



# 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:** October 19, 2021

**Call to order:** 7:05

**Attendance:** Morgana Lernout, Leo Kyle, Deanna McKay, Carolyn McCoe, Leanne Wells, Britney Stewart, Emma Ens, Casey Holborton, Tracey Marques  
*Manjiri Phatak, Amar Haider, Crystal*

**Regrets:** Steph, Tiffany, Aubrey

### **Approval of previous minutes:**

AGM Minutes:

<https://docs.google.com/document/d/1ykrh11C4rMciN17dFsnWl2icfeZaKqKosr4PhEkym1w/edit?usp=drivesdk>

- *Morgana motions to approve the AGM minutes*
- *Britney seconds*
- *All in favour*
- *Minutes approved*

September Minutes:

[https://docs.google.com/document/d/1Ru9dFeLHjiOL6Pr0kPDtZ5aTDyr-oxAN\\_YrRSNtGhj/c/edit?usp=drivesdk](https://docs.google.com/document/d/1Ru9dFeLHjiOL6Pr0kPDtZ5aTDyr-oxAN_YrRSNtGhj/c/edit?usp=drivesdk)

- *Morgana motions to approve Sept minutes*
- *Casey seconds*
- *All in favour*
- *Minutes approved*

### **Approval of agenda:**

- *Emma motions to approve the agenda*
- *Leanne seconds*
- *All in favour*
- *Agenda approved*

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

- Teacher updates
- Enrollment/withdrawal and fulfilment of co-op roles
- Budget concerns

## **Updates**

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

#### ***Personnel***

- Natalie to work Tues, Thursdays only in Jan-June, looking for Erin to do Mon, and Weds from 830-12. WE may also need to hire for classroom support...monitoring this... (paid for by us but reimbursed by region)
- We are struggling to get any planning done.
- Patty and I need planning time, this time was greatly used and we can see how it was used now that we don't have it how hard it is to keep up our quality, standards expectations

Please add 2 hours a month for both of us in addition to our contract.

Please note: parents are asking for the seesaw updates but so little time to do it and taking away time for planning otherwise, we are having trouble setting up our space, finding time.

- Commitment of quality from all levels. Quality programming gets positive outcomes for children. Increase quality by supporting and paying for this again.
- cleaner screener working hard, needed her to work longer on KP day due to enacting our Covid Action Plan which includes supervising and isolating someone who comes down ill during class time. ALL staff are very very busy. Lots of one on one times needed - especially now that no duty parents we need the support in class for washroom breaks, one on one needs.
- Staff at times experience anxiety. Lots to juggle right now, Sometimes issues with people lingering in screening area that need to be asked to move, Tracey talked to church and looking at addressing this concern espec. Tues, Thurs pms. 1245-345
  - *Casey and tracey to send info to leo who will create a letter*
    - *Perhaps to send to the minister, also to steven regarding this issue*

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

- National day of Truth- if it becomes an annual thing can we have it as a stat? Our one staff is fully indiginous.
  - More research required as next year approaches

- ECE appreciation day Oct 21st-please show extra love to the teachers-pizza day planned, thank you!
- Toddlers seem to be settling in, extended class 15 min per week to allow those enrolled to settle in without regression, up to 11am this week now, a few still cry especially 1030-11
- Seeking a speech and language pathologist block for the preschool class mid October, looking into OT block for KP, and doing SNAP referrals for many families completed this month along with ASQs out for each family as initial assessment.
- Nov Newsletter draft is ready-draft in works and shared with coms
- Independence for dressing a focus, asking for ot block to help with buttons, fine motor, mental health , comfort.
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### ***Requests/Questions to Board***

- ***Shriners called wants to know if we want to add our business card for \$200 donation, im sure we are tight for funds but I said I would ask***

Board maybe wants to consider a special event for our big 50th anniversary, We have been established and incorporated since 1972- who wants to take this on? ADD to EYE goals for next year. Start an email loop for EYE 2022?

- *Action item for steph to stay on top of that and keep a list compiled*

- Policies from June are complete, approved and printed, posted and sent to membership, .

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Membership parent handbook MORGANA can start working on ensuring the handbook reflects all of the policy changes. Also make sure WHIMIS info is included in the manual.

- COVID tracking, follow ups and documenting takes hours a day. Finding it a lot of work keeping records as required, asking about testing, symptoms, monitoring when people return and following up

- *Continue to remind them about screening questions*
- *Tracey to connect with Amar regarding absentee form*

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- screening time is taking a lot of time office, following up etc policies, working through, and trying to get a posted on seesaw for me

- at this time cant keep uploading daily seesaw , no planning time. as soon as posted, parents are posting, commenting, and we feel bad we can't comment or reply

- survey families on how often and what info in participar they wish to see on seesaw, specific requests or learning they are hoping to see- listed a bunch of questions the teachers would find helpful knowing-under VP for survey.

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

- DONATIONS! PLEASE-- sewing committee, touch base with Tracey!
- Need material to make some shelf covers and wind block on playground please, here are the dimensions 4 x toy cupboards 146.5x 76.5 cm sheet material or cloth like
- 3 x craft cupboards 80cmx 116 sheet material or table cloth like material
- Outside fence cover with a tarp (need 3 tarps)... 5 feet fence x lots of width
- Structure outside -material to help with wind block - 200 cm x800cm Clear transport tarp?
- Need better internet , a booster so can upload seesaw faster-or just do from home.
- Wonder about a better thermometer for winter that works outside in cold?

### **President (Steph)**

- EYE was submitted - I haven't heard any feedback, so I'm assuming it was ok.
- Personnel updates - Britney to take over Membership, School Improvement still open, Tiffany is leaving the Operations role and will not be present tonight and sends her regrets.
- Survey for 2022 Meetings
- To Respond to Tracey's request for a better thermometer that works in the cold - these do not exist. Thermal scans are ok at best under ideal circumstances (indoors in a controlled environment). There are no thermometers recommended to be used outside.
  - Based on what other schools/preschools are doing, I don't think the current set up of our screener is warranted. If parents are completing the online screens and sending them in, that should suffice without having to be asked again 10 mins after sending in the screens.
  - The resources going into our screener/cleaner role may be better used somewhere else? (ie. planning time for teachers)
- To respond to the comments about Seesaw - less frequent posting is definitely an option. As nice as the daily photos and comments are, they are not necessary. This is much more of an update than we ever got pre-COVID. (another option to save planning time)
  - *Will take it up with Natalie that she doesn't need to be asking screening questions at drop off if screening has been completed*
  - *Put out the suggestion to take child's temp before coming to school*
    - *Reiterate the need to line up under the roof area*
  - *Therm will be kept inside and at the purple door*

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

- Tracey added the following :
- Planning time for teachers?

- Tracey requested additional 2 hours planning time (professional development time)
  - We have funding to send Patty to the upcoming additional education
    - Unable at this time to add additional PD time unfortunately
- Survey membership: teachers suggestions for questions that are relevant to us at this time include:
    - Are you expecting a new child this year?
    - Is there information you wish to get regularly from the teachers or board?
    - Are you vaccinated? (To get a general idea) if this is something we can ask!
    - What school will your family attend now with siblings? or in near future?
    - How often do you want parent Teacher zoom meetings?
    - What do you like /dont like about seesaw?
    - How often do you want seesaw updates? What included?
    - What kind of pictures or videos do you wish to see?
    - Do you have any concerns or worries
    - How do you like our outdoor programming plan for this year?
    - What do you like about the teachers? Any suggestions? Anything you would change?

### **Treasurer (Casey)**

- Committee opt out fees for families withdrawing in Nov/Dec
- Were they assigned to a committee? Did they fulfill their obligations?
- Do we let the fees go this time, or collect partial opt out fees based on how many months they have been with school?
- Going forward, we should establish who will be tracking participation and assigning committee roles by a certain deadline every year (if we plan to continue requiring everyone join a committee).
  - Ideally the board member each committee person is assigned to will be responsible for checking that the role is being fulfilled
  - Assign those who are assigned to a role who are leaving to a role in the fall
    - Leanne to check on roles and accelerate any that may need to be so as they don't have to pay the opt out fee
    - Potentially pro rate withdrawal fees
  - Create a withdrawal form
    - Deanna will create the form
    - **Casey motions to implement a withdrawal form**
    - **Leanne seconds**
    - **All in favour**
    - **Motion to implement withdrawal form passes**
    - Will send to Amar to create a link

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

**2020 Recoveries** – most 2020 funding recoveries (for 2020 funding that was unspent, such as Wage Enhancement) will be processed starting this week. This means that deposits from Children's Services will be automatically reduced until there is a balance owing of \$0. **WCP**

balance owing was \$4,594.43. More information about funding recovery amounts can be found on the 2020 Funding Reconciliation Summaries, posted to the Children's Services Portal.

- **Stabilization Funding** – September-December Stabilization Funding payments will be processed by next week. Funding approval letters are posted to the Children's Services Portal.
  - *Likely sept-dec will be the last time that this will be given out*
- **2021 Core Funding** – Funding approvals for 2021 are being finalized, and approval letters will be posted to the Children's Services Portal in the next two weeks (pending submission of required information). Once the approval letter is posted, Wage Enhancement and General Operating Grant payments will be adjusted for future months (e.g., November and December) and the one-time Wage Enhancement Admin grant will be processed.

The following 2 areas of the budget should be determined if they are still realistic or should be reduced:

- 1) **Fundraising** – the budget has \$2500 in it. Last year's 2 spring fundraisers made less than \$100 combined so this is rather high unless you have some larger fundraiser in mind.
- 2) **Opt-out fee** – have \$2833, which would be about 5 families opting out. My understanding is that this is not an option this year, so this figure is probably high and should be reduced.
  - *Casey to head a 22/23 budget committee with carolyn and deanna and others to start to address some potential concerns*
  - ***Casey motions to amend the budget to change the fundraising amount to \$200 and eliminate the opt out fee to 0***
  - ***Morgana seconds***
  - ***All in favour***
  - ***Motion to amend the budget passed***

Please ensure parents are including child's name on etransfers -difficult to reconcile / match without.

### **Membership (Britney/Aubrey)**

- *Looking like november will be almost completely full for all classes*
- *Trying to find another option for tuition - not cheques*
  - *Casey will look into pre authorized payment options*

### **Communications (Emma)**

- Working on newsletter and calendar for next month

- *Include request/reminder to parents to add the child's name and class in the message portion to try and keep things straight*
- What are the dates for the yard cleanup?
- Randomly - I noticed the roof of the shelter was looking a bit worn.. is it due to be replaced soon?
  - *Could qualify under grant for health and safety or playground improvement*
  - *Add to communications that we need operations, school improvement*
    - *Reach out to michelle to ask about school improvement - say they don't have to attend every meeting and/or can leave after their options*

### **Secretary (Leanne)**

- Christmas fundraiser?
- Committee roles - who is leaving and needing to complete roles etc
- Other roles that would be helpful to teachers? Can someone log in to seesaw and upload photos?
  - *Reach out to tracey to find other options*

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

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### **Operations (Tiffany)**

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

- Working on updating handbook and WHIMIS
- Admin Assistant, Kristen is ready for tasks

### **“Meeting of the Independents”**

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**Date of next meeting:** November 15, 2021 @ 7pm

**End of meeting: 9:08pm**