



# 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:** Monday March 22, 7pm, via Zoom

**Call to order:**

**Attendance:** Jana Strittmatter, Carolyn Hay, Steph Higgins, Laura Hatton, Leanne Wells, Leo Kyle (8pm), Melissa Lehman, Tracey Marques, Patty Fallis-Robbins, Erin Legary

**Membership Attendees:** Sithara Yasheeb, Joelle Kloschinsky, Cathy MacLellan, Subhiksha Sridhar

**Regrets:**

**Approval of previous minutes:** [February 2021 minutes](#)

**Laura motions to approve February 2021 minutes**

**Carolyn seconds**

**All in favour**

**Minutes approved**

**Approval of agenda:**

**Laura motions to approve agenda for March 2021 meeting**

**Carolyn seconds**

**All in favour**

**Agenda approved**

**Aims of meeting/Discussion Points:**

**1. Registration for next year**

- Planning committee met to discuss options for next year, keeping in mind the following objectives:
  - financial viability;
  - safety (ie cleaning); and
  - flexibility to add classes/change staffing models
- After contemplating 7 models, the planning committee has proposed the following for Fall 2021:
  - Monday and Wednesdays:
    - Preschool AM class (9-11:30am)
    - No Preschool PM class

- Teachers clean in PM these days (similar to how we operate Mon/Wed this year)
    - Screener/cleaner same hours as this year
  - Tuesdays and Thursdays:
    - Toddler AM class (9-11am)
    - KinderPrep PM class (1-3:30pm)
    - Screener/cleaner works through first class to help with toddlers, cleans with teachers in between classes, and stays to screen KinderPrep class at arrival
    - Teachers clean in between Toddler and KP class (along with screener/cleaner)
    - Committee/Co-op roles will need to fulfil cleaning of classroom on Tuesday and Thursday evenings. As we need to ensure this cleaning is completed, we may need to continue our “no opt-out” rule, and we may also need the cleaning committee to be mandatory (ie, not run other committee roles?)
  - Friday’s class and Mon/Wed PM Preschool will not be offered in September, but we could add these on if it becomes feasible (ie, if duty parents are allowed at some point)
  - Duty parents are not allowed at this point. This *may* change prior to September, or at some time in 2021/2022, which would allow us to reduce staffing / add classes
  - After reviewing other preschools in the areas, WCP is already at the top end of pricing, and the Planning Committee felt it would be unpalatable to raise fees
  - This current model will still run us a deficit for 2021/2022, but it had the best financial outlook of the options considered. It is very tough to get an accurate forecast for 2021/2022 as there will likely be some funding provided, but as we can’t rely on this, the model did not include extra funding.
- Thoughts/discussion?
  - *Difference in deficit for being closed vs running the proposed program was only around \$1000*
  - *Laura mentioned the difficulty of requiring families to be on the cleaning committee - finding childcare, using chemicals etc is not feasible for some families, especially on a weekday evening*
  - *Families that are unable to participate in cleaning crew could be given other duties, but this would be worked through individually*
  - *Round table thoughts*
    - *Members expressed interest in seeing past minutes to see discussions and other decisions that have been made already*
      - *Will discuss how/where to post as they are normally available in hard copy outside of the classroom - could be posted on website*
    - *Members expressed they had no idea of the work that goes on behind the scenes for the board- thank you!*
    - *Could we create a more interactive way to discuss within the parents? I.e whatsapp group, messenger etc*
- Next steps:
  - Decision/Motion on classes to be offered

**Leanne motions to run classes as proposed in the current model the planning committee created - M/W preschool, T/Th am tots and pm kinderprep**

