



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: March 31, 2022 7pm

Call to order: 7:01pm

Attendance: Steph Higgins, Carolyn McCoey, Deanna Mackey, Britney Stewart, Leo Kyle, Emma Ens, Krissie Bellrose, Leanne Wells, Tracey Marques, Morgana Lernout, Brendon

Membership attendance - Nick W, Manish (Varenya), Ajaypal, Austin Roche, Nicole Smith, Alberto,

Regrets:

Approval of previous minutes:

Approval of agenda: Motion to approve by Leo, seconded by Morgana

Aims of meeting/Discussion Points:

- Enrollment updates for next year
- Budget Presentation
- Board recruitment
- New Child Care funding - how we will proceed
- Other Region funding opportunities this spring/grants
- Board Self Evaluations

Motion to approve by Leo, seconded by Emma

Updates

Supervising Teacher (Tracey) (I will tidy this up!)

Personnel

- Enhanced staffing 04/04 to June = 11 hrs a week Natalie (Todds and KP)
- PD day May 9
- Ice day closed March 23
- Please help seek clarity on who is responsible for Region communications, funding applications ? Melissa used to do this, and now, I don't hear back from the board or book keeper about notices that are sent to us, so I often don't know if things are being

addressed or if I need to forward things or follow up with the board to see who is doing it? Not sure what my role is other than helping keep on track with due dates, and provide ideas for funding opportunities for H&S, technology grants etc. Please advise me on this.

- *(Britney): Could revisit the operations coordinator role that was suggested a few weeks ago? This responsibility could be moved to that role, along with better organization for the Board, grant funding, changes to childcare (like we're dealing with now), assigning committee roles, etc.*
 - *Would take load of Tracey with admin/operations tasks (Steph - agreed!)*
 - *Operations Coordinator's email address would need to be listed in CLS entry for WCP to receive emails - best set that up now as it's the kind of thing new boards forget. (Carolyn)*

Classroom developments

- Laurier 3x spring students may to july
- Would the board have anything for students to do in July?
- covid cases in the preschool
- March 9th PH requirements update memo: Lifting of Health and Safety Measures in Child Care

Requests/Questions to Board

- Update Key fob list, who has one? Who will update the spreadsheet?
- Who can check if our insurance covers field trips? Just wanted to make sure this was covered, as next year perhaps we will be able to resume some preschool and KP trips if we are covered for it. Some centres indicate no siblings are permitted to attend these trips due to their insurance.
 - *(Britney: our registration form says not to bring siblings)*

Our new Early years analyst wants us to discuss the following at our next meeting:

- - Create a reflection wall in your staff room where staff can add successes and challenges in completing the work plan
- - Schedule 15 min touch points with staff/board to discuss reflective questions
- - What evidence tells you that we are making progress on our goals?
 - *Carolyn is at the meetings, so progress to completion*
- - What barriers keep us from achieving our goals?
 - *Recurring members and longevity*

- - What resources and supports do we need for this work to continue?
 - *Reaching out to past members to allow them to continue to serve in some capacity*
- - How might we shift or adjust this goal so we can be successful?
 - *Aim to retain board members longer, recurring membership, offering more to the board,*
 - *Make a distinction between being an executive and being an officer - officer doesn't have to come to every meeting*
 - *There can be no financial remuneration*
 - *Implementing a shadowing/mentorship program -*
- - Could this goal continue into the next cycle, if so how might that look?
- Lianne Horne (she/her), RECE, BASC is our Early Years Analyst (CHS) from Region.

Grants funds

- Safety: Fence-permanent to gate to playground- fundraising/grant for this?
- desperate for a working printer- technology or pd grant?
- Teacher wish list is hopefully helpful for future planning of expansion and funds/grants
- <https://docs.google.com/document/d/1yIEAidnLu4b34XS8MYTw9GQIxir9i583DzseFCIW FU8/edit?usp=sharing>

Comments

-Lots of updates, memos from region, public health, ministry of ed, federal govt all referenced by date. Many emails, notices, funding due dates from many sources-sent info to board and bookkeeper, several grants due soon for equipment and supplies.

If you have any questions, do not hesitate to contact us at CHSFunding@regionofwaterloo.ca. Re: the recent funding applications that were due.

