted to a public website*
- Planning meeting outline
 - *Need to make decision for the budget for this year (2023) - fundraising, advertising, opt out, etc.*
 - *Items have been colour coded based on what needs to happen with them (ie. items that need discussion, items that need decisions without discussion, action items). Please follow these codes for other sections*
- Expansion discussion
 - *Need measurements for the classroom and for the expansion*
 - *Reach out to Laura (secretary)*
 - *A parent has gone to the classroom and taken measurements. Eliane will draft up a diagram*
 - *Will we have enough time to get the proposal in for the grant due the 21st*
 - *Public health, fire, zoning all say to go ahead with planning*

- *Fire wants us to work with the church to put something together - will send us a template*
- *Committee to draft a diagram - exits, equipment, etc.*
 - *Eliane will draft something*
- *Who to backfill Tracey's role if she is to be working on the planning?*
 - *Natalie, Miah, students, supply teachers in the school board*
- *Go back to the church about the rent - \$850 is too much - shared space*
- *Expanding insurance - need a quote from Cooperators for the additional space*
 - *Need to get square footage - maybe get a co-op role*
- *Carolyn suggests getting an administrator in before we go ahead with all of this*

Vice President (Qurrat)

-

Treasurer (Travis)

- *Income tax receipts - missing 15 families (haven't responded)*
 - *Need to go in and get the default name and email address*
 - *Need to add this information to the registration spreadsheet (will discuss more at planning meeting)*

Bookkeeper/Admin (Deanna)

- *CWELCC, wage enh, operating funding draft application sent to Britney/Travis*
- *Worked with Meg to streamline monthly billing*
- *Now working on:*
 - *Region survey Mandatory survey (as our year end last year did not match theirs - additional work)*
 - *Reconciliations:*
 - *Wage Enhancement*
 - *General Operating Funding*
 - *Infant & Toddler Funding*
 - *Sustainability/Play-Based Materials Grant*
 - *Operating Funding Wage Grant*
 - *CWELCC Fee Rebate*
 - *CWELCC One Time*
 - *Operational Gap*
 - *CWELCC One Time Implementation*
 - *CWELCC Wage Compensation*
 - *Pay Equity*
- *Please provide budget values for opt out, fundraising, sponsorship, advertising budget...*
 - *Need to get in expense form on time*
 - *Reach out to snack people to get in receipts*
 - *Need a procedure/policy for expenses*

Membership (Meg)

- Ella has been supporting registration data entry. She has agreed to move to managing OneList and the pre-reg process which will be a bit more time consuming but more predictable. Support in this area is much needed and will be much appreciated - *Eve will reach out to Meg to help out*
- We will keep an eye out for a new volunteer to support with registration data entry who is organised and detail oriented
- Enrollment numbers:
 - Toddlers - 13/15 enrolled, 1 reg in progress for March 1
 - M/W/F morning preschool - 14/16 enrolled, 2 reg in progress
 - M/W afternoon preschool - 11/16 enrolled, 2 reg in progress
 - KP - 12/12 enrolled
- Do we have any resources on how to apply to kindergarten? Or do we communicate that to families perhaps in one of the upcoming newsletters? Could be a value-add, especially for families who are newer to Canada. (I had a family recently ask for info on this. They moved to Canada in the last few months. I directed them here: <https://www.wrdsb.ca/kindergarten/>) - *included in newsletters, includes KP alt. To kindergarten*

Communications (Eliane)

-

Secretary (Steve)

-

School Improvement (vacant)

-

Operations (Heather to be voted in)

-

Admin Officer (Eve)

-

“Meeting of the Independents”

- Ask staff and teachers to leave meeting
 - *For the grant*
 - *How much time do we need to spend on this?*
 - *Yes, go ahead with what Tracey is requesting*
 - *Must need supply staff*
 - *Up to 3h/week for 12 weeks*
 - *Any equipment, half door (Sabrina Gallo was a pricing coordinator for Lowes)*
 - *Can we ask for the church to pay for it? Tax write off?*
 - *They will need specifications for it*

- *Access points (church needs to put in)*
- *Full time supervisor role if we go forward with the expansion*
 - *Need to talk about in planning meeting*
 - *Need to restructure training procedures*
 - *Evaluations*
- *Add County of Wellington Board of Directors Handbook to the requirement for board members*

Date of next meeting: Tuesday, March 21 @ 6:30pm

Meeting Adjourned: 9:13