



# 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:** Tuesday February 22, 2022 at 7pm

**Call to order:** @7:03pm

**Attendance:** Emma Ens, Steph Higgins, Britney Stewart, Morgana, Deanna Mackey, Carolyn McCoey, Leo Kyle, Brendon, Tracey Marques, Fran Hannah, Leanne Wells, Krissie Bellrose

**Regrets:**

**Approval of previous minutes:** Emma motions to approve January 2022 minutes, Morgana seconds

All in favour

Minutes approved

**Approval of agenda:** Emma motions to approve the agenda for Feb 22, 2022

Brendon seconds

All in favour

Agenda approved

### **Aims of meeting/Discussion Points:**

- Planning meeting for next year - input for next week's meeting
- January refunds
- Fundraising updates
- Committee updates

### **Updates**

#### **Supervising Teacher (Tracey)**

##### ***Personnel***

- Classes are going well, staffing is solid with Patty, Natalie and I. Much harder when one of us is off and using a supply staff. Our Conestoga ECE student requires a lot of

mentoring. The Laurier student volunteer on Thursdays is fantastic. Natalie is an amazing multitasker and of great value to the team. She is a cleaner screener, she is also doing her university CLS placement with us, as well as 3 hours support staff in our KP class, and she balances her many hats well!

- Patty was the preschool rock in my absence and did a phenomenal job keeping the program going safely !
- One and a half day snow days to report. Closed before we opened, no serious occurrence.

*Region has and is continuing to release funding updates - keep checking the CCLS portal for more updates*

- Patty and I provided our feedback to board/bookkeeper with our ideas
- ie: suggestions include: pension plan, paid pd hours, paid benefits ie eyeglasses, dental, presc. Supported time allotted for extra planning time and debriefing. Salary to continue, with full hours of 40 for me so proper office hours are given. Suggest Patty 30-35hrs
- Suggested classes next year:
- Run All classes but Fridays. (they are never worthwhile to run, and are much needed office hours for me)
- Let Patty work Mon and wed pms with max 8 kids and I stay on site those afternoons to do office work - referrals etc from sept to Dec. and support Patty in the class alongside duty parents and any students providing we are back to normal. This would allow me the time needed for RC visits and focus on observations for referrals.
- In Jan numbers increase in that PM class usually; and office hours and referrals should be less demanding which would then permit me to join her as the second staff in Mon, wed pm class as we increase capacity to max of 16 in Jan.
- Offer 4 days option for KP kids, ie do kp and a ps class, advertise that, it seems popular. But Teachers really need to be consulted on who gets into the KP class due to the class structure and material. (ie if support staff is needed, we need to apply for funding and then hire the staff etc and plan and we need to be sure they would enjoy that class due to the more structure involved-must have attended preschool before)
- Hope we can keep Natalie on somehow, at very least as supply and support staff. Let PS and KP families know they can -if desired- attend our KP class and the school system both - to offer a balance if it is good for their family.
- Plan to return with duty parents to start in October. Give Sept to orient as we will have no returning duty parents to help support them in their role like previous years, will be all new and all on staff to ensure their comfort and training.
- Thank you kindly, for your support during my bereavement leave. I have returned ready and capable to work with my upbeat spirit again.

### ***Classroom developments***

- Great friendship developing and skills are quickly being acquired.
- ISP plans are coming together and children are beginning to meet their goals.

## ***Requests/Questions to Board***

- My laptop cord has frayed a lot and is dying now more often, after so much use! I did get a new battery for it last year, and it has many outdated drivers. ...Any money for a new laptop for me??
  - *Reach out to the membership for IT to ask them to update drivers and laptop*
  - *Emma's husband will do the updates - Leanne and Emma will coordinate for picking up and drop off of the computer*
- I have asked church (Steve) and cc school improv/operations email, to ask for salting, our parking lot is often very dangerous. Some families, i.e. Penelope's mom has offered and has come to help with snow and ice removal. Issue with the gate, too much ice buildup to close.
- Gate is heaving due to ice, may need repair. Using bungie cord to help close it and extra supervision around the gate. (bungie caused shoulder issues for Tracey, so no longer using )
  - *Will need to follow up with the church re salting etc*
    - *Email to be sent*
- Roof plans to be repaired in spring. Watch for funding opportunities and review the list of funding due dates from region.
- Revise the Pre reg form, and application forms to indicate if on a wait list for full time elsewhere, are we your first choice? Do you plan to attend the full school year? This would help teachers know who to prioritize for referrals etc.
  - *Table to planning meeting for how to include*
- **Please complete this short survey by Thursday, February 24 at 12:00pm to let us know when you'd like to pick up the RATs for your program:**  
<https://surveys.regionofwaterloo.ca/RATsDistributionFeb25>
- A reminder: The RATs must be stored in a temperature controlled environment (between 2 and 30 degrees Celsius).
  - *Will send out a communication after the meeting re picking up tests, franks, fundraisers, shovelling etc*

## ***Comments***

***I have completed my section for the newsletter and sent to Communications, patty and President to add anything more:***

- SUGGEST THIS FOR MARCH NEWSLETTER? Are dates workable? This is our usual timeframe for registration:
- **Early enrollment for next year begins March 7th at 8am until 12pm Monday to Thursday for current members.** Get the spot and committee you want by registering early!
- The Board will also begin recruiting and training any interested new board members soon. We embrace parent engagement and welcome involvement as the

board brings together the unique talents and interests of the members that form the voice of the families at the Preschool!

