



"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 16th, 2022 7:30pm

Call to order: 7:33pm

Attendance: Matthew McKarney and Lisa Brown, Eliane, Britney, Carolyn, Eve, Tracey, Qurrat, Patty, Nicholas Bedard, Meg, Deanna, Reem Gheibeh

Regrets: Rebecca, Travis

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 previous minutes: [october19_2022_BOD_meeting_minutes](#)

- Eliane motions to approve October's minutes
- Seconded by Britney
- Motion approved

Approval of agenda:

- Eve motions to approve agenda
- Seconded by Steve
- Motion approved

Aims of meeting/Discussion Points:

- Vote in new Board members
- Adopt policies/mission statement

Updates

Supervising Teacher (Tracey)

Personnel

- There were a Couple closure days in October and November due to high instances of illness in the preschool and staff. From pneumonia, virus, croup, RSV, bronchitis, strep etc. Public Health was informed as was Licensing and the Region.
- One closure on Nov 16 due to city waterworks and a notice of no water all day. Reminder of policy for closures due to health and safety reasons and inclement weather has been sent out to members.
- My mother is in hospital- I have been juggling my hours and managing office work from home a lot to keep up. Thank you for the understanding.
- Please consider the cost of inflation raise for staff wages. Some flexibility in use of funding money coming. I understand other things are pressing at the time, and that there is also money that can be directed in this way in current funding notice and as learned during the discussion during Region meeting that organizations can and should choose to top up higher wage staff using other funding money to avoid an improper balance in pay differences of new staff and senior staff. See the recent YouTube video link I sent of the meeting, to hear discussions beyond just the slides.
- Erin Graduates in December, so in January, suggest she work pretty much full time in support, or as teacher in other classes if we do not find any qualified experienced RECEs with the recent drive for staff. We definitely need her Friday PMs, and will use Miah as well as she is proving to be strong. We can use Natalie and Sara as supply only as hours of availability has changed. We do find that at this time none of the staff can lead a class other than Patty and I, so we really do still need to find RECEs.
- Suggest continuing to scan and advertise for RECEs, hire them first as supply staff so we can see how they perform/jive with the teaching team and go from there.
- Staffing requirements still a concern on some dates in future, still trying to fill with supply staff. Will keep personnel posted.

Classroom developments

- Classes are going great now! Preschool is smoother, but Patty hopes for and looks forward to a strong qualified partner to work with as her co teacher in the new year. Appreciative of the help we have though!
- Music presentation for Monday PM PS and Friday KP class Nov 21 and Nov 25 2-330pm and parents are invited, for a special parent engagement event :)
- Tree farm events coming up for AM preschool classes, parent engagement, children must come with a parent, transport with a parent, meet there to be in our group tour. PATTY to expand on this. Info to be sent out. Siblings are not covered under insurance
- Lots of Zoom parent meetings- good parent engagement! Will use this data and parent survey data to support our Early Years engage goals.
- Noticed membership changes, but noted many moved or work changed, went back from maternity leave and one child simply could not settle. This is quite normal.

- FUNDING: Please see class wish list for equipment to consider-short spending time frame! Who is shopping, ordering, paying? Please assign this person.
- https://docs.google.com/document/d/1ylEAidnLu4b34XS8MYTw9GQIxr9i583Dzs_eFCIWFU8/edit
- Booking photo day for Friday Nov 25th 930-1130 and 1245-115, parents to take them through for pics at drop off for class. Toddlers to come in mid of day 930-11 that Fri. for pictures.
- Immunizations record taken to public health as required -Thank you EVE
- We have 10+ referrals out for KW Habilitation and KidsAbility services. Early Learning Plan meetings or Individual Support Plan meetings with RC and families are set. Tracey to attend several, and. Tracey to cover Patty to attend some and others booked as possible for all parties or information shared at other times. Many meetings now until Holiday Break.
- Tracey Attended a mandatory meeting with the Region and other supervisors for “Responsive Relationships” Workshop required by Region, to support our 1st of 2nd mandatory goals; of building and engaging relationships with parents, children and the board.
- The second goal and training will be about using the environment as a 3rd teacher. engaging nature.
- Monthly staff meetings support these objectives and support the team with needed training on how to deal with certain situations, how to be consistent, and clear expectations, follow through and follow individual support plans. Next one is planned for next Thursday Nov. 24.
- Pedagogical Leader helping with this training for staff
- Applied for classroom enhanced staffing for each class based on health, safety and mobility reasons to cover the rest of this year. Will forward acceptance letters to Treasurer and Bookkeeper upon receipt.
- Applied for class wide Tier 1 OT, Speech and Behaviour blocks, for a couple of the classes.
- Our blocks with Susan (OT) and Sharon (Behaviour) and our speech pathologist when they come are amazing resources with wonderful strategies and onsite training for staff. These specialty blocks when the professionals come to visit our class, benefits all children in the class currently and in future. We are always open for onsite consultations and strategies from these professional partners to get guidance on real on-the-spot-situations relevant to each class and in some cases individual children. (Parental consent is always required if any specific info is provided about any specific child)
- Currently lots of assessment forms, applications for things requiring time. Some come from psychologists, others from resource consultants to help specific situations, lots of collaboration time needed for Patty and I for this. We are juggling.
- Filling in subsidy reports on CHS as required, funding for that to be received.
- Policy binder has been updated by teachers with sticky notes of changes needed. To be worked on steadily over next couple months.

