



# 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:** May 17, 2022 @ 7pm

**Call to order:** 7:03pm

**Attendance:** Steph Higgins, Leanne Wells, Deanna Mackey, Britney Stewart, Morgana Lernout, Tracey Marques, Emma, Brendon Simon, Krissie Bellrose, Carolyn McCoe

**Membership attendance:** Ryan Kravalis, Nicole and Nick (sabrina kieswetter), Anthony and Meredith (Holden Waylyn)

**Regrets:**

**Approval of previous minutes:** [April 2022 Minutes](#)

**Approval of agenda:** Morgana motions to approve the agenda for May 17, 2022

*Britney seconds*

*All in favour*

*Agenda approved*

### **Aims of meeting/Discussion Points:**

- Discuss Canada Wide Early Learning and Childcare Program
- Fundraising update
- Talk about meeting for Teachers' contracts
- New Board Vote - online
- EYE Meeting with the region

## **Updates**

### **Supervising Teacher (Tracey)**

#### ***Classroom developments***

- Unscheduled Licensing visit last week, no non compliances during inspection
- **Requests from Ministry noted: repair roof, printer scanner**
- Public Health inspection conducted-no concerns.
- Way to go team!

- EYE classroom visit from region scheduled for June 15
- One closure day to report: due to covid and no staff :spent day with 13 zoom meetings connecting with parents, much valued parent engagement time.
- Continue to do snap referrals for resource consulting and access to service
- Classroom support still much needed, covered by kw hab support money
- New Laurier student toddler class Ariaah, wonderful nature.
- Interviewed new supply...not strong..offered volunteer hours. Interviewing another on Thursday am
- Lots of meetings scheduled for the last weeks of school, many transition to school meetings, ISP meetings, new SNAP meetings, several Region meetings
- Working on graduation plan last 45 min of class of last day.

### ***Requests/Questions to Board***

- Childcare licensing survey - Tracey working on it in ccls - For our license body
- Need wind block moved asap,blocking our view. Move to opposite side
- Your feedback is important to us, we invite you to complete the Early Years Engage Block Meeting Survey using this link: steph, just confirming you are doing this? Is it done?
- <https://surveys.regionofwaterloo.ca/?e=254457&d=e&h=C118B4F3746A560&l=en>
- Survey results from our families. EYE goal expansion on surveys: Share all on drive for easy access for present past
- The 2022 Repairs and Maintenance Funding Guidelines and Funding Application are now both available on the Children's Services Portal. The deadline to apply for Repairs and Maintenance Funding is June 7, 2022.
- Provided Deanna info ie playground inspections, licensing request to replace roof./printer
- Made some money on Lovable Labels and Scholastics this year. Scholastics went back into books.
- Orders and supplies to be done within the month, need cubbies, one big table toddler size, box chairs etc...as discussed earlier, will order them through companies who can bill us. We have an account with several. Our craft truck no longer comes by truck, they just deliver your order so they now have a larger selection of things including cubbies, so we will pull together that order soon.
- Do you want staff to do this ordering or a committee person looking for a job?
  - *Tracey to start ordering process - she has contacts and lists and billing information*
- Printer part, or a new brother printer since licensing wrote up a requirement would it help with a funding opportunity?
  - *Britney motions to purchase a new printer up to \$1000 as needed*
    - *Brendon seconds it*
    - *All in favour*
    - *Motion passed*

- Brendon to place order in the next few days
- firm up date for roof repair please: before Glen does annual playground inspection in Aug.
- <https://business.google.com/reviews/l/15447352139780885256?hl=en>
- ask for google reviews from families/board to boost our listing and provides free good advertising. Add to newsletter.
- Parent Handbook, some ministry changes and requirements needed in the handbook by Sept 1, once completed must be uploaded to website and sent out to the membership. Fee schedule etc needs in there
- Also suggest changing word duty parent everywhere... to "volunteer duty parent" as it is confusing for the ministry as duty parents to the ministry means 2 parents with first aid and training in place of a teacher.. We use our parents as volunteers..
  - Classroom participant or volunteer, parental volunteer - classroom volunteer
  - *Morgana motions to change duty parent to classroom volunteer in all of our terminology*
  - *Emma seconds*
  - *All in favour*
  - *Motion passes*
- Email loop with president and admin assistant re this. Is there a person assigned to update the parent handbook or is this assigned to Patty and I?

