



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: March 21st, 2023 6:30pm

Call to order: 6:40pm

Attendance: Carolyn, Britney, Eliane, Meg, Taylor, Deanna, Qurrat, Kristyn

Regrets: Eve, Steve, Travis, Heather

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 February’s minutes - <https://docs.google.com/document/d/1YOgcIbqBMOs-oNzP6X0B1a-c8-ankUn8PEXQZ-2ASBg/edit>
- Meg seconds
- Motion approved

Approval of agenda:

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

Aims of meeting/Discussion Points:

- Decide on class schedule for expansion room
- Vote in new board members

Supervising Teacher (Tracey)

Personnel

- Update:
 - region meeting fri mar 31st 9-10
 - *Any board member join if they can*
- Questions/Discussion
 - Just double checking I am getting WEG pay When I book supervisor hours, i am onsite, so I still get weg, it is only when not on site that I do not get weg, and I indicate offsite when offsite.. I support numbers and ratios when I am onsite with RC, referrals, supporting staff, membership, parents, meetings, etc.
 - *Supervisor hours cover office hours while on site*
 - Who is billing our families on subsidies with parent fees? Should be due at the beginning of every month like the rest of membership.
 - *Meg and Deanna have a spreadsheet and are keeping track and dealing with the subsidies (as long as Deanna has the PAP)*
- Items for voting/decision
 - Mentoring and coaching training course on mon apr 3 and tues ap 4 9-3 at waterloo conestoga college-funds replaced by region to attend. Please let me or patty attend.
 - *As long as there is coverage available*
 - *The region will pay back for the cost*
 - *Approved for Tracey and Patty to attend if they have coverage*
 - *Tracey to confirm costs*

Classroom developments

- Update:
- Questions/Discussion:
 - Class structure, Preschool 1, same as this year. Preschool 2 suggest has varying start times, to allow parking and drop off pick up flow... keep under 6 hours per day class time.
 - Decide if offering pm classes and Friday classes in new room, while keeping in mind staff will need time or committees to dismantle our set up wed , thurs and fri afternoons. Suggest start 830-11 and 1230-3, Finding kids hungry with the 3 hour class going to 4.
 - *KP only in classroom 1 (Mon-Fri 1-4), PM preschool in classroom 2 (Mon-Thurs 12:30-3)*
 - *Have shelves locked up, leave cubbies in the hallway; have to put it back Tues, Thurs, Fri the way it was*
 - *Can our set up be the default?*
 - *Will need to do checks and set up before class starts - maybe a 7:30 start time*
 - *More storage and security issues in classroom 2*

- Items for voting/decision
 - New class schedule
 - Friday afternoons?
 - Going from 8:30-11 (Preschool AM), 12:30-3 (Preschool PM)
 - *Approved new schedule (see Meg's chart)*

<i>Classroom 1</i>	<i>Classroom 2</i>
<i>Toddler - Tue/Thur - 9:15-11:15 am</i>	<i>Preschool T/T - 9-11:30</i>
<i>Preschool - M/W/F - 8:30-11</i>	<i>Preschool - M/W/F - 9-11:30</i>
<i>KP - 1-4 M/W/F</i>	<i>Preschool - Mon/Wed 12:30-3</i>
<i>KP - 1-4 T/T</i>	<i>Preschool - T/T - 12:30-3</i>

*** will wait until we have approval from licensing, have hired new staff, etc before publishing the Classroom 2 schedule*

President (Britney)

- Update:
 - From the Region re: allotment of closure days with CWELCC:
 - We're allowed 20 days that we're closed but still charging families. Currently we're at:
 - Toddler + Preschool = 24/25 days (depending on final week of June)
 - Kinderprep = 20/21 days (depending on final week of June)
 - For discussion purposes, last September:
 - Tuition income - \$11,250
 - Staff Wages - \$12,498 - \$1202 covered by KW HAB= \$11,296 (does not include additional staffing and hours planned for next year)
 - Rent & other expenses - \$3000
 - Expenses: \$14300
 - rough numbers:
 - Losing CWELCC funding for Sept 1-15- $(11250 * 52.75\%) / 2 = -\2967
 - Reducing parent fees for Sept $-(11250 * 47.25\%) / 2 = -\2658
 - Estimated tuition revenue then: \$5625
 - We've heard from survey and teachers, and the breaks (winter and March break) are wanted, and the teachers request the times at the beginning and end of the year to get things ready/clean up
 - Kristyn, Meg, Erin, Natalie, and I will be at the Womb to Walking Baby Show on April 23 Can we have a schedule so we know the timing?

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

- Recruitment fair for ECE students March 22 (Kristyn and I will attend)
- We have found a lot of things on Marketplace for the new classroom
- Expansion update
 - As of Mar 7, waiting on Building permit, church approval of change to rent (I suggested \$600 instead of \$850), we need to have a discussion with the church about shared use of equipment, who has the room in the evenings/on weekends to determine what classes we can offer (eg. can't do Fri afternoons if they need to clean up and set up for something that day).
 - Everything else is done!
 - Still looking for staff for the room in order to operate
- Questions/Discussion
 - Re: closure days. We could **1)** reduce the days we're closed; **2)** stay open as we are but not charge families (my preference), or; **3)** not change anything and just not get funded for those days
- Items for voting/decision
 - Vote in Eliane as VP, Taylor as Communications Officer
 - *Britney Motions Eliane voted in as VP; Meg seconds; All in favour; motion Approved*
 - *Britney Motions Taylor as Communications officer; Eliane seconds; All in favour; motion Approved*
 - Closure days - *we will operate as usual for this year and beginning of next year. Once we figure out what is being funded by the region/province, we can adjust from there for the 2024/2025 year and on. The preference might be to continue on the Toddler class to the end of June (would give us an extra 2 classes), possibility of starting earlier, although this isn't the preference of the teachers.*

