



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: Monday February 22, 2021 @ 7pm

Call to order: 7:02 pm

Attendance: Jana Strittmatter, Leo Kyle, Laura Hatton, Carolyn Hay, Leanne Wells, Steph Higgins, Tracey Marques, Patty Fallis-Robbins, Erin Legary, Melissa Lehman

Regrets:

Approval of previous minutes:

January 21, 2021:

https://docs.google.com/document/d/1BEXjvy_Y3xP_AkHoqPxEXaPmWwaq0ICVBFpHTPLmmzo/edit?usp=drivesdk

Aims of meeting/Discussion Points:

- **March/April break**
 - *Steph motions to move the spring break to align with WRDSB in April*
 - *Laura seconds*
 - *All in favour*
 - *Motion to move break passes*
 - *Carolyn to send out this decision in a communication and include in March newsletter*
- **Classes for next year**
 - This year our operations are:
 - Mon/Wed Preschool AM, capped at 16 students
 - Tue/Thu KP AM, capped at 12 students
 - Cleaning done by teachers each afternoon to fulfil COVID-19 Public Health regulations
 - Screener/cleaner works Mon-Thu mornings
 - Next year - the same? Add Toddler class? How cover off cleaning?
 - Previous year (pre-covid):
 - Mon/Wed Preschool AM - 9-11:30am
 - Mon/Wed Preschool PM - 1-3:30pm

- Tue/Thur Toddler AM - 9-11am
 - Tue/Thur KP PM - 1-3:30pm
 - Friday AM Preschool 9-11:30am
 - Duty parents were able to attend and did cleaning after class
 - Committee did cleaning on the weekend (every weekend)
 - Once a month we did deep clean (steam cleaning)
 - Possible ideas for Sept 2021:
 - Mon/Wed Preschool AM - 9-11:30am
 - Mon/Wed Afternoon - deep-cleaning
 - Tue/Thur Toddler AM - 9-11am
 - 11-12:30 cleaning?
 - Tue/Thur KP PM - 1-3:30pm. How clean after?
 - OR Friday AM Toddler 9-11:30am
 - Can't count on Duty parents
 - Will parents be allowed in the classrooms? (if so, committees and duty parents resume?)
 - Once a month deep clean (steam cleaning)
 - *Things to keep in mind*
 - *Will vaccinated parents/families be allowed in*
 - *If we change classes, we will have to revise our licencing*
 - *If we want to continue to have 3 staff and not increase amount of children, will have to raise fees*
 - *Plan to move forward with classes set up as they are and hope that regulations may improve so we can add more spaces for children to attend safely*
 - *Keeping status quo but allowing some flexibility for potential changing regulations*
 - *Adding a waitlist for toddlers*
 - *Create planning committee to come up with options to present to the board - Jana to get it started*
 - *Jana to send out survey for the rest of the board meetings for the year*
- Preregistration
 - Normally starts in March
 - Need to know September class offerings before pre-registration
 - *Going to offer same amount of spaces as we are currently and will change it as regulations change*
 - Coop roles
 - Leanne has assigned but not communicated yet
 - Advertising - 1 person - Leanne / Jana
 - Purchaser - 1 person - Steph
 - Handy person / toy builder - 1 person - Teachers
 - Membership assistant - 1 person - Laura
 - IT person - 1 person - Teachers
 - Fundraising - 1 person - Leanne / Jana/Patty

- Playground cleanup organizer - 3 people - Leanne / Jana
 - Tax receipts - 1 person - Steph
- Advertising
 - *Leanne will add to the committee role page*
- Health and Safety
 - *Health and Safety Poster and Act must be placed/displayed in the classroom*
 - *WHMIS applies no matter how many employees there are - Tracey covers it*
 - *All workers must take health and safety training*
 - *As it stands, we are in compliance with all regulations*

Updates

Supervising Teacher (Tracey)

Personnel

- **Snow day** on Feb 16th and Feb 22
- Should consider getting an **air purifier** for the classroom.
- Pls cc Patty in email communications,
- March 31, 2pm - Region of Waterloo - Communities of practice Nursery school- use work hours

Classroom developments

- Debating if keep sending printed photo **documentation** in protective sleeve home or save ink and just email it?
 - *Quick poll from the board indicates email is equally as good, if not preferred*
- **Newsletter** coming up for March/April -along with weekly memos or use seesaw?
<https://docs.google.com/document/d/11asxUfYy3TFQfgo-ghhDxLJ7n2whuxTyeunyI4xIRSI/edit?usp=sharing>
- <https://covid-19.ontario.ca/school-screening/>

Requests/Questions to Board

- **Policies**
 - **Criminal Record check**
 - <https://docs.google.com/document/d/1KkIXF1c14HEqF5aGf50AznP Ss2PRj2oeThviJRCB-dQ/edit?usp=sharing>
 - **Approve** changes to Police checks and VSC policy see suggestions and newest info link above:
 - *Carolyn to review and approved CRC policy*
 - **Covid Policy**
 - <https://drive.google.com/file/d/1nnRc0ABvnKjEbZN5VcN0pH5zk81aPP c/view?usp=sharing>

