



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 20th, 2024

Call to order: 6:35pm

Attendance: Matt, Isabella, Simone and Celine, Patty, Britney, Liz, Meg, Diana, Sudda, Emma, Kathy, Arun, Saranya, Arianne, Yasmin, Eliane

Regrets: Eka, Taylor

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.

Outline of Meeting Format for Attendees

Approval of previous minutes:

https://docs.google.com/document/d/1f_B0ZJTNKawRd1r59kLXaQ_d8t8ruujf/edit?usp=drive_link&ouid=111952885054511396762&rtpof=true&sd=true

Previous Minutes Motion for Approval: *Matt motions*

Second: *Diana seconds*

Vote: *approved*

CONSENT AGENDA

Consent Agenda Motion for Approval: *Matt motions*

Second: *Meg seconds*

Vote: *Approved*

- **Item Title:**
 - **Owner (Person bringing item for vote):** Britney
 - **Description:**

- [Emergency Management Policy](#) (just updated wording)
 - [Serious Occurrence](#) (updated re: new Early Years and Child Care Act)
 - [Neighbourhood Evacuation Plan](#) (changed duty parent to classroom volunteer)
 - [Non-participating parents in the classroom](#) (updating wording re: orientation session)
- Operations Updates: *(will move to main agenda)*
 - Olivia Currie planning Pizza Fundraiser for March. If details aren't finalized in time for the March newsletter we'll stand alone communications.
 - Photography fundraiser benign planned for May

MAIN AGENDA

Main Agenda Motion for Approval: *Matt motions*

Second: *Diana seconds*

Vote:

Supervisor (Tracey)

- Unable to attend

Assistant Supervisor (Patty)

- We had 5 children in a 24 hour period with gastro symptoms. Public Health decided to be cautious and call an outbreak. I am monitoring absences and symptoms. If we have no more new cases showing symptoms by end of day Tuesday (today) then we will be cleared.. We have increased our cleaning, closed sensory and dramatic play.

Administrator-Registrar (Britney)

- **Updates & Discussion Items:**
 - **Re: Planning meeting and 24/25 registration**
 - Closure days - need to make a decision on when we're going to in June, and when we're opening in Sept - need this for funding applications due soon
 - *Need to figure out what it would cost to stay open and not get funding (ie. stay the same as it has been, be over a few days and not get funding, reduce closure days, etc.) - Britney will provide numbers to figure out what the financial impact will be*
 - Need a decision about length of Toddler class
 - *Discussion of expanding to 2.5 hours in the planning meeting; teachers mentioned last year they wouldn't last for 2.5 hours; considered the parking*
 - *Staying as is*
 - **April 8 - Solar Eclipse** - multiple school boards are moving the PD day to this day, including the WCDSB (WRDSB might follow soon); maybe close for the afternoon as it's happening during pick up? (between 2-4)
 - *90% totality here, might be fairly dark*
 - *Check with the region for preschools?*
 - *Maybe doing a survey; putting out a risk notice/ liability waiver*

- *Send out a google form with eclipse information, what do people want to do?*
 - **24/25 Registration** - need to get going on this - I might need someone to help with updating documentation - going through reg package and updating dates, etc.
 - Want to update the pre-reg form with demographic information to align with the Region's new inclusion initiative; this will help with prioritization - will be check boxes maybe?
 - *Meg will help, or getting one of the Operational assistants to help*
 - **Womb to Walking show**
 - Pens are ordered and have shipped
 - Need updated flyers (*Taylor will update*), shirts? Promo material? We talked about having some co-op roles to make things?
 - *Delegate to sewing committee? Britney will send out an email to get help on finding company/options*
- **Action Items:**
 - **Registration**
 - Can I have a co-op person or board member to help with updating reg package?
 - **Who:**
 - **Marketing material**
 - **Who:** waterloopreschool.comms@gmail.com please update flyers to reflect accurate times/days - I can work with you on this and I'll print everything out at Staples

President, Treasurer, and Bookkeeper

- **Update on financials - linked below**
 - ■ FY23 Budget vs Actuals to Dec 31, 2023.pdf
 - *Received \$10k for audit recently, not included in budget*
 - *\$26k in surplus*

VP

- *Have had a lot of success hiring supply staff, one assistant educator left, but one of our supply has been really good and we're thinking of extending the assistant position to her*

Membership (Isabella)

- **Updates & Discussion Items:**
 - Sponsorship committee now active
 - Social committee wants to know if they are able to use the classrooms for parent-child mixers after classes and if church space is available to work with?
 - *Waterloo library - \$35/hour for bigger gathering; for families of the same class, maybe in the classroom after but would need to speak with teachers; see if there are other rooms in the church?*
- **Action Items:**

- Need sponsorship committee folder to get started

Communications (Taylor)

- **Updates & Discussion Items:**

- Waiting on March newsletter info. Tracey usually sends this, but I understand why she hasn't. Does Patty have this info?
- I have received a lot of permission forms for the photographers. Will send out a reminder email this week for the rest. Once we have photos from the classroom and the scholastic spotlight kicks off, I can create a monthly content calendar to revamp our socials.
- Working on updating the Meet Our Educators page with photos and bios. Will also begin a monthly educator spotlight on our socials.
- Will update flyers for Womb to Walking
- Waiting on response from behavioural specialist to send out doodle poll regarding parent/educator workshop

- **Action Items:**

Secretary (Ekaterini)

- **Updates & Discussion Items:**

[Classroom Volunteer](#): I have given the list of parents who showed interest in Classroom Volunteer to Tracey and Patty but these parents still haven't responded until today regarding their missing requirements. I will reach out to these parents again next week.

Operations

- **Discussion item:** Capacity Canada recommends that the Board participates in a 2 hour Governance 101 session lead by Sandra Hanmer, one of their Executives in Residence. It can be in person or virtual. The cost is \$1,000. They recommend that all board members participate in the session and planning vs just a steering committee. From there we can set strategic goals or even discuss how we might change the structure of the board vs volunteer force so that next year's board is freed up to develop a strategic vision.
 - Other suggestions:
 - Consider adding a non-WCP board member w/ education/childcare expertise and
 - Consider changing format of meetings - board meeting (governance/strategy) and a separate operations meeting
 - *Board to indicate interest and if you're going to be around next year; have this planned for the next board; Meg to circulate email*
- Olivia Currie planning Pizza Fundraiser for March. If details aren't finalized in time for the March newsletter we'll stand alone communications.
- Photography fundraiser benign planned for May

Admin Officer (Sravani)

No business to discuss.

In Camera/Confidential Matters

- All Non-Board members to leave meeting for Board discussions, if needed
- No business discussed tonight

Date of next meeting: March 19, 2024 @ 6:30pm

Meeting Adjourned: