



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 September 20th, 2021 @ 7pm

Call to order: 7:08pm

Attendance: Steph Higgins, Leo Kyle, Leanne Wells, Emma Ens, Morgana Lernout, Aubrey Last, Tracey Marques, Carolyn McCoe, Deanna Mackey, Britney Stewart, Bonny Varghese, Anika Tabassum, Iswarya Govindarajan

Regrets: Casey Holberton, Tiffany Swail

Approval of previous minutes:

AGM Minutes

Approval of agenda: *Aubrey motions to approve the agenda for Sept 2021 board meeting*

Leo seconds

All in favour

Agenda approved

Aims of meeting/Discussion Points:

- EYE Goals
- Co-op roles
- New board members
- Fall clean up
- policies

Updates

Supervising Teacher (Tracey)

Personnel

- 8 hours paid PD and 2 hour planning block for Patty needed please consider re-adding to contract- as it was taken out this year on both of us.: I will advocate for at least Patty to get this back. Page 8 Program statement says we support this.

- *Action to be done is to check the budget to confirm the allotment of these 2 hours - perhaps formally motion or approve via email*
- *Monthly budget assessed so we can look at it on a monthly basis - tbd with Deanna and board membership*
- *Start with giving hours to Patty and if there is space, to add extra hours to Tracey as well*
- Region of Waterloo has always expected programs to fund this for staff as a marker of quality. It used to be mandatory, and when "Raising the Bar" changed to EYE the region said they still expected previous standards to continue despite that they wouldn't monitor it anymore as it was just standard expectation - again- as a marker of quality. Invest in quality.
- Went to the Recent Region Meeting, and they covered "Commitment of quality from all levels. Quality programming gets positive outcomes for children."
- Increase quality by supporting and paying for this again.

Classroom developments

- Lead testing of water was conducted today
- 3 spots open for Laurier students to do educational placements with us- one for each class one day a week. All filled!
 - *All health/covid screenings are in place.*
- Made some switches from KP to PS or PS to KP, to ensure best class fit for each child.
- Toddlers seem to have a lot of Needs in there, we have asked membership to, if possible- to hold off on any newbies until Oct 1/Thanksgiving, to allow those enrolled to settle in.
- Seeking a speech and language pathologist block for the preschool class
- Will start doing SNAP referrals to help support Individual needs, several to do yet will begin seeking consent next week to proceed.

Requests/Questions to Board

- Keep my time at a board meeting to 2 hours (9pm please) ask questions of me first if possible. :)
- Board mailboxes, mail, how to do? What goes to Treasurer vs bookkeeper?
 - *Cheques/finances to Deanna*
 - *Invoices to Casey first*
 - *Find some kind of mail bag/envelope/zipped or closable bag to go back and forth - action item*
 -
- Board maybe wants to consider a special event for our big 50th anniversary. We have been established in 1972 and incorporated since Nov 15 1974- who wants to take this on?
 - *Include in the goals or in the list for the board for next year*

- ADD to budget/grants/ WISH list. A further outdoor shelter /rain sun shelter /sturdy for middle area so we can be outside even more if it rains. And a New Fully equipped Printer or Drum for our current Brother,
 - *Reach out to the board membership to see if anyone has info or can be an IT for the printer*
- Policies to be approved from June. See list in email with the links to each policy. Not sure where this is at? Bookkeeper took it on over summer, need to continue it and get board approved them.
 - *Leanne to do first reading and add changes*
 - *Emma will do second reading*
 - *Morgana will upload/update to the website/handbook as needed*
 - *Policies are approved by the board - procedures come from management/governing bodies*
 - *Leo - any policies needing to be changed should go out in the next 2 weeks,*
 - *Procedures coming down from the top will have to be changed*
 - *Policies coming through the board must be approved by the board*
- I need a copy of the final official policy revision once final is done, dated sept 2021 at the end of the policy and sent to me so it can be printed and put in our hard copy policy manual.
- Membership parent handbook should be looked at to ensure new revisions are reflected in the parent handbook, and once approved sent out to membership as soon as a policy is revised and approved.
- Policies need to be completed promptly upon revisions given as our governing bodies require this and I need to enforce and implement them. Ie the newest one to be drafted...shown below this one.