- Our policy below needs to be reviewed and made **compliant** with the covid-19 workplace safety plan below:
 - <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>
 - Need better **ventilation, multi languages, doors open, window open, go outside as often as possible, Patty summarized things here:**
https://drive.google.com/file/d/13hU7JNe6nW2IT_2cCE5QIZkZK33bW1Zz/view?usp=sharing
 - *Jana to review and update covid policies*
- **WHIMS, Cleaning, Health and Safety Policy:**
 - <https://docs.google.com/document/d/1hOwGt0vv7aCb4hxCC1PFmP3SjM3mj86aQrYlQKKdi8U/edit?usp=sharing>
 - **Pls approve** minor changes in whmis and health and safety policy to add DINnumber needed and the 1 tsp to 250ml bleach info, link above.
 - ***Leanne motions to approve adding the DIN number and appropriate ratio of bleach to water to the health and safety policy***
 - *Leo seconds*
 - *All in favour*
 - *Motion passes*
 - Once approved send out to membership as required from licensing.
- **Parent Agreement**
 - Did the board feel a covid **parent agreement** is important?
 - Here is a draft agreement based on Leo's sample.
 - <https://docs.google.com/document/d/1TVAYs7vdKtrUL3Bg2dDpUIiKWdaNSEl8RQ1NL6-4QoY/edit?usp=sharing>
 - *Leo to work with Tracey to get the policies approved and sent out*
 - *Leo will create a form to print to have parents sign saying they have read and approve the covid policies*
 - *Communication will go out informing parents they will have to sign it*
- **Planning meeting**
 - Are we holding one?
 - *Not yet - too much unknown to commit the time needed...perhaps later in the spring as and if regulations change*
- **Registration questions for Fall 2021:**
 - Are we doing it in March?
 - Are we doing a fee increase?
 - Offering all the same classes? Or the same as now?

- Suggestions from Patty and I : cleaning will still be needed, count on no duty parents in classroom, bonus if parents can do other committee work.
- **2021 Scenarios** to consider: \
 - Perhaps offer Mon to Thursday ams for Preschool and / or toddlers and / or Tues Thurs kp in pm and leave Fridays for office and planning? Mon and Wed afternoons for cleaning? Early am cleaning and Tuesdays 11-1200 cleaning alongside some cleaning help?
- Screener cleaner still? Will need help in washrooms if holding a toddler class. Or Just keep Preschool and Kp??
- Or longer half days 9-12? Increase fees?
 - *See the decisions made above - for now basing on status quo, likely to increase fees to cover 3rd staff member*
- **Survey**
 - send A short **survey**? Asking if Content with health and safety? communication? Do parents want more email communication? Use seesaw? Would the membership want online classes should we have to close due to covid (-same fees?) and ask if wanting to join Next year, board, suggestions, questions? Are they interested in virtual parent classes with our Behaviour specialist?
 - *Maybe after next board meeting*
- **Board meetings**
 - Can we maybe plan the rest of the board **meeting dates til June** so we all have it booked in and parents can choose which one they are attending?
 - *Jana to send survey*
- **Playground clean up dates?**
 - How/who is organizing the **clean up**? Lots of weeds
 - *Leanne to create and organize playground committee roles*
 - *Will include Tracey on emails to coordinate what needs to be done*
- **Fundraising idea:**
 - Uncle Dad's pizzas (Patty's idea)
 - give to collect orders and organizer places order; pizzas are delivered, freshly made, packaged and labelled accordingly one week later on a Thursday.
 - Profit Breakdown: For every 50 orders = \$400 profit,
 - *Fundraising position created - Patty will be looped in to work with member assigned to fundraising*

Comments

- **Advertising**
 - Google - is done weekly by Tracey.
 - Facebook? Perhaps get more attention on facebook?

- *Created a committee role for advertising*
- **Supply staff**
 - Definitely need a couple good **supply staff** but it is a lot of work to get someone up to speed. No leads. Tried a few.
 - Tracey Posted an ad on the PRC centre
 - Looked into: <https://www.bookjane.com/contact>
 - No registration charges, only pay if using it but we would have to pay eca \$24, rece \$27/hr is their charge.
 - Patty and I created roles and duties for each staff and edited it regularly to keep it current and accurate.
- **Email accounts**
 - Are we keeping a **master list** with the president of all email accounts, their users and up to date passwords?
 - *Jana has this*
- **Region of Waterloo - Child care center operators teleconference**
 - February 24th at 9:30am (call-in details in email).
 - They will be reviewing the memo on Safe Restart Funding for January 1 to March 31, 2021, in addition to other items
 - Can anyone attend?
 - *Jana to try and attend*

President (Jana)

- Recruiting for open board positions - had a lead on one family, but they have not replied (two emails sent, no reply)

Vice President (Leo)

- Report on requirement for Health & Safety Committee
 - *Info above - we need to post health and safety poster and act in the classroom and then we are in compliance with health and safety requirements*

Treasurer (Steph)

- Issuing refunds for toddler class registration? Case by case basis or everyone?
 - *We will wait a month to see if the pre-registrations will affect it*
 - *After that it will be on a case by case basis*
 - *May be able to convince some parents who request refunds to use them towards next year fees*

Bookkeeper/Admin (Melissa)

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Membership (Laura)

- 11 Preschool
- 9 KP
- One child added KP in addition to Preschool
- One child switched to KP
- One child pre-registered for Preschool
- 12 (non-students) requested to join in September

Communications (Carolyn)

- *Newsletter going out Friday*

Secretary (Leanne)

- Air purifier - update?
 - *Likely too expensive for the budget for this year but will create a table of options with costs and benefits*
- Co-op roles - update?
 - *Roles assigned, individual emails will go out this week*

Date of next meeting: tbd

End of meeting: 9:39 pm