



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: June 14, 2021 @ 7pm

Call to order: 7:03pm

Attendance: Jana Strittmatter, Leo Kyle, Carolyn Hay, Steph Higgins, Leanne Wells, Laura Hatton, Yasheeb, Tracey Marques, Deanna Mackey

Regrets:

Approval of previous minutes:

[May 6 Adhoc Board meeting minutes](#)

Jana motions to approve May 6 Ad Hoc minutes

Carolyn seconds

All in favour

May 6 ad hoc minutes approved

[May 2021 Minutes](#)

Steph motions to approve May 2021 board meeting minutes

Jana seconds

All in favour

Minutes for May 2021 approved

[Minutes April 2021](#)

Leo motions to approve April 2021 board meeting minutes

Leanne seconds

All in favour

Minutes for April 2021 approved

Approval of agenda: Carolyn motions to approve the June 2021 agenda

Steph seconds

All in favour

Agenda for June 2021 approved

Aims of meeting/Discussion Points:

- 2021/2022 Budget
- 2021 committee obligation cheques

- Board election / transition of roles
- Board self-evaluation results
- Important Dates document for 2021/2022

Updates

Supervising Teacher (Tracey)

Personnel

- Tracey had her second covid shot TODAY, headache is setting in, so will be quiet tonight if possible!

Classroom developments

- Licensing came, 100%! All recommendations and new amendments are listed below for policy updates
- Tracey updated Erin on ccls-put her on leave and added Debora and Natalie to ccls
- Need any new board info to add within 10 days of becoming active. Including VSC or declarations
- Planning a safe graduation event, come 15 min early, to your designated social distanced spot on sidewalk around fence where child's name is to hear teachers kind words and for us to sing a graduation song :)

Requests/Questions to Board

- FYI UPDATE-amendment to licensing manual:
<https://files.ontario.ca/edu-child-care-centre-licensing-manual-en-2021-04-21.pdf>
- Tracey can do the policy revisions, if board desires, please pre-approve changes identified below and I will complete the changes and send out?
- add this to Medication policy and approve : Due to the frequency and their longer term daily usage, sunscreen, lotion, lip balm, bug spray, hand sanitizer, as well as diaper creams that are not used for acute, symptomatic treatment, can have a blanket authorization from a parent on the enrolment form and can be administered without a medication form as long as they are non-prescription and/or they are not for acute (symptomatic) treatment, whether they have a DIN or not. **Waterloo Cooperative Preschool does not permit these such items to be used during class due to the limited amount of time children are in program, thus able to apply such items prior to and after class. Waterloo Cooperative Preschool prefers to use soap and water to wash hands, however Hand sanitizer may be used during field trips or when outside, please sign for permission in the enrolment package to allow your child to use it THIS SHOULD BE ADDED TO enrollment package and parent handbook.**

- Medication should be dispensed in a well-lit area and, where possible, it is preferable to remove a child from the activity area to administer medication in a quiet environment with the least possible interruption. Leftover medication or surplus of medication should be returned in the original container to a parent of the child or safely discarded with parental permission. For more information see: Safe Disposal of Prescription Drugs Ontario Medications Return Program (OMRP) Ontario Sharps Collection Program (OSCP) Any accidental administration of medication (e.g., medication administered to the wrong child or error in dosage given) should be recorded and reported to the supervisor, who should then notify a parent of the child. If adverse symptoms are evident upon accidental administration of medication, staff should call emergency services and follow the serious occurrence policy.
- Operational guidance indicates that duty parents can't work as they would be considered volunteers. If on duty two of them are fully who are qualified with vsc and first aid, AND they count in ratios can work...I have asked the question: can they split up or do they need to be with each other at all times. and directors approval is needed WHEN this option becomes available we would need to go up past 16 kids to have them in the class as we would need them to count in ratios. (THIS is info only.) I do not have the answer yet.
- The Ministry confirmed the date we use for new board members added to ccls within 10days of being voted in is from the day they become active.
- Licensing: any inspection from a governing body is uploaded within 48 hours of an infraction to ccls, change policy to state this:**Licensing info on inspection on ccls-find where this info goes yet...**
- anaphylaxis policy to include strategy to reduce risk add parent info and parent handbook, ie sending food from home, wash hands before coming.
- permission form/written authorization to be made and added to registration package to include sign off and policy around use of sunscreen, bug spray, lip balm, hand creams, alcohol hand sanitizer. Must be stored and kept as per manufacturing instructions to be added to parent handbook.

<https://drive.google.com/file/d/1MSvkmVlbeG-EPrYpITyA2GlfM9lK9bpD/view?usp=sharing>

link to parent handbook draft

- New staff, health assess: New students and staff now need a date of health assessment before working.
- First aid policy.update: staff, students etc must have first aid within 3 months of hire as long as length is justified, must work alongside someone with up to date first aid
- VSC policy: if anyone has a leave of absence -need new vsc
- Amendment allows for documentation can now be kept electronically or hardcopy
- Playground: need an annual playground inspection before use in Sept- documented, ie Glen?
 - *Because of our size and type of equipment, we don't need a CSA approved inspection*