- <https://docs.google.com/document/d/1TdPHe1nk6hq-pMd-4TD8dwv3-mMkDR3uEMzT-vC9Fq4/edit?usp=sharing> Medication policy link to main drive in draft form...

- <https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf> update how does learning happen link on web and parent handbook and program statement.

- <https://docs.google.com/document/d/1a5BOlqKYgl0UHwSR9azfp52tLd93kaznaq0AK7C57vo/edit?usp=sharing> Program Statement.

- [--https://docs.google.com/document/d/1a5BOlqKYgl0UHwSR9azfp52tLd93kaznaq0AK7C57vo/edit?usp=sharing](https://docs.google.com/document/d/1a5BOlqKYgl0UHwSR9azfp52tLd93kaznaq0AK7C57vo/edit?usp=sharing) Program statement,

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- Anaphylaxis policy Draft
- https://docs.google.com/document/d/1IGKJgNNwDvvMnulgLDojQn6jWS-R_rLoDHwk0D6nFd4/edit?usp=sharing
- staff forms health Draft
- <https://docs.google.com/document/d/10oqMUpHFCAU6VqePnk2fqk4IE35ct7RAOSunoGgs5dY/edit?usp=sharing>
- first aid policy Draft
- https://docs.google.com/document/d/1V1sn9VBM4FIXNKofgeuYv_rh2zg8NJTIDjJ7X-R7FPQ/edit?usp=sharing
- VSC policy Draft
- https://docs.google.com/document/d/1D9K6BmKCZztUwmYiY1v_JmNULBwifPQAu_IrZBSOCnY/edit?usp=sharing
- Covid policy-draft
- <https://docs.google.com/document/d/1UIT7f9Te21mSRKiAosGMLTwTOJps8m0WZch6Dn7Ga-Q/edit?usp=sharing>
- permission form/written authorization to be made and added to registration package to include sign off and policy around use of sunscreen, bug spray, lip balm, hand creams, alcohol hand sanitizer. Must be stored and kept as per manufacturing instructions to be added to the parent handbook.

<https://drive.google.com/file/d/1MSvkmVlbeG-EPrypITyA2GlfM9IK9bpD/view?usp=sharing>

link to parent handbook draft

- https://drive.google.com/file/d/1aB2-dpahtGtASNBRX_9mXuKLkQuUkeA5/view?usp=sharing
- here is the draft philosophy, where I added some new links that were updated and info on hard copy and electronic copies
- should add the newest board handbook to this.

Once revised the parent handbook will need to be approved too.

- **HOW TO WRITE OR EDIT A POLICY**, please be sure anyone going in to google drive is well trained and able to follow the procedures and instructions on how to edit a policy. A previous board spent a full year cleaning up the google drive, and it has been accessed this past while by a few new people, so I want to make sure everyone is well versed on how to do so correctly.
- Chief Medical Officer of Health will be issuing instructions for licensed child care in accordance with the authority granted by the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*. These instructions require that all licensees establish, implement and report on a COVID-19 Immunization Disclosure Policy. All licensees under the *Child Care and Early Years Act, 2014* are subject to these requirements until such time as they are revoked/rescinded.
- Need an "Immunization Disclosure Policy. This policy needs drafted and approved **ASAP** by board and is already being implemented immediately that staff, student on placement and any essential visitor that must enter the centre has full vaccine of covid info on file or gets rapid screening antigen testing, education session and documentation as to why they cannot have the vaccine. Etc. Info was sent by email to some of you in regards to this. Currently all staff/essential visitors are fully vaccinated and documentation of such has been submitted to staff files.
- Individuals that are covered by the licensee's immunization disclosure policy, but are not directly employed by a licensee must provide their attestations or negative test results directly to the licensee, but are not required to duplicate testing if their employer also has a rapid antigen testing policy.
- LINK to DRAFT Immunization Policy Disclosure policy and info: https://docs.google.com/document/d/1cJSpQJ7cFHA7xDMAPYcrceYkaAZQ2uFRmK5a5_vvA6c/edit?usp=sharing
- WCP is a small organization and it is of my opinion that there is simply not enough time for me to do all the required reporting for antigen testing so we should be of the mindset that we require everyone to be vaccinated to work here or be an essential visitor here, We still need this policy though!!!

