



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: December 14, 2020

Call to order: 7:03 PM

Attendance: Cathy MacLellan, Laura Hatton, Steph Higgins, Carolyn Hay, Melissa Lehmann, Tracey Marques, Jana Strittmatter, Andrew Aitken, Erin Legary, Jill Klepacki, Krissie Bellrose, Jen Dol

Regrets: Leanne Wells

Approval of previous minutes:

Jana motions to approve minutes for AGM and November board meeting minutes.

Jen seconds.

Motion passes unanimously.

November Board meeting:

<https://docs.google.com/document/d/1M7asdjsWNxwfWTFvW-lhEjfkK5SeonHVNulP3CtiMps/edit?usp=drivesdk>

Annual General Meeting:

https://docs.google.com/document/d/1vf-MBBBa_QJEaqYw6F-4XepL78TFnrgpgV3eb6dghnI/edit?usp=drivesdk

Aims of meeting/Discussion Points:

- Resignations and appointing new board members
- Enrolment as of December 13th deadline
- Advertising ideas
- Teachers contracts update
- Insurance
- Tasks required for reopening

Board resignations /Board appointments

- Andrew Aitken submits his resignation for the position of Treasurer, effective immediately.
- Jill Klepacki submits her resignation for the position of Communications Officer, effective immediately.
- Laura motions to accept the resignation of Andrew Aitken as treasurer and Jill Klepacki as Communication officer
 - Jen seconds
 - Motion passes unanimously.
- Stephanie Higgins introduces herself as a returning parent with a child in the KP program. She volunteers for the position of Treasurer.
- Carolyn Hay introduces herself as a returning parent with a child in the KP program. She volunteers for the position of Communication Officer.
- Laura motions to appoint Stephanie to the Treasurer position and Carolyn to the Communications position, effective immediately.
 - Jen seconds
 - Motion passes unanimously.
- Tracey will update CCLS accordingly (licensing)
- Cathy McLellan and Krissie Bellrose express an interest in joining the Board and will follow up with Jana to determine what role will be a good fit for them.

Enrolment update (Laura)

- 7 registered Kinderprep students
- 5 registered Preschool students
- 8 formerly registered parents have not responded.
- 1 family is new to the school, all others were previously registered for the fall.
- Tracey clarifies that any Kinderprep student could be suitable for the Preschool program.
- Laura to reach out to KinderPrep students to advertise the Preschool classes.

Advertising ideas

- Melissa verifies that there is no funding for advertising.
- Jill to contact the moderator of the Gentle Guidance Parenting facebook group as well as the KW Caremongering group to see if the Preschool can advertise there.
- Tracey to replace the current preschool banner with one that advertises re-enrollment.
- All Board members to look into reviewing the preschool on facebook and Google.
- Jana to email the church secretary (Jen) to inquire about free advertising options.
- Krissie to send an email through her work group to advertise.
- Jana will post an ad on Kijiji
- Steph to contact the moderator of Free or Cheap Kitchener on facebook to inquire about posting an advertisement.
- Jill to write up blurb for facebook advertisement

Teacher's contracts update (Jen)

- We have contracts signed for our Supervising Teacher (Tracey Marques) and Assistant Teacher (Patty Fallis-Robbins) - welcome back!
- We're working on the Supply Teacher / Cleaner / Screener contract. Position will be offered to Erin.
- Start dates will be January 18 for Tracey and Patty to prep and inform parents of what to expect.

Insurance (Jana)

- We need to find a new insurance company by the end of the month. Insurance will expire on December 30th.
- Clear candidate for insurance company, in Milton.
- Jana and Stephanie will reach out to the insurer in Milton and discuss getting a new contract by December 30th.
 - Jana to connect with church maintenance as needed to support with the insurance application.

Tasks required for reopening (Jana/Melissa)

- Updates made to the re-opening tasks checklist and duties are assigned.
- Action items of note:
 - Erin to update covid policies and have ready for early January
 - Tracey to review
 - Board to review
 - Board to approve at January's board meeting
 - Jana and Carolyn to look at Parent Handbook to ensure it was updated on website with last spring's updates (ie, change to committee deposit and opt-out fees)

Updates

President (Jana)

- Zoom account - \$200 per year - do we want to pay for this, or are there other ideas?
 - Patty's parents have graciously offered to donate \$200 to the Preschool to cover this cost
- Jen motions for the Preschool to purchase a Zoom account in December for approximately \$200
 - Carolyn seconds
 - Motion passes unanimously.
- Jana will move forward with purchasing the subscription.

Vice President (Jen)

- Contracts were signed and returned today for Tracey and Patty
- Working on Erin's contract and hope to have it ready this week (Supply Teacher/Cleaner/Screener contract).

Membership (Laura)

- Questions from prospective families:
 - Where do the cheques go?
 - They will continue to be sent to Melissa Lehmann's address, as was done last year
 - Jana to send Laura the email from last Spring with this info
 - What committee positions are still available?
 - Jen and Jana to compile updated list and have ready for January so we can begin assigning families
 - Leanne to work at assigning families to co-op roles once they are ready
 - Patty has volunteered to pick up snacks instead of needing a snack person this year
 - Will there be a meet and greet?
 - Teachers to schedule one on one appointments with new members in their prep time in January
 - The teachers will also be preparing videos (preschool tour, drop-off procedures).
 - Yard cleanup
 - Yes, will still need to occur.
 - Also, cheques-- 250 opt out plus 50 yard, right?
 - Yes, those are our updated fees
 - No opt-out fee will be offered this year.

Treasurer (Steph)

- Steph has already been in contact with an insurance broker during the course of the meeting
- She will also reach out to Tish at Cooperators in Milton.

Bookkeeper/Admin (Melissa)

- The preschool qualifies for the new government rent subsidy program (CERS) which covers Sept 27 2020- June 2021. The subsidy is based on the revenue decrease experienced due to COVID so we will maximize the subsidy for October to January and continue to benefit until June.
- The Region of Waterloo is extending Safe Restart Funding for Jan-March 2021. The applications have not been released yet. Based on information provided at the November CCLS meeting, the subsidy will provide \$275/operating capacity space (for part time providers). As our capacity is a max of 16 we should qualify for \$4,400 of Safe Restart Funding. It's important to note that while many expenses qualify for Safe Restart Funding (PPE, a percentage of fixed operating costs, cleaning costs etc.) the maximum covered by the Region is \$4,400. As of right now, there is no information regarding Federal or Provincial Safe Restart Funding.

Communications (Carolyn)

- Carolyn will meet up with Jill this week to get access to the Gmail accounts.

Secretary (Leanne)

- Leanne was unable to make the meeting.

School Improvement (vacant)

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Operations (vacant)

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Admin Officer (vacant)

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“Meeting of the Independents”

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Date of next meeting:

- Jana to send out Survey Monkey this evening to schedule January's meeting.

End of meeting:

9:04pm