- see memo on March 23 from region regarding funding and expansion and WEG
- While we anticipate that there will be funding to support expansion through the Canada-wide Early Learning and Child Care Plan, details, At this time, Children's Services is not able to commit to new start-up funding, new fee subsidy agreements, or other ongoing funding (aside from Wage

Enhancement funding) for any new child care site that is opening in a location other than a publicly funded school.

- All programs that are planning an expansion should be aware that funding eligibility requirements and priorities may change in the coming months and years.
As soon as new funding information is available, Children's Services is committed to clearly communicating opportunities for funding to all eligible operators.
- Planning for Expansion
If your program is considering expanding (e.g., increasing capacity in current location, adding a new location, etc.), please reach out to Shannon McIntyre
 - (ShMcIntyre@regionofwaterloo.ca) as soon as you are beginning these discussions.
 - (Steph and Tracey have begun an email conversation with her)
- Typically, increases to operating funding for existing programs (e.g., where operating capacity and staff FTEs are significantly increased) are processed annually, as funding permits.
- Programs considering expansion to their FTEs should continue to reach out to Children's Services to discuss their plans and learn more about if and/or when increased funding might be available.
- If you have specific questions regarding funding or want to talk more about the potential expansion of your program, please contact Shannon McIntyre
 - (ShMcIntyre@regionofwaterloo.ca or 519-501-5765).
- the May 9th PD Day and Continuous Quality Improvement Grant Maximum Funding Letters are now available on the Children's Services Portal. Please use the eligible FTEs listed on the letter to complete the application that was posted late last week. Please note that the application is due **April 6, 2022**.
- March 28th memo: **policy changes required** (sent this to board CWELCC resources for licensees and regulatory requirements) **
- **Fees need to be in parent handbook** as well as if we joined the agreement- regardless if we joined or not.
- Keep a copy of any agreement we enter into with the local service system manager at the child care for inspection at the next licensing visit.
- Communicate to parents and staff within the time frame.
- Opt out letter attached to Canada wide early learning and childcare agreement -march 28th- maybe we opt out this year? Can opt in next year...see how it goes?
- Letter from Lecce to be sent to membership as per ministers request March 28
- Please let families know we are closed this day May 9th 2022 for PD.
- Final Stabilization Approval Letters are uploaded to the CHS Portal to view
- Teachers suggest putting Friday afternoons on a waitlist and toddlers on waitlist (after 10)...until we get approval, materials, license renewal and region money to fund expansion.
- Cannot increase to 15 toddlers and add Friday afternoons without the materials and revision to license. Plus the increase in staffing, fees? and classes need to be considered with

new region funding/info to see if this is covered unless not signing onto new Provincial plan for this year can opt out. Opt out form is available.

President (Steph)

- Britney has flagged a few parents who have expressed interest in the board and I have reached out. I will follow up more
- We should be doing a reflective self review of the board around this time - I can put a survey together for us based on previous self reviews
- New Canada Wide Early Learning and Childcare Program and what that means for us - do we want to participate or not? If we do, we will have to change our fee structure
 - (Britney) - Reg/membership fee doesn't count towards the fee freeze (ie. we can keep it)
 - We can opt out for a year and go back into it next year (I think opt out is only for a year)
 - We will receive funding for refunds to parents
 - As long as the fee increase was communicated before March 27th, we can continue with the fee increase (It was not communicated to public-only internal members) Fee Price freeze if signing on to Provincial childcare plan (no increase)
 - Only RECEs available for wage increase
 - Funding includes costs of inflation
 - No changes to ratios
 - Wage increases retroactive to april 1

Vice President (Leo)

- *Should we hire an operations manager position?*
 - *We don't have room in the budget to hire someone*
- *Contracts - looking at june*

Treasurer (Brendon)

-

Bookkeeper/Admin (Deanna)

- End of Feb sent out Jan refunds
- Meeting with credit union tomorrow to be added to new account
- Full year forecast is ahead of plan - forecasting deficit of approx \$5000
- Received region funding for 2022 - approved amounts increased in wage enhancement & general operating grant
- Completed all reconciliations for 2021
 - Wage Enhancement - owing \$2825.42
 - Operating Funding
 - Infant Toddler Supplement
 - Stabilization Funding
 - Pay Equity Funding