### **Comments**

- Tues aug 16 Teachers on site for morning, meet with individual parents, as requested required ie to determine KP readiness or brief site visit/tour/ complete ISP plans or emergency plans for children with medical needs, apply for Classroom Support if needs warranted for classes needing it.
- september 2022 Important dates
- last day to withdraw June tuition/security deposit would be due July 1st.
- If not starting in Sept then they need to provide notice by July 31st or the security deposit would be applied against their Sept tuition
- Sept tuition will be Sept 1 -this should be updated in parent handbook
- Tuesday August 16th morning 9-11 teachers available for preschool tour- will be there 7-12 and can offer zoom meetings in afternoon 1-4.
- Teachers onsite setting up Tuesday and Wednesday Sept 6,7
- AGM \*usually held Tues or Wed night virtually 7pm September 6th or 7th. Set up on zoom presidents email account and sent out to all members. This is recorded and shared with new members as it is mandatory to attend.
- Thursday Preview day 9-10 toddlers, 1030-1130 preschool, 1230-130 Kinderprep : zoom meetings 230-4pm for individual needs plans ISP emergency plans etc
- Friday Teacher prep day.
- Head teachers work full time til end of October every year so all know all kids, to train volunteer duty parents, start up business (Natalie should join Toddlers in sept to get to know them, and to help since duty parent will need the month to train and get files done and they wont be much help -large new group- will need help) Erin will only work Tues, thurs ams as she is in school til Jan.
- Monday Sept 12 morning staggered start for 6 Preschoolers
- Monday to Friday Kinderprep full start.kp bring cups and containers with lid september

- Tuesday am Toddler staggered start 3 kids first 45min. 9-945, 3 from 10-1045
- Wednesday am staggered start for 5 preschoolers.
- Thursday am Toddler staggered start 3 from 9-945, and 3 from 10-1045 (if there are 15 add them in spread out so no more than 4 at one time) (Membership officer using sketches this out for parents and give them their time slot at the AGM or by email thereabouts.
- Friday all remaining 5 Preschoolers come for their staggered first week.
- Toddlers Sept20th and 22 until Thanksgiving one hour only from 9-10am ( will need this as usual, build on their comfort...will assess by end of Sept if can start any up full 2 hours and will communicate that with those families.
  - *Hour and a half, until 10:30 not 10*
- Duty parent Training throughout September,
- Duty parents starts up in October. some training is virtual on zoom and some is in person. secretary asks for availability for october in september and issues it mid end of september to the parents including a back up person for each shift.
- Closed Oct 10th thanksgiving
- closed Christmas Holidays Dec 19-30 or is it Til Jan 6th-check school calendar
- Keep in mind there will be a couple more mandatory PD days for the teachers, closure
- Closed Family day Feb 20
- March break Mar 13-17
- closed April 7th and April 10th 2023
- last day of classes June 23?
- last week of june teachers clean up and planning.
- October 11th all toddlers full 2 hours unless specific people still need to stagger in.

**INFORMATION ON NEW CANADA PLAN** evolving quickly, I am attending all meetings-the next one is May 19th, and will keep you informed in summaries and forwards as to developments and information that comes about in order to make a decision if opting in or out of the program, apply for the application once it is ready from the region...and see if are accepted and then communicated by Sept 1 to all parties.

**Maybe wait to vote until June meeting?**

From yesterday's e-Newsletter...

"Ontario's Ministry of Education has publicly released an update to its management and funding guidelines for Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs).

Regional governments in Ontario have a unique role for the planning, funding and oversight of social services, including children's services. This gives them responsibility for shaping child and family programming in their region, which now makes them major players in designing the new Canada Wide Early Learning and Child Care (CWELCC) plan.

Ontario will receive \$1.099 billion in 2022, the initial transition year of the 5-year \$10.2 billion CWELCC agreement. How the money gets spent will determine if the vision of affordable, quality child care for all preschoolers is realized, or if the goal of low parent fees merely flows public dollars to a private market.

As they now stand, the guidelines don't entirely determine the outcome, but they do contain reason for hope.

First the basics. Licensed child care operators have until September 1 of this year to inform their children's services manager if they are in or out of the CWELCC. Those that opt in will receive funding to lower their fees to parents by 25% by the end of 2022, 50% by the end of 2023 and to an average of \$10 a day by 2026.

