



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 April 19, 2021

Call to order: 7:01pm

Attendance: Jana Strittmatter, Leo Kyle, Laura Hatton, Carolyn Hay, Steph Higgins, Leanne Wells, Yasheeb Sheikh, Patty Fallis-Robbins, Tracey Marques, Melissa Lehmann

Member Attendance: Gianella and Dario Peralta, Andrea Imhof, Afroza Dhuka

Regrets:

Approval of previous minutes:

[March 2021 minutes](#)

[April 13 Emergency board meeting](#)

Carolyn motions to approve the minutes from March 2021 and April 13 2021.

Leanne seconds.

All in favour.

Minutes approved.

Approval of agenda: *Laura motions to approve the agenda.*

Steph seconds.

All in favour.

Agenda approved.

Minutes should be added to the website - Carolyn will do this. Perhaps add a tab or page where members can find past minutes if they wish to read them.

Aims of meeting/Discussion Points:

- Two week closure - what can we offer our members? Zoom meetings, etc?
 - *Board decided it was best to close until May 1*
 - *Met to discuss options in terms of staffing*
 - *Happy to report we voted to pay the teachers until at least May 21 - ran through multiple scenarios - this was the best course of action for everyone involved. We will decide at May board meeting (May 17) about reopening for June and make the next decision then.*
 - *Going to meet/discuss in 2 week increments regarding opening options*

- *This means our next meeting will be April 27 to decide about May 2-14.*
- *Survey to go out asap - reviewed questions*
 - *Amend question re paying for zoom - we won't ask membership to pay for zoom classes*
 - *We will ask for suggestions and other ideas for activities to include over zooms*
 - *We will ask for survey to be returned by Monday so we can discuss at the ad hoc meeting tuesday*

Updates

Supervising Teacher (Tracey)

Personnel

- Sent notices to public health, the Region and The Ministry re closure. This is not a serious occurrence.
- Last year the government deemed childcare unsafe and closed all down only leaving emergency childcare available...this year they are leaving childcare's open.
- Patty is scheduled to be vaccinated Friday April 23rd

Classroom developments

- Staff will connect with every family this week and decide based on meetings with families and survey see what can offer them next week.
- May newsletter done in draft. Lots planned...either in person or zoom?

Requests/Questions to Board

- Final edition on EYE and new goals set for next board
- Childcare will remain open in general. Funding will continue if open-but not if we choose to close as I understand it.
- If Childcare is not mandated closed, then we should remain open for those who need or wish to come.
- We have many families that qualify under essential services that require our program for their child- or children's developmental needs, require them to be there.
- We can do 90% of our time outdoors.
- I think we scrap the early and late childcare and refund that but run our core program for those who want to come. it's only ,2.5 hrs.
- We are less risky than most places as we have less people/children interacting with each other.
- If survey shows less are coming, that is good for everyone then, keeps our cohorts low.
- If families wish to send their child with a mask, they should send an extra one for when indoors after snack as most times due to wearing them outside they are wet!

- Also we suggest if we open that we take NO new kids. Just end it with those who want to finish the last **8 weeks** together.
- We need the time OPEN (last 8 weeks) for next year registration and building our new board, we need to be open!
 - Fund allocation:. New phones/ answer machine, new laptop

President (Jana)

Current closure

- COVID-19 numbers have grown significantly in the region from even a week ago
- Social responsibility to reduce risk given the current forecast of growing cases of COVID-19
- Balanced with servicing our membership and community with a program that helps children with socialization given the isolation of the past year
- Hoping we can reopen when cases in our region come down to a more reasonable and manageable number

Board members for 2021/2022

- Which board members will be continuing next year?
 - *Leanne, Steph returning*
 - *Leo returning likely for Sept-Dec*
 - *New members have asked for info regarding board roles - Jana will send*

Vice President (Leo)

- Member Survey
 - *Questions discussed and approved*
 - *Will send out asap to be returned Monday*
- Screener/Cleaner interviews
 - *Have some good potential candidates*
 - *Will interview with Tracey this week*
 - *Will offer september position also - this may be more enticing for someone to take position*

Treasurer (Steph)

- Any ideas for fund allocation?
 - *Laptop, phones/answering machine*
 - *Will look into funding for covid wear and tear items - possibly include laptop here as it was really worn out due to cleaning and zooms last year*

Bookkeeper/Admin (Melissa)

- Will need remainder of responses from families regarding whether they want to donate 50% of their April tuition or a refund by e-transfer.

Membership (Laura)

- Currently 2 requests for withdrawal- issue full refund as of May 1st or require 30 days?
 - *Will issue refunds for these families*
- 2020-2021 numbers: 14 PS, 12 KP
- 2021-2022 numbers: 7 PS, 2 KP, 5 toddler

Communications (Carolyn)

- Playground Cleanup - We moved the April 24th date to the weekend of May 1st. Based on the current rules, this should likely be moved out again - would this be a gathering? Thoughts?
 - *Will have to keep separate for now. Will communicate with organizers, see how to keep it done*
 - *Tracey will compile a list of tasks to be done that can be allotted to families*
- Next steps for refunds for April - List almost final - a reminder will be sent out 04/20 for any individuals that have not responded.
 - *For now going to have Laura send full registration packages out and use Melissa's address to drop off*

Secretary (Leanne)

- Updating committee roles - As we are now limited on time, how can we ensure all families have at least tried to fulfill their obligations?
 - *Jana and Leanne to communicate to ensure all families are participating*
 - Send another round of emails
 - Are we going to fundraise at all?
 - *Will fundraise - Leanne to send out email to fundraising families to get started this week*

Operations (Yasheeb)

- Church will reach out to the contractor and keep us informed of the updates for the Albert St. Sign- Major.
- Sewage/Piping to be completed by Church so that we can perform flooring- Major.
- Vent, Stairs & Lighting next to door - Need minor repairs/checks.

Date of next meeting: May 17, 2021 7pm

Ad Hoc closure decision meeting Tuesday April 27, 7pm

End of meeting: 8:07pm