- Draft budget based on approved classes/staffing created - may need to change based on new provincial plan
- Reviewed KW grant & added financials - need the quote for which roofing company you plan to use - due today
- Completed PD funding grant
- Reviewed Continuous Quality Improvement Grant - but need specifics on employee effort to cost out - sent questions as specific criteria on initiatives need to be met for funding for which I do not have the knowledge of:
 - Developing and or participating in professional learning development and or mentorship opportunities
 - Developing and or implementing retention and recruitment resources
 - Building an equity based workplace (strategies and incentives that support diversity and inclusion in the workforce)
 - Supporting continuity and sustainability in employment

Membership (Britney)

- We have a little more than half a dozen current families sign up for next year; only 2 full registration packages returned - need to make sure the families who want a spot get the registrations in
- Opening up to new families April 5 - have a lot of people on OneList wanting to join in Sept.
- Do we know more info about pre-authorized payment?
 - *Wanting to have that in place effective by July*
- Is there a spring board meeting to vote in new board members? Might be good for someone who is interested in a position to shadow for a bit
 - *Last year we did it in may online*
 - *(Should be done in May - been done in hallways via ballot after classes. Have interested people start to attend board meetings from now so they get up to speed - Carolyn)*
- Membership assistant to clean up OneList - there's a lot of backlog from previous years
- I've set up the 2022/2023 Registration spreadsheet that people can have access to or use for committees/membership information - there are a lot of formulas in there so don't change anything unless it specifies to

Communications (Emma)

- Newsletter for April nearly complete - will send out tomorrow morning to be reviewed before i send it out to membership
- I have been trying to recruit board members. So far three returning parents have said 'yes' they would join the board next year. Their names have been sent to Steph.
- Busy with emails almost daily
- I will post to social media when we open up registration to public/OneList

Secretary (Leanne)

- Will reach out to parents for roles - fundraising is the big one needed

- We can not give the grants job to a parent because there is sensitive information and they would have to sign the confidentiality form
 - We need to come up with a better system - I was truly at the point of wanting to be done with the entire board
 - (Carolyn - used to be done by Treasurer and Bookkeeper with ideas in out from board and teachers.)
 - I remember Tracey saying that every year the board burns out in March which is when the work really begins - maybe we need to put in a week where no one answers anyone? Can we all check out over March break? I don't know but something needs to change
 - Maybe Deanna needs more hours to do the applications?
 - Maybe this could be an EYE goal? Or part of the grant application to find time and resources to help neurodiverse parents who want to volunteer but struggle?
- How are we planning to recruit for the board if we don't get enough members who want to participate?
- What is or will change for duty parents from how we have had them previously? - masking, hand washing, snack prep, cleaning etc
 - *Ask parents for availability, create spreadsheet and schedule*
 - *Offer 15 minutes after as well*
 - *If they aren't able to fulfill the duties, they will be asked to revert back to a non participating role*
 - *Split classes between ops and secretary*

School Improvement Krissie

Operations (Krissie)

- Setting up the yard clean up. Sign up sheet will be with the screener next week. Pending date is April 16 & 17th (if the weather is too bad we can change it) Email to the parents will go out after the meeting with all the information on what needs to be done.
 - Should we wait longer until weather is nicer so more can be done (we don't want to start everything and then have it get cold and snowy again)
 - *Two dates - pick one or the other to fulfill obligation - or can do weeding on another option*
 - (Carolyn - that's the Easter weekend!)
- Orange fence I reached out to the church about it. They are wanting to know what kind of fence we're looking to put up.
 - Do we need quotes for it ?
 - What kind of material are we looking to do ?
 - Temporarily, safety is priority
 - Create a fence from pallets with hooks and so its able to be open or closed - will email the church
- Order from Frank's was picked up
 - *Delivery? Safer to pick up but keep in mind that delivery is available if needed*

Admin Officer (Morgana)

- Need to complete parent handbook with newest info from licensing ie fees etc

Date of next meeting: April 19 @7pm

End of meeting: 9:24pm