Here's where CMSMs/DSSABs come in. They get to determine whether the fees charged to parents are reasonable. They can exclude costs that are not directly related to the care of children (no more public money paying for owner car leases or mortgages). They can assess whether rents, goods and services are provided at fair market value and deny inflated charges. They can set limits on what surplus, or profit, an operator can amass and limit operators from hiring their own spin-off companies. If a child care business is sold, or its corporate management changes, fees, staff compensation and other costs must remain the same. In other words, children's service managers can curtail corporate growth by restricting profit-making using public funds

While Ontario's response to educator wages was lackluster, particularly in comparison to the compensation efforts undertaken by other jurisdictions, the guidelines recommend that at least 80% of operators' budgets go to salaries and no more than 10% of the wage bill be used for administrative positions. This could have a major impact across the sector since only publicly-operated child care now meet that threshold. CMSMs/DSSABs are also responsible for assessing management salaries and benefits for reasonableness. Going forward, any increases in salaries and benefits for child care managers must be no higher than the increases provided for program staff. Since many private operators make their profit through inflated management and administrative costs, this is another tool CMSMs/DSSABs have to dampen enthusiasm for private ownership.

On the downside, while quality is a perennial problem in for-profit child care, it is not an impediment. CMSMs/DSSABs are restricted from using quality assessments in determining the eligibility of a provider to join the CWELCC.

The big outlier in the guidelines is of course educator compensation, which we will delve into next week."

Access the full e-Newsletter on our website: [https://www.oise.utoronto.ca/.../e-Newsletter\\_Archive.html](https://www.oise.utoronto.ca/.../e-Newsletter_Archive.html)

## **President (Steph)**

- Board Updates:
  - Samantha Kowlaski - President
  - Rebecca Bovbel - VP
  - Sarah Paethke - Treasurer
  - Anu Bhadauria - Membership
  - Britney Stewart - Secretary (Tentatively)
  - Brendon Simon - willing to come back as assistant treasurer
  - Still actively looking to fill Communications (hopefully at least Operations as well)
  - Planning to have the Online vote done before the next board meeting
- EYE Meeting: Many preschools are facing the same challenges in regards to parental engagement/staff retention
  - Suggestions for other was to connect parents digitally - "Hi Mama"

- Outline expectations for use with parents - written agreement that limits when/how parents will be responded to via email and the apps - helps to prevent burnout with staff having to keep the app updated
- Other sites are allowing parents in to view the facilities - helps them feel connected - sparks interests in new families
- Printer - just need to confirm the part and I will order it
  - *Not needed now*

### **Vice President (Leo)**

- 

### **Treasurer (Brendon)**

- Expense Reminder for end of school year
  - *Ensure all expenses and receipts are in please*
- Completion of Kindred Account set up - last steps are to transfer reserve accounts
- Set up of Pre-authorized payment system
  - This will allow automatic billing to families - no more cheques, e-transfers, reminders.
  - Test payments in progress Next step: Special Forms to be created - sent out early June
- Investigating No Fee Corporate Business Visa or Mastercards
  - Allows purchasers to easily charge to preschool directly - from snacks to new cabinets, without having to wait to be reimbursed or fill out a form
  - Benefit to preschool is centralized management, limits and automatic receipt capture for accounting - also get cashback
  - Fintech Companies like Float Card and Caary
  - Works similar to prepaid credit card, not tied to anyone
- Register for Direct Donation Website(s) -
  - Allows families to donate to the Preschool directly via credit cards (or Visa Debit), paypal etc. in a few clicks.
  - Most are no fee or low fee - tax receipts issued automatically and tracked automatically
  - Can specify what donation goes to
  - Registering allows for faster processing and direct deposit to Preschool account
- *For consideration to implement next year: Zephy (formally SimplyK)*
  - Volunteer database system - can create committee obligations and sign ups. No login required by families.

### **Bookkeeper/Admin (Deanna)**

- Confirming that someone will be providing me with the list of committee obligations and playground cleanup cheques to be cashed?
  - *In process*
- PD funding approved:
  - Wages & Benefits: 149.95
  - Fee replacement \$657.72 - what are we doing with this?

- *Give the option to the parents of taking the refunded amount or allowing it to be flipped into the gazebo fundraising*
  - Technology \$1000 - recommending using this for printer
  - Food & Refreshment: \$75
  - **Must be spent by May 31 & funding reconciliation due June 7th**
- Repairs & Maint Funding - due June 7th
  - Still need the updated quote
  - License inspection noted the need for new roof so that satisfies that portion of the application
  - Confirmation that lease expires Aug 22?
- Supplemental Unemployment Benefit Plans - WCP registered back in 2020. Received notice if you want to continue to offer with or without an end or renewal date or cancel?

