



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 June 14, 2022 @ 7pm

Call to order: 7:02pm

Attendance: Steph Higgins, Leanne Wells, Morgana Lernout, Britney Stewart, Emma Ens, Leo Kyle, Deanna Mackey, Tracey Marques, Patty Fallis-Robbins, Brendon Simon

Membership Attendance - Mayank Seth, Reem Geibeh

Regrets: Krissie Bellrose

Approval of previous minutes:

Approval of agenda: *Britney motions to approve the agenda for June 14, 2022.*

Emma seconds

All in favour

Agenda is approved

Aims of meeting/Discussion Points:

- Election results
 - Board Handover
- Year End BBQ Updates
- Roof Updates
- EYE Goals for Next year
- Teacher Contracts?
- Canada Wide Early Learning and Childcare Plan - are we voting?

Updates

Supervising Teacher (Tracey)

Personnel

- staffing in september email follow up, Lori ECE, interviews?

Classroom developments

- Trips are being planned for next year
- will do parent handbook updates

Requests/Questions to Board

- https://q.page/r/CfPrH9o_wSt1EBE/review
- Link to do a google review on us if happy!!
- Just checking in on EYE goals, as this is finishing up this term.
- I had a thought during today's meeting with the pedagogical leader , the region and other
- Co ops.
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- 1. Perhaps we should go back to exploring the bi laws again and add that to the goals?
- It was explained that it doesn't take too much to change them , to add things like a community member or someone that has an interest in the Preschool to help with continuity and fulfill our EYE goal of involving past board members, I like that we added Jana Strittmatter (**no - Erin Michalski, not Jana**) and Carolyn Mccoey to the advisors for the board, and some feedback on areas we could improve is to involve them in areas where their insight might be helpful.
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- Also bylaws could be looked at as to the wording and updating as they are very old, all the other preschools are either done doing this or looking into doing it.
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- 2.And we already mentioned the surveys and making them more accessible to us readily once done so we can see the feedback quickly. This is a good comment and plan to include as surveys will be important again next year.
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- and a new one to consider: 3. engagement of families in a different way than a reduction in fees (if opting in to the new program,) simply making them volunteers if they desire to volunteer. No requirements of duty parents, take who you get who wants to volunteer.
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- It was noted : We should use our Non participating fees (because we cant guarantee we will have duty parents ever or that they won't cancel or change mind) so use non participating fees for all base budgets etc for the strict budget templates the region will require.
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- Board members are going to have a very busy year, maybe use parents more, and on specific things so the board does not burn out, we should explore how to avoid burnout...just a thought to explore.
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- I just wanted to fire out the info so you have my thoughts at hand when filling in the final remarks needed before submitting. Hope that is helpful!
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- Another good meeting today , with more information given specific to us preschool programs and half day programs with the region and all the other supervisors from other cooperative preschools.
- Lots can change, subject to change, this is current for today-region clarifying the ministry documents and will have a specific process.
- All can opt in now, later will need to qualify-no funding struggles can be happening, if not in then no subsidy (preschools often do not have families on subsidy-different people

seek out part time care) 1/2 day care is being met with current programs, won't be expansion for this will be for full day only-but be open to ensure that low income are not marginalized further as others take on the full time spots even if they dont need them.- be accessible to low income too. We serve many many special needs families, this is good, they dont want full time childcare-the main reason for PT service is for special needs, or flexible schedules, us coops are meeting that need.

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- **Region- wait til you have had all info released before making an official decision**
- **have until sept 1 to make a decision, lots of info to come over the next month**
- region will clarify things as it becomes clearer and will have official forms and applications and a very detailed budget (calendar year) to complete.
- lots of extra work this summer, for the financial team, supervisor and the board.
- the board will be very busy, may want to offload some to paid staff as there will be funds to cover the additional administration work.
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- we are independent operators, that's why we have option to opt in or out
- there will be a high level of control from region on how to spend finances if opt in
- if opt out, can manage own budget and fees
- half day programs same fee as full day programs once fully implemented
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- subsidy changes in future, assuming all will go to 12\$ daycare so wont be as high a need for subsidy, so if opt out may not get a subsidy agreement later on...
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- Audit will be covered, add it to base rate
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- new process coming, boards will need to navigate this, no action till region spells it out
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- expenditures base fee, admin costs capture increases in spending since last fee increase and CWELCC will cover the expenses, no increase to parent fees directly but the funding will pay you back based on their qualifying expenses.
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- Regular wage increases are covered, and adding another staff or classes to support children must have the revenue to support it as there is no new money.funding will be based on last year's expenses and structure.
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- ***may want to say to families we are receiving new information every day and as it keeps changing there may be changes.***
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- almost all centres are now not giving a discount for participating parents, it is only a volunteer position for those who want to but no different fee. All same non participating fee.
- use non participating fee in all budget info as can't guarantee a parent helper.
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- don't limit or be rigid with the number required to participate or do certain things or may not be meeting the needs of the families that year who are registered. be flexible and take parents as volunteers only.
- expectation on board members this year very high , need to plan how to meet the fast pace and timelines this summer
- can change bi laws to add a community member or change them just need to vote have quorum and give 30 days notice..and notify the CRA

