

Waterloo Co-operative Preschool 2023 Welcome Meeting

Date and Location: Wednesday, September 6, 2023, 6:30 p.m., Zoom

Call to Order

Meeting called to order by Eliane at 6:39 pm.

Attendance

Export/see screenshots

<https://support.zoom.us/hc/en-us/articles/360039017432-Dashboard-for-meetings-and-webinars#:~:text=If%20you%20want%20to%20export%20the%20participant%20details%20of%20a,then%20click%20the%20participant's%20name.>

Land acknowledgement

We acknowledge that our preschool is situated on the land that is the traditional home of the Chonnonton, Haudenosaunee and Anishinaabe peoples. We extend our respect to all first nations, metis and inuit peoples for their past and present contributions to this land. We also recognize their enduring presence and deep traditional knowledge and philosophies with whom we share this land today.

Approval of the Agenda

We missed the motion to approve the agenda. We will approve it at the next board meeting.

Welcome and overview (Eliane)

WCP is a co-operative run by parents for the benefit of the children. We require families to contribute by being either a part of the Board of Directors, in a co-op role, or a classroom volunteer.

Our policies are up-to-date, as required by the Region. They are available on our website and parents should read them. Policies of particular importance: fee payment, withdrawal, admissions, safe arrival, departure and absence, and health policies. We will send a notice to the membership with a link to policies as they are updated throughout the year.

What is the Board of Directors/Introduction of Board Members (Eliane)

- Meets once a month to make decisions about the operation and governance of the preschool
- Each family is asked to participate in 1 board meeting each year
- We're still looking to fill the Vice President and Treasurer roles
 - Vice President Role: support classroom educators, help organise timesheets and report to the bookkeeper, create and send out membership surveys. This role also works closely with the President and Treasurer, as part of the Executive
 - Treasurer Role: approves spending and expenses, issues expense reimbursements, works with bookkeeper to ensure spending and expenditures are recorded accurately, coordinates with families on late payments/nsfs/reimbursements, coordinates renewals for insurance etc.,

documentation for funding and compliance, working with bookkeeper/board/accountant on financial statements. The Treasurer will be assisted by 1-2 other members this year.

Our Programs for the 2023-2024 School Year (Britney)

- Toddlers: Tuesdays and Thursdays - 9:15-11:15
- AM Preschool: Monday, Wednesdays, and Fridays from 8:30-11 OR 9-11:30; Tuesdays and Thursdays from 9-11:30
- PM Preschool: Mondays and Wednesdays, or Tuesdays and Thursdays - 12:30-3
- KinderPrep: Mondays, Wednesdays and Fridays, or Tuesdays and Thursdays - 1-4

Introductions from Educators/Staff

- Tracey Marques, Supervising Educator, RECE
- Patty Fallis-Robbins, Assistant Supervisor, RECE
- Jennifer Reidl, RECE
- Jessica McCann, RECE
- Erin Legary, RECE
- Kelsey Scheerer, RECE
- Natalie, support and will join in on teaching some classes this year
- Miah, support

Bookkeeper's Introduction

- Liz is our bookkeeper and is responsible for payroll, updating the budget, reconciling bank deposits

Administrator's Introduction (Britney)

- Past experience includes the Membership Officer and then President at WCP
- Now as the Administrator and Membership Coordinator, Britney oversees updating parent handbooks and policies, supporting the board, enrolling new families

Introduction of our Resource Consultant & Pedagogical Leader from the Region

Registration (Eliane)

- Membership fee is required for your child's space to be held
- All registration forms, fees, and pre-authorized debit agreements must be submitted before your child can attend class

Participation (Eliane)

Family Members are expected to participate in at least one of the following roles:

- Classroom volunteers: available for toddler and preschool classes
- Co-op volunteers: cleaning, laundry, snack, playground clean-up lead, sewer/equipment assembler, handy person, fundraising, grant writing, board assistants, IT/Web support
- Board of Directors: available roles include Treasurer, Vice President, and Admin Officer

- All members are required to attend the Welcome Meeting, Spring AGM, and at least one Board Meeting per year (virtual)

Vote on incoming Board of Directors

- The membership voted to approve Matt McKarney as President
- The membership voted to approve Meg Burns Dolson as Operations Officer
- The membership voted to approve Wes Koch as School Improvement Officer
- The membership voted to approve Kathy Muratis as Member at Large
- The membership voted to approve Sravani Tammishetti as Admin Officer
- Matt McKarney motioned that we approve Eliane Sabatino as Interim Vice President. Seconded by Ella Weber. Motion passed.
- We will vote to approve Ekaterini Resurreccion as Secretary at the next meeting
- Two people expressed interest in the Treasurer role: Aashita Aggarwal and Arunkumar Manickam

Budget (Eliane)

- Annual operating budget is created and approved by the board in the Winter for the following year.
- As a non-profit organisation, any money taken in goes back into the preschool to provide the best possible care for our children
- Majority of our income comes from tuition, while 10-15% comes from operating grants from the Region,
- We are also a CWELCC approved preschool
- As a registered charity we are able to offer tax receipts for donations

Classroom Information (Eliane)

- Families should read Parent Handbook including Program Statement on our website
- Parking lot is one way: enter through Albert, exit through Dorset. Please do not use any of the reserved spaces. Additional parking can be found on Dorset Street
- Snacks: WCP is nut-, dairy- and wheat-free. Please do not send snacks. Discuss any allergies with teachers
- Label your child's belongings
- Send your children with indoor shoes and extra clothing and diapers to leave at the preschool, as well adequate clothing for outdoor playground each day
- Contact the Treasurer regarding tuition, the Administrator regarding enrollment, and the Membership Officer regarding co-op roles and classroom changes
- Teachers can be reached at waterloopreschool.teacher@gmail.com and waterloopreschool.asstteacher@gmail.com
- If your child has symptoms and needs to stay home, please submit our Reason for Absence form
- Parents must sign the emergency contact form at Preview Day
- See email for Preview Day and Staggered Start schedule

- Volunteer orientation will take place in September, and volunteer shifts will begin in October

Questions

- Washroom facilities for families: can be accessed through the church entrance off the parking lot. Ring the doorbell
- Welcome Meeting slide deck: will be shared on our website under “Minutes & Newsletters” within 48 hours of this meeting
- Payment Process: we use pre-authorized debit withdrawals within the first few days of each month, depending on your bank’s processing time
- Families may participate in weeding the playground on Friday or another time. This time can be deducted from their required yard clean-up day. Please connect with Britney (Administrator) to schedule
- Seesaw App: invites will be sent next week

Date of next meeting: to be announced via email

Meeting Adjournment

Motion to adjourn the meeting by Eliane, seconded by Meg. Meeting adjourned at 8:03pm.