**Steph seconds**

**All in favour**

**Motion approved**

- Participation for next year - opt-out or no opt-out?
  - *With very few exceptions, we will not be offering the opt-out option next year*
  - *In our updates, we need complete transparency - the website, reg packages etc need to have opt-out options removed*
  - *We want to stress that as a CO-OPERATIVE, we rely heavily on parent and family participation, especially with our tuition spots being down*
- Pre-registration and Registration packages to be updated
  - *Laura will work on updating the packages and try to send out within the week - Jana to review*
    - *We want to offer the pre reg asap as we are already behind*
  - *Steph will check with current purchaser family who had mentioned he has ability to create fillable adobe forms*
  - *Hard copies available to current parents*
  - *We want the forms back asap, it will allow better forecasting for budgeting next year*
  - *We need an address to find a way to have families drop off the hard copies of forms - will discuss offline*
- Communication to families
  - *Will include in the April newsletter*

## **2. KinderPrep extension for April 1 2021**

- The teachers had a proposal for KinderPrep, starting April 1, whereby we could allow families to drop off their children 30 mins earlier, and/or pick up 30 mins later, for a premium “before care” and “after care” charge
  - Allow students to be dropped off 30 mins earlier (8:30am) for an additional \$45 a month (this works out to about \$5/class)
  - Allow students to be picked up 30 mins later (12 noon) for an additional \$45 a month
  - Or do both, for an additional \$90 a month
- Teachers have indicated this additional time could be accommodated within their existing schedule, so no additional staffing costs for the Preschool
- We would administer this similar to our tuition today - ie, request additional cheques from families in advance for remainder of school year, if they choose to enrol
- Thoughts/discussion?
  - *Create a form for parents to use - one form with check boxes for which option they are choosing*
- Next steps
  - Decision/Motion on KinderPrep extension

**Leanne motions to approve the offer of extending the kinderprep classes**

**Steph seconds**

**All in favour**

**Motion approved**

- Communication to families
  - *Will send out an email to current kinderprep families - would start april 1*

**3. Updates on Co-op Roles - Leanne?**

- Any feedback?
  - *Connecting with families to make sure they are ok with their roles*
- Yard clean-up - one completed!
  - *Need a list of duties that normally get done*
    - *Jana will look into the school improvement file to see if she can find the checklists that are supposed to be there*

**Updates**

**Supervising Teacher (Tracey)**

***Requests/Questions to Board***

- Permission for teachers to do zoom meetings from home with families end of day as needed or flex time to do so without masks and to be more flexible with time
- add contingency plan to policy? Supply teachers now Vanessa, Connie, Laura, Erin, Carolyn
- policies to approve - VSC
- <https://docs.google.com/document/d/1KkIXF1c14HEqF5aGf50AznPSs2PRj2oeThviJRCB-dQ/edit?usp=sharing>

***Jana motions to approve the updated the VSC policy***

***Carolyn seconded***

***Motion approved***

***Carolyn will update website and handbook with policy***

- Need new screener cleaner in The Fall, Erin is not able to commit to this role.
- Approve changes to Police checks and VSC policy see suggestions and newest info links above

***Steph motions to approve the Criminal Record Check and Offense Declaration Policy***

***Laura seconds***

***All in favour***

***Motion passed - Policy approved***

- If we are sending out a survey please ask if anyone is interested in virtual parent classes with our Behav spec? 1 response so far from February newsletter
- From Region:
  - A Stabilization Funding application will be released by the end of March and will be due April 23, 2021.

- It is expected that applications for Repairs & Maintenance Funding will be released in April 2021 and applications will be due in May 2021.
- If you have specific questions regarding 2021 Funding, please contact Bethany Wagler-Mantle CHSAdmin@regionofwaterloo.ca or 519-501-5765.
- The Core Funding Application will require staffing information as of June 1, 2021. To support program sustainability, Operating Funding amounts for January – August, 2021 will only be adjusted retroactively if Staff full-time equivalents (FTEs) as of June 1, 2021 were reduced by more than 25% compared to 2020 Operating Funding levels
- If a retroactive funding reduction is required, Children’s Services will work with the impacted program to mitigate negative impacts. Retroactive funding increases due to increases to FTEs will be approved as funding permits.
- Operating Funding amounts for September-December 2021 will be adjusted based on FTEs as of June 1, 2021.