- if want continuity on board can have a standing community members, some have done that, we have got 2 past board members to help advise new board - Erin Michalski and Carolyn McCoey
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- When the budget is prepared it will always be on a calendar year not school year, so we either have 2 budgets or we move to a calendar year. There will be budget caps
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- again talk to the region if making any changes to the program to be sure you have permission and approval to add classes, extend times and staff. May not pay unless it is increasing numbers and revenue to cover it yourselves.
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- 400 independent operators have hired a lawyer to look into the whole CWELLCC plan to decide if opting in. No rush, do not vote till you have all the info.
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- lots of big shifts to come but impossible to change everything so quickly so this is a transition year. Won't know specifics like unique situations at centres ie staggered start, or coverage of more than 2 week closures at a time this year, so do what did last year and know that stats were collected and funding is based on the stats we have provided this year. Ok this year, may be clarified in future. Will not be paid during summer shut down but up to 4 weeks is ok to close without loss of funding, unless this changes. The 4 weeks does not include stats -those are additional.
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- If you have changes to your program be sure you give information to the region and get approval from the region so they can see if they will have enough money to fund it.
- (unless you can fund it within your parent fees.) Adding classes, staffing costs will not be covered or expenses beyond your current parent fees. Reach out before you plan. Get approval before you implement. May not approve. IF denied, can appeal. Region is required to enter an agreement with all interested centres that meet the criteria.
- when growth expansion comes, we can then expand in 2023.
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- ***Important decisions should be made after the guidelines are available. Formal growth strategy will be available in future, will be engaging with centres this summer to get input.***
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- Cooperatives can add additional incentives but cannot be funded- volunteers as duty parents is good. Pre reg fee is good.
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- Good to know, we can not increase our fees now, but we will get a 2.6% inflation raise in fees this year 2022 for our increased costs (actual inflation is 8%)
- As expenses rise the funding rises-not parent fees.
- case by case limited fixed amount. Audits will be covered since they are required, be sure to include this cost in the budget.
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- 72% likely to participate
- 18 % dont know
- 10% are unlikely to participate
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- annual wage floor
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- Your parent revenue portion (the 50% or whatever we get from the parents fees- eventually down to about \$12 a day per child per class) can be used for whatever we

want ie staff wages or benefits, admin costs, but the CWELCC funding must be used as stipulated for eligible expenses.

- pg 18-21
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- Part time programs get the same fee as full time for parents, its \$12/day regardless of time.
- limits on profit will be the same for nonprofit and for profit. -region will establish these limits. can have our 3 month reserve, plus capital reserves.-they will gather information
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- April to June refund will be 25% of what they determine as the initial base fee, which is calculated, do not give back a refund until approved by region into the program and the refund is determined. will be late fall. Track our current families so you will be able to find them to send them their returns.
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- wage cap is \$28.59 inclusive of WEG money.
- You will get wage enhancement money regardless if you enrol in the the canada plan or not
- yes can opt out later, but rules may tighten later to qualify to participate in the program
- expansion money will come later, but is not available now
- Additional admin costs are increased this year, plan to use funding to prepare budgets- funding to recover admin costs.
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- Need to know and complete application by sept 1-they are now developing the process. will be a budget template in great detail calendar year Jan to dec 2022 with program fee info and expenditures only.
- will streamline applications for 2023 eg combine core funding and CWELCC so not separate pieces.
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- If opt out can opt in later but only if you align with their plan and qualify.
- Funding will flow in fall 1-2 payments and ongoing into 2023
- WEG continues regardless
- 2023 GOP fee may not be available if not opting in changing overall funding in 2023
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- Region will work with us for a smooth transition, won't disrupt funding but it will change.
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- Budget
- lots of questions
- sustainability of program
- viability- definition not defined yet
- continued quality of program
- variability of expenses factors that impact each place
- alignment with ministry expectations
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- accountability of public funding
- 80% funded by public money by time fully implemented.
- When expenses go up, region funding goes up, not parent fees
- efficiency of processes
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- if you have changes to ask, they will see if they have enough money to fund it before they will approve
- see attachment too!