- *Start reaching out to membership and recruiting - include in the communication*
- Fall registration for **new members will begin the week of March 21st starting at 8am until 12pm**. Pre reg Forms and \$50 family membership fee due to reserve your spot. A full registration package will be sent in April to be filled out in its entirety and returned to the preschool by the end of April or as soon as possible!
- <https://www.ontario.ca/document/covid-19-operational-guidance-child-care/health-and-safety-requirements>
  - *Maybe bump out the dates to march 21 and maybe april 1 for pre reg etc*
- Covid policy updates to be done: info sent to communications and pres: there are several sections to read through this is most up to date document from ministry <https://www.ontario.ca/document/covid-19-operational-guidance-child-care/operational-guidance-program-considerations#section-0>
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- New document suggests that child care providers are also encouraged to collaborate with child and youth mental health agencies to support strong connections and make the best use of mental health resources and supports across the integrated system of care. WHO can we add to website?
- <https://covid-19.ontario.ca/school-screening/>
- Feb 7 updated docs and screening
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### **President (Steph)**

- Prepare for planning meeting
- Personnel for next year

### **Vice President (Leo)**

- No update

### **Treasurer (Brendon)**

- January 2022 month refunds to be processed in early March, appreciate families patience.
  - *Include in the communication tonight that they will be refunded hopefully early march and we are changing banks which is causing some headaches*
- Currently we have bank accounts at TD, which have seen increasing fees for services. Researched alternatives and Kindred Credit Union offers charitable accounts that the Preschool will qualify for. The fees are much lower than at TD, with most services provided at no fees.
  - *When switching, should mention to membership that it is not for religious reasons, purely for financial standpoint*
- Request the Board to propose a motion to open new accounts at Kindred Credit Union and grant the Treasurer full authority to open those accounts and to draft a letter to Kindred Credit Union with details.

- *Leo motions to provide discretion to the treasurer to open accounts with a Credit union prior to the end of June 2022*
- *Steph seconds*
- *All in favour*
- *Motion passes*
- Exploration of additional payment methods for families starting in September 2022, including debit and credit cards, and preauthorized payments.
  - *Also including things like donations, expenses, volunteer tracking etc*

### **Bookkeeper/Admin (Deanna)**

- This year still a deficit, but ahead of budget due to the government funds
  - Received \$4800 additional stabilization funding from the region
  - Received CERS & CEWS for July - Oct (program has ended) - \$4000
- Still unsure if need to pay back to CRA from 2020
- Submitted wage subsidy application for 2022 (based on Dec 2021 classes & staffing)
- Submitted T4s for 2021
- Region wage subsidy reconciliation due next month
- Lease expires this August
  - Automatic 3% increase
  - Renewal - This agreement is automatically renewed for an additional year based on this signed agreement and can be adjusted or terminated in accordance with the termination clause, at any time during the existing contract. A new Memorandum of Understanding must be reviewed and revised at least every 5 years, if continuance remains status quo.
    - *We have not used the gym since covid started and likely won't next year, could be a negotiation point*
    - *We have stuck to our own area but paying for more*
    - *Negotiations are typically with neil and stephen, done by pres, vp and operations - Deanna will send copies to Leo and Steph to look at*
- Recommend you consider one month's tuition as security deposit - this will be applied to your last month's tuition (alleviate this issue of families not paying their final month). Then start paying in Sept. If you stay the full year then the security deposit will be applied to your June tuition. If you withdraw before July 31st your security deposit will be returned - any withdrawals after that will be applied to your Sept tuition (last month)
- I don't want to have next week's planning meeting tonight - but it would be beneficial to frame some planning assumptions??
  - Is the target break even (even if this means increasing parent fees)?
    - *Try to keep even - from structural standpoint we try to come out as close to even as possible*
  - Option to opt out?
    - *Yes, but cap it to a certain amount*
  - Capital expenditures?

### **Membership (Britney)**

- All spaces filled in Preschool and KP, one currently open in Toddler, and will have one more open up next week
- Will be starting pre-reg/reg for Sept next month

### **Communications (Emma)**

- We have researched a printer (along with parent Reem) and have found a Brother printer that is similar to the one currently at the preschool (that specific model has been discontinued).
- In terms of fundraising... Not sure if we want to do a GoFundMe and email past members too? Should probably get the roof dealt with before the spring melt. Just throwing suggestions around is all :) happy to help with whatever needs doing
- (Tracey comment is: need to look back on all registration forms to see who permitted contact emails after they were done, tbh, not many click the box that they want to have ongoing communications after they leave-maybe put in on facebook page if doing this, then anyone who wants to be associated with us and contribute can do so)

### **Secretary (Leanne)**

- Completed the survey to pick up more tests on friday between 930-1130 - I am unable to pick up at that time but if we didn't want to pick up then we would have to wait a few weeks potentially - is anyone available to pick up?
- Organized 2 families to do the shovelling - do we need more?
- Have sent emails re fundraising to a few members - waiting to hear who wants to jump in and take charge - we can do a few options - maybe now is the time to bring out the tshirt option and make a big cut for us?
  - *Sponsorship seeking or donations etc*
  - *Most tech companies will do charitable donation matching*
  - *Include in communication we need an assistant treasurer too*
- Are we having duty parents back starting in the fall?
  - Will there be a lower tuition? Do we start recruiting and collecting information?
  - Collecting yard fee, membership/reg fee, committee fees needed before they can be accepted
  - Also want to send out and collect duty parent medical forms to start getting information

### **School Improvement (vacant)**

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### **Operations (Krissie)**

- Will set up an order at Franks but I'm unable to pick it up - can another board member do this or should we ask a family to do it? Maybe one that hasn't completed their obligations
  - *Communicate to the church that they need to remove the snow from the gate and area and salt it, or we can do it ourselves and send them an invoice*

- *Skip the church and reach out to wright landscaping directly*

**Admin Officer (Morgana)**

- No Updates

**Date of next meeting: Feb 28, 2022**

**End of meeting: 9:05**