



“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: January 25th, 2023 7:30pm

Call to order: 7:35pm

Attendance: Lee, Britney, Eliane, Qurrat, Meg, Tracey, Kristyn, Eve, Deanna, Steve

Regrets: Travis

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:

- Meg motions to approve December’s minutes - [December 20 BOD meeting minutes](#)
- Eve seconds
- Motion approved

Approval of agenda:

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

Aims of meeting/Discussion Points:

- Any updates after the break
- Policy approvals

Updates

Supervising Teacher (Tracey)

Personnel

- Very busy start back!
- Many meetings, new enrolments, staff in new roles, lots of info to share with teaching team.
- Supervisor hours are pretty much full time. No real time for teaching, but squeezing it in and enjoying the time with the kids and teaching, but many demands of me at this time.
- New staffing since January on Friday PMs, some dressing concerns, not putting children in full gear outside, parent emails re: this. Have addressed.
- Looking at RECE staff to hire, working extra hours this week to secure. Some staff off sick. Very low staffing resources.
- I am planning an Online zoom Training session being planned with Sharon Mckenzie our behaviour specialist and all new staff with other co-op preschool supervisors signing up their new staff too. Region supports this action.
- Note that as of 1230 pm, Jan 25th closure due to roads and weather closure, notice given to families and Ministry. Possible closure tomorrow (Thursday Jan. 26). No healthy staff, bad weather.
- Time spent on meetings, parents, kidsability, teaching team, interview of an ECE
- Last draw on referrals through SNAP for speech, OT, Physio, Behavior, RC if going to school in fall-if wanting to be seen by a therapist before we close. For those families in need (ie half.) for those going to school in fall. Anyone returning in fall is to be seen.
- Reviewed all policies. All look good that have been edited by Britney and that have sticky notes on them from me ready for editing.

Classroom developments

- EYE site visit coming up, preparing and working towards goals of parent engagement and responsive relationships, and using environment as 3rd teacher-this important site visit is going to happen on Feb 16th where we show proof of our accomplishments and data to the Region on how we are raising quality.
- 9 laurier students, 2 ECE college students on placements, orientations this week and next. Takes time to orient and set up and mentor, but is worth the help we get.
- Draft of the Teachers' section of the newsletter is done and ready for others to add details. Draft looks great
- Communities of Practice meeting with other cooperative supervisors and region rep and pedagogical leaders to discuss topics common to us preschools. The next meeting is to be in person, I need to be onsite so they are all coming here for the next meeting on Feb 27th pm 2-330. Please see email sent with short videos from them for board to view to understand current expectations from Region quality initiatives. This affects our funding.

- Lots of new kids, several with some needs, will always need support staff in each class for the health, safety and mobility of children.
- Toddlers is a busy class with 14, lots of space in Preschool, but Meg is pretty busy and could use help processing people through. Should try to fill the spots as there are spots to fill , just need help bringing them through the registration process.

Requests/Questions to Board

- Continue to invite RECE applicants to orientations and join supply. I am recruiting from other supervisors any RECEs they have with availability at this time.
- Can I have a small budget to entertain the other supervisors when they come? For coffee or donuts or something please?
 - *Approved for ~\$20 for something like a Tim Horton's take 10 and donuts, etc.*
 - *Submit to Travis for expenses*
- Pls ensure board members at any planned open house to help. We usually held only 3x a year otherwise membership can come through on their own when it works to tour. (usually held in hall outside of class with a brief walk through and questions with the teachers outside of class and drop off pick up time)
- Consider making a Welcome letter from the board to new members about what is a co-op, a lot of the info from agm, and co-op role info.
- Need someone to help mentor the board as turn over occurs, CONSULT CAROLYN MORE- suggest QUESTION what is her email address as a board member at large. (a board member at large is usually a past board member who continues to have a good interest in the preschool for its best interest). Can we make our current member at large (Keyes) who is a member who is current -and has a child enrolled, so qualifies as a voting member, be a voting member and moved into another position? And bring carolyn back into the member at large email..?
 - Britney has set up new email address for Carolyn's new position as Community Advisor
- NO OPERATIONS/ just a school improvement officer as that officer quit on hand so the classroom did not get cleaned. Someone to take over this role. Suggest the operations/school improvement be one role, as communications with church are usually crucial and having a relationship is important and should be the supervisor who is the ongoing face of the preschool and is ultimately the one who has these discussions with the church. Just need someone (maybe the secretary) to do the scheduling and training of the cleaning crew and schedule the 3 x year school yard clean up.
- Many new toddler families, please spend time recruiting on board of directors for next year, as our annual board tends to burn out by now and the new members are well welcomed and have time to learn the roles before the hand over in the summer.
- An accordion style door to cross the hallway outside the red door 7 feet across 80" or 86" I think would close off the entrance and provide further safety to our group. Can use the hall as our gym space. David at church suggested this and it's a great idea!