- **Steph motions to eliminate the duty parent role in favour of a classroom volunteer position with no monetary incentive**
 - **Britney seconds**
 - **All in favour**
 - **Motion passes**

- **Brendon motions that WCP intends to participate in the CWELCC and will apply with the regional systems manager by September 1, 2022. We will provide the required information to the region, and we reserve the right to reconsider our decision based on new service manager provided information.**
- **This motion must be ratified by the board prior to August 31, 2022.**
 - **Morgana seconds**
 - **All in favour**
 - **Motion passes**

- Hi Tracey,

Thanks for connecting again. I'm just checking in to see about the impacts of this to your budget – would these changes be supported by your forecasted enrollment and parent fees (assuming an inflationary increase), or do you expect that there would be cost increases beyond those that would be covered by inflationary increases?

Bethany

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- PD COURSE: Supporting the Resilience of Families: Your Journey Together
- **October 18 and 25, 2022- Only if we can do it afterwards as these are Tuesdays, so if it is a recorded PD, this is a good one to consider.**
- Coaches, home visitors, and all professionals who work with families are invited to this interactive professional development event that focuses on teaching parents how to create safe, trusting, and healing homes where the entire family can thrive. In this two-session webinar event, Dr. Nefertiti Poyner will instruct participants on how to use Your Journey Together (YJT), a parenting curriculum that offers step-by-step, guided lessons for both home visits and parent trainings.
- *\$249/person*
- Deadline to register is October 8, 2022
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- Professional Development money grant- waiting to see if approved

President (Steph)

- Election Results
 - *7 members voted in for next year*
 - *E-mail going out after board meeting to next members to inform they have been elected and asking for initial information*
 - *Link from Deanna will get sent for them to update their info*
- EYE Goals - final and next year
 - *Suggestions to build on this years goals*
 - *Community advisory position and surveys*
 - *Make information from surveys more available and to get more responses*
- Vote on CWCLP

Vice President (Leo)

- *Terms end at the end of june*
 - *Hope to sit down with the 30 to go through terms and contract*
 - *27 afternoon meeting - email confirmation to follow*

Treasurer (Brendon)

- Preauthorized Debits and Fee Policy changes
 - *Blurb about fee changes to go out and determine what needs to be added/amended in the parent handbook*
- New Corporate Prepaid Card (Float card)
 - *Will make it easy for bookkeeping aspect - smaller items like snacks and such*
- Expenses Wrap Up - please email me if an expense is missing
- Summer time: start process of reviewing possible switch over of accounts to Charity/Non-profits status - Google, Microsoft etc offer no/low fee options that didn't exist before.

Bookkeeper/Admin (Deanna)

- Health & Safety application submitted - ideally would like to have the roof invoice in this fiscal year.
- PD grant reconciliation submitted, amount to be returned is : \$232.72(they had included toddlers in on Monday)
- Amount owing from last year reconciliation is:\$2825.42 in Wage Enhancement (to be deducted from future payments).
- Need list of non participating /playground cheques to be cashed including children that have left (I know Leanne is working on this). One has been deposited for RS based on agreement when they left.
- Confirming donation receipts have been sent?
- Will be creating tuition file for Jan - June 2022. Who will be creating receipts?
- Adding SAGE file transfer to license to create files to upload to Kindred for PAP - \$289.78
- 2021-22 Budget: \$-23,000. Forecast for the year is to be slightly over break even (right now showing as \$700 - but there will be some additional items/bills to include & adjustments - and any non participating contributions, amortization

amount etc.) I did expense most of the equipment recently purchased except the cubbies and the printer as the rest were all under \$500 (although historically it looks like the only thing recorded as an asset was the leasehold improvements - please confirm to record as assets vs expenses).