- *We can create an inspection report specific to us and have Glen fill out and sign off as a documented inspection*
 - ***Jana motions to approve a \$50 budget to do a playground inspection before Sept 2021***
 - *Steph seconds*
 - *All in favour*
 - *Motion passed*
- Covid policy: beef up how covid /any outbreak will be communicated ie post serious occurrence notification form on our website, email to membership
- <https://docs.google.com/document/d/1TdpHc1nk6hq-pMd-4TD8dwv3-mMkDR3uEMzT-vc9Fq4/edit?usp=sharing> Medication policy link to main drive in draft form.
- <https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf> update how does learning happen link on web and parent handbook and program statement.
- <https://docs.google.com/document/d/1a5BOIqKYgl0UHwSR9azfp52tLd93kaznaq0AK7C57vo/edit?usp=sharing> Program Statement.
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- Anaphylaxis policy Draft
- https://docs.google.com/document/d/1lGKlgNNwDvvMnuIgLDojQn6jWS-R_rLoDHwk0D6nFd4/edit?usp=sharing
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- staff forms health Draft
- <https://docs.google.com/document/d/10oqMUpHFCAU6VqePnk2fqk4IE35ct7RAOSunoGgs5dY/edit?usp=sharing>
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- first aid policy Draft
- https://docs.google.com/document/d/1V1sn9VBM4FIXNKofgeuYv_rh2zg8NJTIDjJ7X-R7FPQ/edit?usp=sharing
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- VSC policy Draft
- https://docs.google.com/document/d/1D9K6BmKCZztUwmYiY1v_JmNULBwifPQAu_IrZBSOCnY/edit?usp=sharing
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- Covid policy-draft
- <https://docs.google.com/document/d/1UIT7f9Te21mSRKiAosGMLTwTOJps8m0WZch6Dn7Ga-Q/edit?usp=sharing>
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Please send out staff evaluation for members feedback and self evaluations to the staff please.

Patty and I will be gone for the summer after June 29th and back on Sept 7th!

Any other changes or updates on staffing for us?

New board members please email me and the bookkeeper with contact info to update ccls and the region. Please send to me, today or first thing in am to waterloopreschool.teacher@gmail.com and waterloopreschool.bookkeeper@gmail.com. Need full name, full address postal code, phone number, date of birth, a vulnerable sector check-or police check and two forms to fill in if not going to be in contact with any children or onsite at any time at all.

Comments

- It's Patty's birthday on Sunday June 27th !
- Traceys Birthday on Monday June 28th and
- Thanks to all outgoing and incoming, Really appreciate everything everyone has done for the preschool. You will be deeply missed!

President (Jana)

Policy updates:

- Staff to update? Need a volunteer to review updated policies in Tracey's section above

Board elections:

- As of June 8, I have new members interested in:
 - Treasurer - Aya
 - Membership - Aubrey
 - Communications - Hope
 - School Improvement - Subhiksha
- Returning directors are Steph and Leanne
- Need (at minimum) a President, Treasurer, and Secretary for Board to function

Reminder of decisions made this year:

- We are not offering opt-out option; expectation is for each family to contribute to the co-op
 - **Laura motions not to deposit the committee obligation cheques for 2020/2021 regardless of participation**
 - Carolyn seconds
 - All in favour
 - Motion passes to not deposit committee obligation cheques
- Cleaning committee will be necessary to clean the preschool on Tuesday and Thursday evenings (when teachers run am and pm classes) - estimate 16 families will be needed for cleaning committee
- Duty parents may or may not be allowed in the classroom in 2021/2022. For now the assumption is we will not have duty parents, but this could be added in when requirements allow for this.

Board Self-evaluation

- Sent out May 30

Board role notes:

- Board role notes on drives; transition

End of year dinner:

- Usually held in July with outgoing and incoming directors and staff.
- Wait and see if this is something we can arrange, depending on covid regulations

Vice President (Leo)

- *Creating year end survey*
- *Updating hand over file*
- *Contracts and teacher meetings - in progress*
- *Reminder - the current board needs to predetermine the number of seats for next years board - spring meeting is where board members are elected for July 1 usually*
 - ***Leo motions that the number of seats on the board for the next fiscal year remains unchanged at 10***
 - *Yasheeb seconds*
 - *All in favour*
 - *Motion to keep board positions as is passes*

Treasurer (Steph)

- *Still no friday classes, big deficit but without any subsidies so should be ok*
- *This budget assumes regular operating funding - every year*
 - *Does include some covid funding (reparations)*
- *Based on what we know, there will likely be more*
- *Current 18k deficit - there is cash in the bank*
- *Also includes screener/cleaner at 19 hrs a week - may change if the need for that getting phased out*
- Proposed 2021/22 Budget for approval:

 2021-22 Budget v.4.pdf

- ***Leo motions to approve 2021/2022 budget***
 - *Jana seconds*
 - *All in favour*
 - *2021/2022 budget approved*

Bookkeeper/Admin (Melissa)

- Need to confirm there is a parent completing tax receipts for Jan-June tuition and donations (Charles Newell?)
- Please provide all expense reimbursement requests to Steph by June 23rd so they can be paid before the end of the school year. The sooner the better :) Thank you!!

Membership (Laura)

- A returning family cannot complete committee duties.
- 10 PS, 4 KP, 6 Toddler

Communications (Carolyn)

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Secretary (Leanne)

- Did Tracey get an update about the eye goals from the last meeting? - relating to having an advisory position on the board
- Do we have any inkling of whether we will have duty parents next year? Or are we going to assign a cleaning schedule for everyone? What about those who can't clean in the evenings?
 - *Any exceptions to participating in the committees must be approved by the board*

Operations (Yasheeb)

- Fan from classroom to hallway in the ceiling rather than in the door for greater safety and more flow – with a 2/4/8 hour time switch – to be installed after your classes end in a couple of weeks.
- Wood stairs – To start on Friday last.
- Dusk to Dawn LED lighting in the alley – within the next couple of weeks.
- Eavestrough were cleaned.
- Albert St. Sign - Pending, to F/Up again next week.

Date of next meeting:

End of meeting: 8:55pm