



“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 18, 2022 @ 7pm

Call to order: 7:04

Attendance: Steph Higgins, Leanne Wells, Emma Ens, Britney Stewart, Deanna Mackey, Tracey Marques, Morgana Lernout, Brendon Simon,

Membership attendance: Chelsea Thorne, Reem Geibeh, Alexis Mercer

Regrets: Casey Holborten, Leo Kyle

Approval of previous minutes:

Morgana motions to approve January 3, 2022 minutes.

Emma seconds

All in favour

Minutes approved

[Covid meeting Jan 3](#)

Morgana motions to approve December 2021 minutes

Steph seconds

All in favour

Minutes approved

[dec 2021 minutes.docx](#)

Approval of agenda: *Leanne motions to approve agenda*

Steph seconds

All in favour

Agenda approved

Aims of meeting/Discussion Points:

- Plan for February
- Staffing Concerns
- Fundraising updates?

Updates

Supervising Teacher (Tracey)

Personnel

- Tracey on Bereavement leave

Classroom developments

- I have prepared some info on the Newsletter with some info sent in to Emma for Feb. Needs more details on things like pre registration , emma can circulate or share what is needed more (look at the blanks) Patty can also help with adding in some songs, games and books we read in February, usually topics are on friendship, feelings,
- One Laurier student on Thursday ams,
- One ECE student on placement on Mon, Tuesdays.
- Music will continue online
- We currently are utilizing and requiring 1 screener cleaner, 2 ECE staff, and a support person during KP class,
- we have a potential child adding Todd with a special request from a doctor to join in order help with diagnosis, perhaps we can accommodate them? Sent this info to Membership.

Requests/Questions to Board

- Begin to discuss and Prepare pre registration, class structure and fees etc for prep for Pre reg in March for internal people before march break and opens up to public after march break. All current members and members on the wait list get first chances at any spots. How are you securing the spots, are you still using a \$50 membership fee to secure their spot?
 - Has to be worded as membership fee - will reserve the spot as the paperwork gets processed and completed
 - Wait list will be first come first serve
- Keep classes small please.
- Please follow up with church/ and directly with snow company about keeping our fire exit and walkway and gate to playground cleared and able to open. Staff arrive at 7am. With our vulnerable population salting needs to also be priority

- Can a few parents be assigned the job to help with snow removal on the actual playground away from the gate and the shed and make a path along the bike path for us when snow is deep?
 - *Leanne can reach out to the membership to see who needs to fill their committee role*

Comments

- Rapid antigen tests were to be picked up, thank you. Specific uses for them, please do not just distribute.
- N95 masks arrived, not to be worn outdoors.

President (Steph)

- New Treasurer - Brendon Simon
 - *Steph motions to vote in brendon in as treasurer effective january 27, 2022*
 - *Leanne seconds*
 - *All in favour*
 - *Motion approved*
- Planning meeting
 - Carolyn will send old agendas to Steph - will send out a skeleton outline and we can all fill in our thoughts and then we will have a few smaller meetings to make things move smoother and more efficiently

Vice President (Leo)

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Treasurer (Casey)

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Bookkeeper/Admin (Deanna)

- Submitted applications for grants for Rent Subsidy (\$1028) & Wage Subsidy (\$3027) for July thru Oct (end of program)
- Received notice owing \$2543.94 to CRA. Form for Temporary Wage Subsidy for Employers for 2020 was not submitted (now submitted in Dec 2021). Submitted an appeal
- Region has announced stabilization funding for January - estimated amount is \$3200 (to be received in Feb)
- Need confirmation of the list of families that did not complete their volunteer commitment for the first half of the year.
- Region missed one of our monthly deposits - will be doubled in Feb
- Jan - had an NSF - waiting to have cheque returned
- How are we handling the tuition reduction for January?

- On pause until feb - communication to go out towards end of january letting people know they can donate their half the fees or they can ask for it back and it will be refunded via etransfer (will need emails)
- For parents who haven't submitted fees, steph to send an email to those families to let them know they will be turned away if they have not submitted the cheques for fees
- Finished setup on Wagepoint - ran first payroll Jan 14th using Wagepoint (still had to do some manual as needed to calculate stat holiday pay - same for Jan 30th pay).
- GICs mature in February & March.

Membership (Britney)

- I had sent out 2 reg. forms end of Dec, one should be dropped off this week
- Have ~ 3 toddler spots and 1 preschool spot to fill
- Put a hold on reaching out to waitlist families until we had a better idea of what was going on. Will probably reach out end of this week/next week for Feb or later start date
- Are we going back to regular programs in Feb?
 - *Going back to regular schedule in feb if all goes well*
 - *For now let people know that we will take the reg forms based on starting back in feb - if they want they can also join the Tues/Thurs morning modified class should we continue to run it that way*

Communications (Emma)

- New parent handbook
 - Is it ready to go? Want to send a link in the newsletter
 - *Morgana to resend the link to ensure that its ready to go*
 - *Tuition email ready to go out - will go out the 24th*

Secretary (Leanne)

- In communication with a couple parents about the printer - work in progress
 - Send out email to those who haven't completed committee work - if they don't want to shovel they can contribute by buying the printer with the committee fee money
 - *Reem has offered to follow up with the printer*
 - Ask teachers to come up with what they need the printer to do and ask membership who has the knowledge to research
 - Tracey to e-mail Reem with what we need to do
- Picked up rapid tests today
- Will collab with Casey re parents who did not complete tasks - life happened for me too and I've been sort of mia since dec 17 - back and available now
- Got another quote for the gazebo roof - almost the same as the first one
 - What do we want to do here?
 - *Scrap the temporary fix, worry about it in the spring when time comes to fully replace and the health and safety grants come in*
- How are the morning combined classes going? Is this something we want to try and set up as a back up type of plan should covid not go away any time soon?

- *Start a draft contingency plan - everyone can add to it as needed for the plan, fees, licencing, public health measures etc so we have this for future boards*
 - *Steph to start the draft*

School Improvement (vacant)

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Operations (Krissie)

- Wind block has been set up outside
- Teachers mentioned having one on both sides but this will make it too dark in the gazebo to work/play

Admin Officer (Morgana)

- Will get handbook approved and sent out as a link in the next newsletter

“Meeting of the Independents”

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Date of next meeting: Feb 22

End of meeting: 8:17