Leo motions - Create and approve the vaccine disclosure policy in accordance with the procedures outlined in the September board meeting agenda as compiled by Tracey

Seconded by Aubrey

All in favour

Motion passed

Leanne can compile the vax policy and check the other policies and send out

Send to Morgana for approval, she will also update handbook once they are approved

- Covid policy can be revised to include basic info in that policy ie that all staff and essential visitors must show proof that they are covid vaccinated and continue to follow all public health guidelines and requirements. Can be revised to say outdoor playground does not need to be cleaned between groups anymore, the focus is on handwashing. Masks and goggles not needed outdoors when distancing can be met, masks not required in the classroom when teachers are alone and distanced from each other. Licensees may continue to offer drop off and pick up procedures where parents do not enter the premises; however, if a parent wishes to enter the premises, they must be permitted to do so, unless a licensee is implementing a direction of a medical officer of health in respect of COVID-19.
- If parents and volunteers do enter the child care premises, licensees must ensure all requirements for those who enter the premises are met, including screening for symptoms of COVID-19 and maintaining up-to-date daily attendance records that include time in and time out.
- Reporting procedure to public health has changed, use this link: <https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>
- To report cases...this should be added to covid policy.
- Early Years Engages (EYE) report from Casey who attended the meeting, and I also attended a later meeting on it and can provide further update if needed.

Comments

- Had PUBLIC health inspection, all good. Education session was helpful , not changing way we operate much from last year, except as noted in changes to covid policy.
- She said we should be very strict about limited adults in classroom, and only allowing children with no ill symptoms what so ever to attend, even runny nose, as the staff are exposed to up to 46 people in a week so if a staff is ill or we have covid suspected or confirmed we will be shut down.
- THANK YOU to the current BOD for taking on this year in your roles!!!! You are very appreciated!!

President (Steph)

- Board Members - need to vote in Member at Large Britney Stewart
 - ***Steph motions to vote Britney in as member at large***
 - *Morgana seconded*
 - *All in favour*
 - *Motion to vote Britney in is approved*
- EYE Goals - Extension to October 29th, Goal 2 has been edited.

Vice President (Leo)

- Working on contracts, making sure all is in line

Treasurer (Casey)

- Revenue from tuition has decreased due to recent withdrawals - need more enrollment

Bookkeeper/Admin (Deanna)

- Based on more children this week and having some join both classes, we should be ok in terms of revenue - may end up with a slight surplus but close to even
- Waiting on wage enhancement approval
- Signage fees - had been budgeted for but not sure where they were inputted

Membership (Aubrey)

- Toddler waitlist currently due to needs
- 1 spot left in kp
- Preschool will be full
- Membership assistant role? What can they do?
 - Printing pre-reg forms is ok
 - They can sign the confidentiality form and have access to pre reg info
 - By november 15, form D needs to take it to public health
 - Patty and tracey will compile the info and asst can take it

Communications (Emma)

- Monthly calendar is in progress with myself and the teachers
- Monthly newsletter is also being worked on between myself and the teachers
- When are the scholastic orders due (sometime in October?) I think there are currently magazines in the classroom - have they gone out to parents yet?
 - *Will go home this upcoming week with other forms*
- We've had some new members join. I'm pretty sure everyone is caught up with emails/newsletters and my email list is up to date as of today
- Please let me know if you need any communications/emails sent out to the parents! I can send them any time
- When are school pictures? Would like to notify parents of this as well
 - *Will ask the membership if anyone has photography abilities*
- What's COVID protocol if we get a case in the school? How do I go about notifying parents?
 - *Text from Tracey for snow days, likely same in case of covid - will send out email to membership asap and school will be shut down*

Secretary (Leanne)

- Committee roles - most have been assigned but a few families that need roles still - any suggestions for these roles? Cleaning? Extra admin etc?

- *Tracey added ideas on the table*
- How to send out the information? One email or one blurb or a table etc?
 - *One large email will be easiest*
- Send out table with child name, role and coordinating person

School Improvement (vacant)

-

Operations (Tiffany?)

-

Admin Officer (Morgana)

-

Date of next meeting: Oct 19

End of meeting: 9:11