### **Membership (Britney)**

- Deadline for families to get the registration packages in is May 20th OR 2 weeks after they received it. Otherwise the spot will be released. If someone is waiting on a police check - you can hand in the rest of the package and just indicate that you are waiting on something
- Reminder to send in the \$50 membership fee when the pre-registration forms are sent in - this secures the space in the programs
- Per Deanna's email about PAP - do we want someone (membership assistant?) to get in touch with families to go over the registration package, including withdrawal policy? We could do it when the info about pap goes out?
  - *We will create a separate online document with the major points of contention that we can make sure people sign - can go out after the agm for september members and anyone who enrolls after can watch the agm and then get the form*
    - *Said form will include info about withdrawal fees, sick days, duty parent schedules, committee obligations etc*
      - *Create as online doc and each point needs to be initialled*
      - *Britney, Leanne and new membership officer will get together over the summer months to create the document*
- After we vote - I will update the OneList welcome message
  - Do we want to update the registration forms with something about it?
- Printing expenses - I've sent a couple of expense reports in for reg forms/package printing from Staples
- FYI - The rainsuits from Costco are on sale for \$9.99 right now

### **Communications (Emma)**

- *June newsletter in process*
- *Lots of emails going out*

### **Secretary (Leanne)**

- Have an e-mail out to roofing company for updated quote, should hear back soon - when do we want to do this? I imagine they will only need a day, maximum 2 so theoretically they could do a friday saturday before the end of the year if they have availability - not sure if this is allowed - I can coordinate with opening the gate and whatever else they may need
- Is there a picture day retake for kids who were sick? We randomly spiked a fever today and missed school
- End of the year BBQ - Nicole has reached out to the region and the covered gazebo rental at waterloo park is just under \$125 (picnic shelter). We are allowed to bring our own bbq and having the gazebo means we can do it rain or shine
  - Would we do a weekend or a weekday? Should we survey membership or just decide on a day?
    - *June 23 from 4pm to 6pm*
    - *Send out a survey asking how many from each family and any dietary restrictions*
    - *Send out as an evite - can nicole do that this week?*
    - *Sidewalk chalk, bubbles, balls, hoola hoops*
  - Do we want to fundraise with it? Like charge a few bucks for hamburgers, hot dogs and drinks and whatever we make can go back to the roof structure? Or do we simply try to make the cost back of the shelter rental and food purchase?
  - Another option Nicole suggested was a general admission fee for families - maybe \$5-\$10 or something so its accessible to everyone but we hopefully make back the cost of the rental and food.
- Any members who have used a membership family to help them out in any way, please send me a list so I can start cross referencing with my list to make sure we know who hasn't done anything and I can give them a job (bbq would be a great way to fulfill any remaining requirements)
- Printer part has been sent to Steph - I think the amazon part should be ok - we also got the technology funding of \$1000 so we should be able to use that to purchase the parts.
  - *If ordering the new one, what do we do with the other one? How do we get rid of it/dispose of it? Should we sell the toners? Let someone else have it? Donate it to the library maybe?*
  - We also need a wifi extender and whenever both parts come in, I will bribe JC to come in and set it up. He said it is more complicated than I thought, but I am almost as untechy as Tracey
    - We can probably do it the same weekend the roofing people are there and kill 2 birds with one stone
- Nicole has plantables set up with flyers going out this week to families (she's my hero)

### **School Improvement (vacant)**

- 

### **Operations (Krissie)**



- photocopier currently we share a quarterly lease cost of \$161.00 (plus HST) with Joonim, we also proportionally share the photocopier maintenance cost of \$0.0095/page based on the copy and print usage reports available from the Photocopier which I put together at the end of each month. I take care of purchasing compatible copy paper to maintain an inventory of paper stored in the cabinet beside the photocopier and the cost of paper purchased for the Photocopier is proportionally shared based on the copy and print usage reports available from the Photocopier. I will have to check with Joonim on exactly when the current photocopier lease runs out as our sublease with them runs to that date and beyond that the prices may change. If you wanted to share with us and Joonim that would be up to them but I would be happy to help put you in contact with them.
  - *With purchasing the new printer, we don't need this option*
- As for the gym, I am not sure that removing it from your lease would save much on your monthly cost. Relative to the hours of use for the other spaces that the Preschool uses in our building, the actual gym use time is fairly negligible. We are waiting to hear back to what is in our lease agreement.
- The wooden fence will be going up soon, Craig has been working on weekends so it's hard to find time currently.
- Yard clean up was a success ! I'm planning on hosting another one in June before we close if there is anyone who still needs to do it.
  - *Tracey to email Leanne list of who has done the clean up*

**Admin Officer (Morgana)**

- 

**Date of next meeting:** June 14, 2022 @ 7pm

**End of meeting:** 9:46 pm