**President (Jana)**

- Very busy month with Planning Committee and discussions for next year

**Vice President (Leo)**

- Thank you, Tracey, for finding people that can assist as supply staff.
- All supply staff need a signed contract before they start work.
  - *Contract created for supply staff to sign at employment*

**Treasurer (Steph)**

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**Bookkeeper/Admin (Melissa)**

- ELCC Meeting today regarding 2021 Funding:
  - **Stabilization Funding** will be provided for April to August 2021 at a rate of \$175 per operating space per month. We will be eligible for \$8,400.00 of this funding. The application will be released in March and due April 23rd. This funding can be used for part of staff wages, cleaning costs, rent, admin costs, snack costs, supplies including PPE and maintenance. We can also request to apply some of this funding for specific requirements like replacing tables/chairs etc damaged by cleaning or purchasing an additional tablet.
  - **Stabilization Funding** will also be provided for Sept to Dec 2021 but the specifics have not been determined as they may be impacted by other funding streams.
  - **Room Closure Funding** will be available until August 2021.
  - **Repairs and Maintenance Funding** applications will be released in April and due in May along with quotes and documentation of need. If approved, the funding will cover up to 50% of the approved cost. The funding supports license related repairs/maintenance (for example, replacement of carpet with vinyl flooring).

- *We should come up with our ideas for submission for this funding as it has to be submitted the soonest - sink in the classroom, flooring, air purifier?*
  - The 2021 Core Funding application which determines our Operating Funding and Wage Enhancement Funding for the second half of 2021 will be released mid 2021. Any adjustments for the first half of the year will be assessed at this time as well.
  - The 2020 Region of Waterloo Funding Reconciliations are due April 16th.

**Membership (Laura)**

- As of April 1st:
  - 13 Preschool students (with one additional commitment to attend but no form yet)
  - 11 KP students
- Numerous new requests to join, I am just waiting a couple days on answers before sending out the next batch of pre-registration forms.
- Several parents have reached out to ask about registering for September.

**Communications (Carolyn)**

- Website updates - We added COVID policy and screener to the main page. Is the placement ok with all?
- Website referencing Toddler programming - should we add that it's not available currently, and targeted for next school year?
  - *Can be updated with our current proposed model*
  - *Include that PM preschool is currently waitlist only - many factors will affect if this program is able to run or not*
- Newsletter - will be sent out Sunday March 28th - any additions, please send by Friday for consolidation.
  - *Including pre reg and reg information as well as yard clean up dates*
- Yard Cleanup - Next cleanup date is March 27th. What is the intent for communications? Should I send out a reminder a few days prior and include the organizer details? We're still looking to fill 3 places - and confirmation required from organizers on the last two dates (I assumed that it would cycle through Andrea again, and due to there being no third cycle, I put Subhiksha as family 1 for last cleanup date):

Date	Organizer	Family 1	Family 2
13-Mar	Andrea	Parvin	
27-Mar	Joelle	MacLellan	Youssef Helwa
24-Apr	Subhiksha	Bobvel	Sravya
29-May	Andrea	Bankar	
19-Jun	Joelle	Subhiksha	

**Secretary (Leanne)**

- *Air purifier update - for our size of room the purifier is \$779 plus tax with a \$50 discount - filters only need to be changed every 3-5 years*

**Leo motions to approve up to \$1000 for acquiring an air purifier**

**Carolyn seconds**

**All in favour**

**Motion passes**

- *Leanne to reach out to acquire air purifier, will include Steph for payment info*

**School Improvement (vacant)**

- *Jana to access email account to find checklists*

**Operations (vacant)**

- *Tracey to reach out to church re signage and/or flooring*

**Dates of next meetings:**

- Monday April 19 @7pm
- Monday May 17 @7pm
- Monday June 14 @7pm

**End of meeting: 9:25**