- OR consider expanding into the room next door, it is available. Expansion money...Deanna can explain more funding opportunities but we also have space to offer quality childcare to our community. We could double what we do now if we had 2 rooms and 2 more RECEs. That's 100 kids! We could ask for exclusive use of the attached room and shared space of the third, taking over the bottom level .
- The third room off the doors could be a daytime office space and meeting space, but is used by the church in evenings and weekends. Sent an inquiring email to church to see and plant the “seed “ of our potential interest. Also inquired about licensing, so they know, and let the region know we are considering it. Please discuss.

President (Britney)

- Survey results have been TYPED OUT :/ and saved in the main drive
 - Going forward we'll be using Google Forms to do these
 - Discussion about expansion of our programming, using the extra rooms at the church. Can our current Board structure and staffing resources support an expansion?
- Last minute Open House on the 10th and the 24th that had a really good turn out
- Can someone take on sponsorships? Working with Kiran
 - I can go over things with whoever takes this on. I don't have the bandwidth to do it properly right now
 - Just acting as a board contact with the co-op role who is working on this
- Policy approval: Confidentiality Policy, Reporting and Recording Suspected Child Abuse, Privacy Policy, Admissions policy, Field Trip Policy, Program Statement, Gym Safety Policy, Playground safety, Program Equipment and Supplies Management Policy, Safe Water Policy, Transitions, Safety and Supervision of Routines Procedure, Accessible Service Plan, Waitlist policy, Withdrawal Policy
 - Britney Motions to approve these policies
 - Meg seconded
 - Policies approved
- School Improvement and Operations roles are open (someone is interested in Operations, and we can actually probably combine the two roles)
- We will be purchasing a massage gun and tens machine for the staff
 - Travis/Deanna - can you have a look at what you can find on auction?
- EYE video series sent out earlier today
- Reminder that quorum is majority of the voting board members - we currently have 7 members so 4 would be quorum. Member at large is a voting member if they currently have a child at the school (ie. have paid membership fee)
 - Per Bylaws:
 - 11. At every annual and other meeting of the members 20% (*currently would be 8*) of the members, or 12 members, whichever is the lesser,

present in person, shall be necessary to constitute a quorum for the transaction of business. - *this is total number of people at the meeting*

- Have to wait 30 minutes to see if quorum is met
- 10. A majority of the directors shall constitute a quorum at any meeting of the board of directors.
- Possibility of expanding! The 2 rooms adjacent to the classroom are available
 - Maybe making one a toddler room and the other a proper office space?
 - Additional preschool spaces?
 - There are grants available for expansion

Vice President (Qurrat)

- Qurrat has access to the indeed account now and will provide an update at the next meeting
- Tracey provided an update on today's interview, and will work to share the recording of the interview. Tracey suggested providing a second interview, if the candidate is interested after watching the orientation video and thinks it is a good fit.

Treasurer (Travis)

- Expense Form as standard
 - Can those without Google accounts be able to submit the expense form?
 - Do we need an expense policy outlining process?
 - We should have one. Britney to edit once it is found, or draft a new one.