Requests/Questions to Board

- Please prepare a satisfaction survey for November (VP usually)
- Future Open Houses, if planned, need enough people to navigate and interact with those who come and usually best if their own children do not come (unless babes in arms) so they can focus on others. Some Open Houses are super busy, some are not. Evening ones can be arranged by board members to man staff usually only do the day ones.
- The Open House we had this week was successful. Some of our current families came just to see the class and say hi, it was a nice time, successful parent engagement activity.
- Lots of new funding to review
- Please cc Patty in emails, especially communications, news that may affect her and the classes
- Board Members can keep their board job descriptions up to date as the year unfolds as one may forget what things they had to handle over the year, this document very much is essential for any future board handovers.
- The Parent Co-operative Preschool Corporation (PCPC) is a non-profit cooperative that focuses on bridging the gap between parent boards and childcare educators with up to code regulatory body standards. The goal of PCPC is to ensure quality of education exceeds the current standards while providing our members with opportunities to expand their network. PCPC has over 30 current members and we are looking to expand further into the cooperatives in Ontario.
- Does The board want to become members of PCPC again? We once were members but wasnt renewed.

Comments

President (Britney)

- Vote Qurrat in as VP
 - Introduce yourself
 - Britney Motions to approve Qurrat as VP
 - Seconded by Eliane
 - Motion approved
- Vote Meg in as Membership
 - Introduce yourself
 - Britney Motions to approve Meg as Membership
 - Seconded by Eve
 - Motion approved
- Inclusion, Complaints policies approval vote
 - Britney motions to approve Inclusion policy
 - Seconded by Eliane
 - Motion Approved

 - Britney motions to approve Complaints Policy
 - Seconded by Eliane
 - Motion Approved

- Planning meeting scheduled for Dec 6 @ 7pm
- Deanna is staying on with us (yay!)
- Updating all policies - Tracey and Patty went though, Eliane and I will be going through their notes to update policies (will need help for printing)
- Mission Statement approval vote
 - Britney motion to approve Mission Statement
 - Seconded by Eve
 - Motion approved
- Fundraising update
 - Kernels in Dec.
 - Pizza in Feb.
 - Flower or plant in the spring

Vice President (Rebecca)

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Treasurer (Travis)

- Working on Year End Change request
- Looking for the Return Authorization number for the table that was supposed to go back to the Education Toy Outlet. This has been long outstanding and needs to be resolved or we are stuck paying for the table we don't have. Britney to follow up with Chelsea

Bookkeeper/Admin (Deanna)

- SAGE software does not allow reporting across years (i.e. I can't run an income statement from Jan 1 2022 to Dec 31 2022).
- Still missing some expenses from October? Credit Card?
- Will be receiving funding for tuition reimbursements on the 17th. Will be calculation credits for current families & refunds for past families. Decision on payment for families no longer with us?
 - cheques
- Receiving extra \$1 wage enh for all eligible staff for 2022 to be paid in December.
- Receiving one-time Sustainability /Play Based Materials (estimated to be approx \$3300) to be spent by Dec 31/22
 - Board to review Wish list and shopping volunteers to purchase online
- Added one time gap funding \$1348.89/month for Sept- Dec (Sept financials also updated)
- Applied for and received additional operating funding - for our expanded programs this year (will be important for going into 2023). The amounts will be updated in Dec - unsure if the amounts are retro to Sept 2022 or just starting in Dec.
- Have all families completed their Sept - Dec obligations?
 - Steve to send out a coop role update
- Financials
 - Small deficit in September
 - Small deficit in October but missing some expenses

- Relatively neutral budget overall and this additional funding incoming

Membership (Britney)

- Open House update
- Toddlers capped at 10, Mon/Wed PM classes capped at 8 until we get another staff (hopefully Jan)
- Now have waitlist for Toddlers, AM Preschool. More kids signing up for PM preschool!
- Updated membership fee, registration forms, website, parent handbook to reflect CWELCC
- Meg will be starting as Membership when her son starts with us at the beginning of December!

Communications (Eliane)

- Approve Active Play Policy
 - Eliane motions to approve Active Play Policy
 - Seconded by Eve
 - Motion approved
- Approve Volunteer Parent, Volunteer & Student Policy
 - Eliane motions to approve Parent, Volunteer & Student Policy
 - Seconded by Britney
 - Motion approved
- Indeed ad to be posted soon and Eliane to pass applications on to Qurrat

Secretary (Steve)

- Classroom volunteer update
 - 7 volunteers evenly split between classes
 - December Schedule to be circulated in the next week
- Grant writing volunteer roles requested notice
 - Assistance with tax receipts in January may be something that this family can assist with.

School Improvement (vacant)

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Operations (Chelsea)

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Admin Officer (Eve)

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“Meeting of the Independents”

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Date of next meeting: Tuesday, December 13, 2022 at 7:30pm (note this date has since been changed to Tuesday December 20, 2022 at 7:30pm)

Meeting Adjourned: 8:50pm