- *Might just have to not get funding for the extra days, but still charge families*
- *Reimbursement of charging for the extra days isn't feasible with our structure - can't adjust for last month's tuition if families leave early, wouldn't work with tax receipts, etc. - too messy in general*
- *There might be funding from the region/province, but we're not sure what that's going to look like yet - they need to take co-op schools into consideration*

Vice President (Qurrat)





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

Treasurer (Travis)

- Update:
 - I should have an expense policy ready for review by the next board meeting. I will send out in advance so it can be voted on during the next meeting.
- Questions/Discussion
 - Expansion Needs - Anyone have anything to donate or find links of good finds on market place?
 - Sand Table
 - Bookshelf on wheels
 - *Eliane to send out communication to membership*
- Items for voting/decision

Bookkeeper/Admin (Deanna)

- Update:
 - Finally have CRA deposits switched to Kindred
 - Completed application for 2023 CWELCC funding
 - Completed reconciliation for 2022:
 - CWELCC funding
 - CWELCC rebate funding
 - CWELCC gap funding
 - CWELCC one time implementation funding
 - General Operating Funding
 - Wage Grant Funding
 - Wage Enhancement Funding
 - Sustainability Funding
 - Pay Equity Funding
 - Stabilization Funding
 - Period End (year end?) Jul - Dec 22 Draft - for your review
 - https://drive.google.com/file/d/1e73wDhwK1JbnGjF29JGYZLub1gSY4yFO/view?usp=share_link

- https://drive.google.com/file/d/1NMoY_3sMbc6wC88rH_qSmEJDQw_pD9zv4/view?usp=share_link
 - Jan 2023 Financials - for your review
 -  Income statement jan 23.pdf
 -  bs jan 23.pdf
- Questions/Discussion:
 - Recommend moving funds to Kindred GIC - 1 year rate 4.65, 2 year rate 4.85
 - Please review budget scenarios for pre & post additional classroom:
 -  2023 planning meetingv4 mar 23 budget draft.pdf
 -  2023 planning meetingv4 mar 23 budget draft extra classroom.pdf
 - *Wages include 2 additional staff and admin staff*
 - *Will add in membership fee for the extra class*
 - *Can't approve until we add in the agreed upon class structure - maybe in May's spring general meeting*
 -
- Items for voting/decision -
 - Amount of funds to move to GICs & term
 - *Will decide in email*

Membership (Meg)

- Update:
- Questions/Discussion
- Items for voting/decision
 - *Will send out edited pre-reg form for approval*
 - *Could do a media burst for recruitment for this year, advertise at the Womb to Walking Baby show - include children's artwork at the show*

Communications (Eliane)

- Update:
- Questions/Discussion: Can each member of the board come up with 1-2 new ways we can market for the expansion.
- Items for voting/decision: vote in new Board of directors roles document for use in board handbook, parent handbook and to send to membership in prep for May meeting
 - *Keep approx. same times from last year for yard cleanups*
 - *Vote on Board roles*
 - *Send **realistic** estimate of time commitment to Britney*
 - *Britney motions to approve new board descriptions; Eliane seconds; all in favour; motion approved*

Secretary (Steve)

- Update:

- Questions/Discussion
- Items for voting/decision

School Improvement (vacant)

- Lisa and Matt to provide update on grants

Operations (Heather)

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

Admin Officer (Eve)

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

Community Advisor (Carolyn)

- Update:
- Questions/Discussion
 - Last meeting it was agreed that Classroom Volunteering could be counted as a committee role.
 - This means that you can't be on the BoD and be a classroom volunteer. I don't think that's a good thing!
 - Would like to suggest that you say Classroom Volunteer can be counted as a committee role **or** can be done in addition to another role, if desired.
 - *Co-op roles would take priority*
 - Can no longer reduce fees for Classroom Volunteers but you can change the waitlist policy - all Centres are allowed to define their own policy.
 - This gives a possible way to "reward" continuing Classroom Volunteers... and Board Members(!), and could be a potential staff perk. Suggest following changes to Waiting List policy:
 - Priority is given in the following order: (1) children of staff; (2) children of people who were Classroom Volunteers or Members of Board last school year [*optional*: and intend to be next school year]; (3) Current families; (4) New families
 - *The region wants us to reserve 2 spots for subsidy, 2 spots for special needs*
 - *Waitlist policy*

Thoughts?

- Items for voting/decision
 - *Go ahead with Carolyn's suggestion (can do classroom volunteer as a co-op obligation as long as other co-op roles are filled,, adding classroom volunteer to the co-op role section of the reg form*

- *Add in a check box on reg. form for needing subsidy*
- *The spreadsheet for new board members coming in has a lot of personal information on it; Maybe putting the board information form as a google form so the information doesn't get passed around. Then Deanna and Tracey will get the form responses - **no one can delete any information in the form***
 - *For tax returns, we need to put previous year's board members AND the incoming Board on the form, without end dates unless they've already left. This is in case anyone needs to sign off on changes and there is a complete board turnover from year to year*

“Meeting of the Independents”

- Ask staff and teachers to leave meeting
 - *No topics for discussion*

Date of next meeting: Tuesday, April 18 @ 6:30pm

Meeting Adjourned: 9:14pm