



"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 19th, 2022 8pm

Call to order: 8:04pm

Attendance: Travis, Tamara, Kristyn, Eliane, Roman Reviakin, Tracey, Shayla, Carolyn, Britney, Rebecca, Deanna, Chelsea, Reem

Regrets: Sam, Eve

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.

Updates

Supervising Teacher (Tracey)

Personnel

- Bookkeeper needed, what's the plan? Outcome from past applicants?
- New staff application form and interview questions created to be up to standards with sexual abuse and screening requirements, staff files, contracts to be in locked filing cabinet in classrooms, with answers to interview questions in filing cabinet.
- Tracey's mom rushed to hospital last night TIA..being admitted, Tracey occupied with this today.

Classroom developments

- Toddlers start outside - weather and staffing permitting- and are full 2 hours this week. Going well now in this class. Thank you Carolyn for joining our class and helping!
- Classes are filling up :) lots of interest and views on our google ad

Requests/Questions to Board

- Approve fee policy and complaints policy and parent handbook
- PD funding to be used by Nov 1.
- Also pls pay for staff hours to attend a staff meeting this week on Thursday, review speech videos from speech pathologist, and work on EYE goals, classroom discussions, team building during the meeting- previously approved.
- Not a lot of time to get PD in when this is most pressing. The speech videos sent to us are free but will take time to view and support child participation/inclusion.
- Decided to send Patty to a course that helps accommodate new Canadians since we do serve many new to Canada.
 - Board approves and Tracey will sign Patty
- Can we set all future board meetings in advance? Perhaps on the 3rd Tuesday or Wed of every month?
 - Third Wednesday of each month at 7:30pm
- Look at revising our very outdated Bi Laws (*I can do this!-Britney*)
- RECE appreciation week! Send love to our teachers \$40 from region for appreciation gifts. Is maybe board send us pizza next week on Tuesday and the next Wednesday following week? Pepperoni bacon mushrooms:)
- Asking for plants donated to centre to enhance environment.
- School Improvement please book a fall leaf and playground clean up date or 2..anytime end of October beginning Nov. Before snow and after all leaves down.
 - Steve to connect Chelsea with the Playground cleanup leads. Chelsea to schedule two cleanup days on back-to-back weekends late October and early November

Comments

- EYE goals, parent engagement and using the environment as a 3rd teacher due by Friday to be uploaded to CHS. Staff reflection is completed, needs to be uploaded and the reason for our goals described etc.
- Early morning zoom meetings for parents 730-815am, parent engagement, satisfaction assurance that meeting each families expectations, goals. Please book a zoom meeting.
- Reminder send out notices to membership 10 days? Before a board meeting as per bi laws

President (Sam) Britney subbing for Sam

- Vote Britney into the president position
 - **Motion:**
Steve motions to vote Britney into the president position **Eliane** seconds.
All in favour
Motion to vote Britney Board President is approved"

Vice President (Rebecca)

- Bookkeeper! Will dedicate naptime tomorrow to look at past applicants and go from there (any input welcome)
- Suggest we add some administrative duties to the bookkeeper position
- Eliane offered to support the process through social media posts and email to the membership
- Discussion of an external firm/agency to assist in the interim

Treasurer (Travis)

- Fence Banners - The emails I have found are pictures only and I need the original file so that they can be edited to what we need. If we can't get the original source files, the design will need to be remade.
- Eliane will send the banner folder to see if anything is useful.

Bookkeeper/Admin (Deanna)

- Enrollment for Sept approx 75% - budget based on 81% so slightly below target. October will be a little closer to target.
- Financials as of Sept 30th - deficit but some of that should be reduced when CWELCC application costs are reimbursed. Enrollment higher than 81% is also achievable and should put you ahead of budget.
- Rent - budgeted 3% increase - actual was 5% increase
- Who is tracking completion/ non completion of volunteer requirements and playground cleanup participation? November withdrawals?
- Christmas fundraiser? What are the plans to meet your fundraiser goals?
- I would recommend you look into changing your year end to Dec 31st (before this Dec 31st) or next year you will need to do 2 budgets, 2 year ends and likely 2 audits... You will need a budget for Jan 2023-Dec 2023 for CWELCC.
- TD account - someone will need signing access till it is closed & GICs moved... I have tried online to move CRA direct deposit to Kindred but always "system not available" - last week I contacted CRA about this and they said as I am not the owner it must be done on special form that will be sent out in the next 10-15 business days. Only other item to be moved is Bell account.
- CWELCC:
 - Application submitted & applied for additional 2.75% enhanced funding for 2022
 - Please review recent release
 - The province is continuing the revenue replacement approach to support the implementation of the fee reduction that will come into effect December 31, 2022. An additional 2.75% enhanced funding to be provided in 2023 for expenses.
 - Audit will be required for 2023.
 - Refunds for Apr 1 - Dec 31st - 25% and up to an additional 37% starting Jan 1 2023 i.e.
 - Toddler is currently \$31.25 a day
 - 25% reduction Apr 1st - Dec 31st of 7.81 day (daily fee \$23.44)

- 37% reduction Jan 1st 23 - 8.67 day (daily fee \$14.77)
- Preschool is currently \$25 a day day
 - 25% reduction Apr 1st - Dec 31st of 6.25 day (daily fee \$18.75)
 - **36%** reduction Jan 1st 23 - 6.75 day (daily fee \$12) **
- **Note: Min daily fee is \$12 day
- Need to decide how you will be doing CWELCC refunds - I recommend for current families credit towards fees.
- Wage floor increases -we don't currently have any staff that would qualify based on the current figures so unless they increase the wage floor values or provide additional funding... " In addition, to be eligible for the Wage Floor, staff must be in receipt of the Provincial Wage Enhancement Funding (WEG), and their hourly wage including WEG must be below the wage floor. "

Membership (Britney)

- Call out for a new membership officer!
- Have our social media pages up and running (thanks Eliane!!)
- Printed off lots of flyers - please take some if you haven't already!
- Maybe have a side meeting for the Inclusion Policy?
- Once the bylaws are updated, we need to have a general meeting specifically for that, with $\frac{2}{3}$ majority membership vote
 - Where is an editable version?
- Start planning for an open house in November?
 - Set date of Tuesday November 15th from 11:15-12:15. A facebook event page to promote.

Communications (Eliane)

- Fee payment policy, parent handbook, complaint policy
 - **Motion**
Britney motions to approve the Fee Payment Policy and the Parent Handbook, **Travis** seconded
 all in favour
 Fee payment policy and parent handbooks approved
- Eliane to notify parents that it has been updated.
- Discuss new Social Media committee role
- Next newsletter to promote Membership Officer, Social Media committee role, ECE's, bookkeeper etc.

Secretary (Steve)

- Coop Role update
 - Fundraising assistance. Shayla to assist and Steve to connect Shayla with other commi
- Volunteer parent update
 - 8 volunteers
 - Beginning October 31

School Improvement (vacant)

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Operations (Chelsea)

- Chelsea has quotes for the fence banners.
 - Staples \$240.98 for two banners (8'x2' & 4'x2')
 - Bannerbuzz.ca \$109.20 for two banners (8'x2' & 4'x2')
 - Travis to get additional quotes and report back.
 - Travis located higher quality design files since his update

Admin Officer (Eve)

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“Meeting of the Independents”

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Date of next meeting: Wednesday November 16 @ 7:30pm

Meeting Adjourned: 9:25pm