



# 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:** November 15, 2021, 7pm via Zoom

**Call to order:** 7:05pm

**Attendance:** Deanna, Leo, Steph, Carolyn, Morgana, Casey, Emma, Leanne

**Regrets:** Britney

**Approval of previous minutes:** *Leo motions to approve,  
Morgana Seconds it*

*All in favour*

*October Minutes approved*

**October Minutes:**

[https://docs.google.com/document/d/1ttd3WDsRxuL\\_5Nz0SLaLJ--bGim2xdhF/edit?usp=sharing&oid=106258647004578763541&rtpof=true&sd=true](https://docs.google.com/document/d/1ttd3WDsRxuL_5Nz0SLaLJ--bGim2xdhF/edit?usp=sharing&oid=106258647004578763541&rtpof=true&sd=true)

**Approval of agenda:** *Leo motions to approve the Agenda,  
Casey Seconds*

*All in favour*

*Agenda approved*

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

- Current COVID Situation - Making sure that every family is screening properly
- Fundraising opportunities (Options for over the Holiday Season)
- Current updates

**Updates**

**Supervising Teacher (Tracey)**

### ***Personnel***

- Using all available staff to ensure full coverage, espec. Helpful to have extra staff when people are forced to self isolate due to positive case exposure - cannot run without at least one ECE on site though (either Patty or me)
- Numbers are going up in our community here,..., not only the parents are looking for safety but so are the staff for themselves and their families. We need everyone to be compliant and diligent.
- 2 screeners off in one week this week, is just an example. If both Patty and I get sick or we don't have a screener, we will have to close until we are well and symptom free and have full staffing to return. Needs are great, will be very hard on one ECE with a supply staff and supply screener. Thurs Nov 11 only had a screener for part of the time, difficult to do diapers and stay in ratio. Cannot be over ratio on the playground, so once there are 6 or (8 Ps) both staff need to be on the playground together and cant be used as a screener or walker. We are finding people are hesitant to work with this population due to the non vax status and close contact.
- Enrolment is full soon, so won't be able to use a teacher for screening anymore as a backup plan once full. Only someone who is trained and signed off on orientation, has a VSC (not just a police check) and up to date file immunizations , and someone paid can be a screener.
- Our 2 screeners are students at laurier and at times prioritize school and exams, and Erin prioritizes her sleep schedule due to her boys...it is hard to have too many staff also as then they get few shifts and move on if needing more shifts elsewhere and then aren't dedicated to us and it is a lot of training bringing on a new staff. Tricky balance.
- any ideas?. We just wanted the board to be aware of this personnel issue. We coped this week due to low numbers but now that classes are full a screener is essential for operations. Diapers often can't get done when there is no help. Struggled to be sure everyone was screened ie late arrivals and laurier music students.
- Still room closure funding til March should we need to close due to covid exposure at the centre and public health order us closed.

### ***Classroom developments***

- Music therapy is a hit!
- Fine arts student coming in Jan
- Laurier students on placement are helpful. Natalie also doing her Laurier hours with us, documented as volunteer on her time sheet. (Brought up the idea of having any of these student eventually fill the role of the screener cleaner?)
- Small groups go in for snack, warm up, washroom, large group and teachers stay outside majority of time, Screener and student help with washrooms and snack and clean up.
- Playground clean up scheduled for this weekend. Would love for someone to install tarps or wind blocks for us?

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

- Please send out the survey- teachers are eager for feedback.
- Roof needs calking , Chloe's parents can do this...who reports to? Wind block team-Leanne can you find some people to do this? - ASK Leanne about someone who can do tarping for the school yard clean up.
- Reminder to use DRAFT form if making any policy suggestions or changes, must keep old versions, start a copy and make it a draft, change it out of draft into permanent copy by changing date and removing draft once approved.
- Teleconference on financial outlook 2022 for Planning purposes on Tues Nov 23 from 11-1230 CHSadmin- the region will be sending out a survey on workforce issues, keeping staff and maintaining staff. (info above that I mentioned may be helpful in completing this survey when it comes about -soon)
- Brainstorm over next while with teachers things needed for grants and funds below:
- Repairs and Maintenance funding will be released in April due late May
- Continuous quality improvement and equity and inclusion grant-new grants-spending early May
- Fee increase next year? Application due Dec 1 for next year if applying for it.
- Operating funding is increasing by 5% up for Full time staff. (This applies to those looking to increase their fees for January) - Concern for us to consider increasing our fees come March (2022) to be ready for September (2022)
  - Do we need to form a committee to take a look at this with the proposal of \$10/day for childcare from the federal government
  - Do we need a board member to attend the CHS meetings?