Bookkeeper/Admin (Deanna)

- January 1st - reduced parent fees by 52.75% (to a minimum of \$12/day). Will not be compensated directly for reduction in membership fee (but CWELCC for this year is based on operating capacity so that should cover it - if enrollment is significantly lower than operating capacity, likely have to return some of CWELCC funding).
- Running into issues with CWELCC with 2 PS programs a day - would recommend next year running MWF pm as KP and TTH pm as PS - our initial CWELCC funding allocation for 2023 was less than 50% of what we are reducing our parent fees by
- We will still be receiving less wage enhancement funding & annual wage increase funding until the application and approval process happens for 2023
- CWELCC, wage enhancement, operating funding etc. application process will be in February
- Region did announce there might be some funding for audits for centres that have not completed an audit before
- Issue was raised to the region about the workload for managing the administration & reconciliation of all this (i.e. often the funds come in bundled in one deposit)

labelled - workforce strategy which might include funding for previous month, current month and or next month).

- Figures for tax receipts to be sent this week (who is doing them)?
 - Kyle and Krystyna Hay have been assigned this role and put in contact with Travis
 - Britney to assist in sharing the info needed for this.
- Assuming year end for 6 months at Dec 31/22 - still in progress - awaiting certain receipts - need this to apply for GST/PST refund.
- Review draft budget - discussion on enrollment levels, opt out, fundraising, sponsorships, advertising budget.
 - We still have some treasury bills at TD that need to be moved.

Membership (Meg)

- Enrollment update
 - OneList
 - 23 applicants this month
 - 15 have been sent pre-reg forms, 7 pre-reg forms completed
 - All 7 were sent registration forms
 - Of those, one family has the registration form (returned 1/23 evening)
 - The remaining applicants requested Sept. start dates and are too young for our programs until then. I'm planning to create an email template to send them regarding fall registration. Just haven't had time
- Current enrollment
 - Toddler
 - Currently 14/15 enrolled,
 - Followed up 1/24 regarding if Abdul is transitioning up to preschool and he did
 - Registrations in progress: 0
 - Waitlist: 4
 - M/W/F morning preschool
 - Currently 11/16 enrolled
 - Registrations in progress: 1
 - Waitlist: 3
 - M/W afternoon preschool
 - Currently 9/16 enrolled
 - Registrations in progress: 8
 - Waitlist: 0
 - T/T/F kinderprep - full
- M/W afternoon preschool/KP split - treating it as preschool per Tracey
 - Will need to update pre-reg/reg/website to reflect this
- Preferences on mid month enrollment

- Recommending another open house January 24, 11-11:45 for families enrolling with February start dates
- Resourcing
- Considerations for next year
 - membership fee
 - amount of flexibility to build into programming/offer to families
- Discuss waving last month's tuition for Arhaan
- Filming a video for tours instead of walking through

Communications (Eliane)

- Social media co op role.
- Mention at the beginning at each board meeting to follow social media, do google reviews, etc.

Secretary (Steve)

- Coop Roles: we have filled the Scholastic position that was vacant, and the Social Media Role, who Eliane is already working with. The goal is to assign the next few families to the shopping/supplies, and the cleaning committee. Will be connecting with those families this week.

School Improvement (vacant)

- Need new cleaning committee members, using all new members, as the past group of cleaners have done their share, this will need to include a board member orienting them on their duties and scheduling them til at least end of March.-suggest secretary do the scheduling

Operations (vacant)

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Admin Officer (Eve)

- Phone contacts list edited and sent to Tracey, Tracey Posted as per standards.
- Board member list and email addresses, make carolyn back to member at large and create one for krysten or she merge into new role?Tracey updating here for Eve
- Hours of operation poster created

"Meeting of the Independents"

- Ask staff and teachers to leave meeting

Date of next meeting: Wednesday, February 15 @ 7:30pm

Meeting Adjourned: 9:59pm