- Previously, year end files were submitted to accountant (Don M) and he created your year end documents- he has changed firms and no longer has software to create files - will he still review -or do you have someone else that can review & create these files?
 - *Tracey will reach out to other co-ops and see if they have an accountant they can recommend*
 - *Audit should be presented at each AGM as that budget has been audited and confirmed as acceptable*
- Are you approving a budget for next year? Have removed participating reduction. What amount to put in for fundraising? Donations? Original plan assumed hiring NM as third staff.
 - ***Leo motions to allow the current treasurer to have final approval of the budget for the fiscal year based on projections as of June 14, 2022.***
 - ***Britney seconds***
 - ***All in favour***
 - ***Motion passes***
- Someone was following up with the church on the rent (not using upstairs)& discussions re renewal - do we have an update on this?
- New board members to fill in google spreadsheet asap with contact info - all fields required <https://docs.google.com/spreadsheets/d/1x4FH561yolp6gtFF67aWuL4fVN-pBAAX/edit?usp=sharing&ouid=117054921050066777915&rtpof=true&sd=true>
- Ask Steph to process change to CRA account as I do not have access.
- Next year's plan assumed high demand for KP - does this demand not exist anymore? Are we able to have some PS move to KP (with more attendance they should progress at a faster pace)? Would recommend you start advertising to fill spots?
 - *Emma to make up a flyer for board members to post in our local fb groups*

Membership (Britney)

- Going to be sending out pre-authorized payment info this week - due date of July 1?
- Updating membership duties
- How difficult is it to update board handbook? Outdated terminology, mentions notification by fax, etc.
- Thanks to Fran for helping to update OneList! Need to go through again with info from current registrations - will be doing this over the next little while with new membership officer
- Update on printer?? Once we get it in we can have the co-op students print off registrations (how long do we have them for again?)
- Do we have families send registration packages to the membership officer's house? Or do we go in to the school over the summer to print off?
 - *Can have it sent to a house, or to the preschool as needed - preschool is better option*

- Are we scrapping classroom participation fees?
 - *Yes - no classroom fees based on opting in to CLEWCC*
- How are we dealing with the new fee structure? When will this be figured out/should we go ahead with the pre-authorized payment before this is figured out? Or wait until we know what we will be charging?
 - I'll need to update the registration/pre-registration forms/packages and send out the info to registered families
 - The pap form will be sent out with the registration package for new families

Communications (Emma)

- Indigenous land acknowledgement has been added to our website and was also added to the last newsletter.
- I have updated some photos on our website with the new ones taken by David.
- Communications handover document has been fully updated in preparation for whenever handover occurs.

Secretary (Leanne)

- BBQ invites have been sent out - hopefully everyone can rsvp from the invite that was sent, I know Britney was having trouble with it. I'm not tech savvy so by Tuesday I'll tally the rsvps and kind of make an educated guess for food
 - Do we have a max budget for food?
- E-mails have been sent to anyone that I had listed as having not completed their committee roles so far
 - One member has offered to install the printer whenever it arrives (any idea on eta for this so I can let them know)
 - Tracey has confirmed with one other family to pull weeds this week
 - I think that leaves 4 others that I've offered either pulling weeds or helping out with the bbq to
 - Not sure when we make the call to cash the cheques - If we decide on a date I can send another follow up in a day or so letting people know they have by then to choose
 - *June 20 - if we haven't heard back we will cash their cheques*
- Do we have any kind of consequence for not coming to a board meeting? I will have to check which families have come to at least one
 - *Recommend implementing some kind of consequence for not attending a board meeting - could be monetary, could be another option, could be part of the committee fee requirement (must do committee work and attend a meeting in order to not have the cheque be cashed)*
- Krissie and I will pick up the food for the bbq on the day of during kinderprep class - is someone going to be able to be at the picnic area to start setting up that we can drop off or are we just hoping to go right from school and start set up asap?
 - *Brendon can be at the shelter for 3pm*
- I haven't had a chance to organize my inbox and emails - 3 years of emails need to be categorized and put into folders before I hand everything over
 - Can I have the info for the new secretary so I can get in touch and start laying out info for them

- I will have May and June sent out probably tonight
- I have sent out some messages trying to find a way to get rid of the printer we aren't going to use - so far no responses,
 - Looks like we might have to get a company to ewaste it unless someone can drop it off - its obscenely heavy to lift and I personally can not do it
 - Maybe someone wants to volunteer for that? Not sure what options we have for it if we don't want it to cost money to dispose

School Improvement (vacant)

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Operations (Krissie)

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Admin Officer (Morgana)

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“Meeting of the Independents”

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Date of next meeting: Have a Great Summer

End of meeting: 9:54pm