### **Comments**

- Staff prefer to wait til spring for any gatherings..but if the board wants to order the teachers pizza in December or something we would be open to that! Thank you for the pizza day on ECE appreciation.
- Screening continues to be time consuming and very much required for safety. Still lots of follow ups. I have edited the absentee reporting form to indicate outcomes for each symptom ie had people think they could come back after vomiting with out a covid test or can come with a cold / cough without a test...Clarified on the screening a few times, public health requirements and they need clearance. People cannot come with ANY ill symptom without clearance or doctor note. And must remain away 2 weeks after vacation out of the country like a family this week.
- There have been Lots of memos and emails being sent out to families to reiterate the REQUIREMENT to stay home, be tested or take 10 days and come back SYMPTOM FREE.. They must follow public health guidelines it is not a choice.
- Noticed some people are not on the communications list, all people who drop off or pick up need to be on the communication list so they can be compliant.
- Sent updates to board with infor directly from public health indicating the need to continue to be diligent and screening and denying entry with any symptom whatsoever. Does anyone need this direct info from public health (did I miss sending to anyone? ) or need to ask any questions? 519 575 4400x 5142

- Until we can trust everyone to not come ill with any symptom, or the pandemic is over and ministry requirements change, screening is completely necessary.
- Public health immunization records will be ready as soon as we have the last 4 childrens files in, then the administration officer can deliver it directly to public health.

### **President (Steph)**

- Meeting Survey sent out, here are the results (all meetings are via Zoom with a start time of 7pm):
  - Tuesday January 18, 2022
  - Tuesday February 22, 2022
  - Tuesday March 22, 2022
  - Tuesday April 19, 2022
  - Monday May 16, 2022
  - Tuesday June 14, 2022
- Board Vacancies - Allow the candidate to skip meetings if necessary
- EYE updates - one completed with the addition of Carolyn
- Board of Directors Meal? Has been done in the past, do we feel comfortable enough to bring it back or wait until the spring? - Lets move this to the spring

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

- Follow up from previous meeting. Concerns raised about interactions with an employee of the church. Letter sent to BOD of the church.
  - Any new issues that come up, please let Leo know
- Parent Survey. Draft questions.

### **Treasurer (Casey)**

- We have an Assistant Treasurer now who will be doing the tax/donation receipts. waterloopreschool.assis.treas@gmail.com
- Unable to remove \$1.50 etransfer fees from our account. Requires change to unlimited business account for \$125 / month; currently spending around \$10-12 / month on etransfer fees. Please be mindful of this fee when submitting reimbursement requests.
- Working on pre-authorized debit so we can move away from cheques; need to make an in person appointment with bank
- Sewing Committee - Morgana still on board? Haven't had any correspondence in the email threads. (yes, working with material she has. Casey will go in and get measurements for the cabinets)

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

- Natalie's volunteer (?) hours
- Withdrawal form- thank-you Ammar - it is amazing. Can I have access to the individual responses (I can only see the summary which does not match the name to an end date)?

- Discussion re: capital fund account - spoke with Don - not needed at WCP
- Removed opt out fees & reduced fundraising in Budget - revised Budget amount-: 2021-22 deficit now(\$23,547.05). Good news is we should be well ahead of that (still a deficit). With the stabilization funding this year and the CERS & CEWS we will probably be getting \$18,000 in additional funding the first 6 months of this year that is unlikely to continue in 2022 (CERS & CEWS currently end in October and the amounts we will be getting for Sept & Oct will be much reduced).
  - *“We understand that Safe Restart and Stabilization Funding played an important role in many programs' stability over 2021, and that many financial challenges are expected to continue in2022. Unfortunately, we anticipate there will be very limited funding available to support these types of expenses in 2022. Children’s Services does not expect to receive any designated funding from the Ministry of Education to support sustainability or COVID-19 related expenses.”*
- Wage Enh Grant
  - Wage Enhancement Grant Total \$6,219.08
  - Funding Received to Date (January-September) \$5,012.30
  - Funding Remaining (October-December) \$1,206.78
  - Wage Enhancement Administration Grant Total \$710.72
- Operating Funding Grant Total
  - Operating Funding Grant Total \$7,622.36
  - Funding Received to Date (JanuaryOctober) \$8,575.42
  - Funding Remaining (NovemberDecember) (\$953.06)
  - Funding Owing – Operating Funding - If funding received to date exceeds the approved grant total, no further monthly Operating Funding payments will be flowed. Operating Funding overpayments will be automatically recovered against future payments by the Region starting October 2021
- Will need to have an idea of projected staffing for next year in January for subsidy application(although their description is somewhat ambiguous about based on Dec staffing, projected staffing or revised next September) -experience is you are better off indicating to the region before you submit the application that you are planning on increasing your programs during the year and have their approval for entering the data that way.
  - *“Funding is expected to be based on staffing positions in programs as of December 1, 2021 (summer staffing will also be included). In recognition that 2021 hours are still not reflective of a typical year, projected hours for 2022 will be used to calculate funding allocations. Since some programs are still not at pre-pandemic staffing levels, there will be consideration for adjustments to funding in September 2022 if there have been significant program changes (e.g., new rooms opening). Any opportunity for adjustments would be communicated widely.”*
- Should look at implementing Pre-Authorized payments for next year. Issue with cheques from families is ongoing.

- Payroll- recommend you consider looking at a software such as Nethris or WagePoint - these are both known to be cost friendly to small businesses. Based on 3-5 staff it would cost \$26-30 per pay. The saving in my time and what you are currently spending on etransfers(\$4.5 - \$7.5 per pay)would justify the expense. It handles your remittances, T4s, paystubs etc. Also resolve the issue of etransfer limits per day.
  - *Going to look into these - ideally make a decision tonight*
  - *In terms of cost benefit, it would cost very little compared to time spent and human error risk etc*
  - ***Leo motions to add to the budget the payroll software up to \$150/month to be implemented by Dec 31, 2021 as per approval from Treasurer and Bookkeeper.***
  - ***Emma seconds***
  - ***Motion to add payroll software to the budget approved (Nethris)***

### **Membership (Britney)**

- There have been a few withdrawals this month, but we're working to fill all the spots in Toddler and PS
- I've also fixed the email that gets sent out for waitlists that says the \$50 registration fee will hold a spot on the waitlist (we can't do that).
- I've been updating the membership spreadsheet to hopefully make it easier to find information, and have populated the separate classrooms sheets that will make it easier to gather individual information
- If you need any information from the sheet (for reporting, etc.), please let me know and I can see what I can do to make it easier to gather it

### **Communications (Emma)**

- Working on the December Newsletter and Calendar.
- Busy with lots of emails and communications every week! I'm sure things will pick up even more as we get winter storms etc.
  - *Please update Emma and Leanne when there are membership changes to add to committee roles and communication lists*

### **Secretary (Leanne)**

- Fundraising is in the process for the first batch
  - Currently have 3 parents on that committee so we should be good to get it going and organized
- Working on updating committee roles to reflect those who have left and are staying
- Krissie (claire J mom) wants to join on operations if we still need someone
  - ***Steph motions to add Krissie Bellrose as Operations Officer***
  - ***Leanne seconds***
  - ***Motion to induct Krissie passed***

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

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### **Operations (vacant)**

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### **Admin Officer (Morgana)**

- Sewing committee- Cupboard curtains will be done in the coming week.
- First Draft of the revised Student Handbook is finished. Second draft is underway.

### **“Meeting of the Independents”**

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**Date of next meeting:** December 13, 2021 at 7pm via Zoom

**End of meeting: 8:51pm**