

## Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, September 19, 2017 at 6:45 pm

Chairperson: Kelly Tunney

### Minutes

**In attendance:** Amina Gilani, Brian Laird, Heather Gawel, Karen Hinnigan, Kathy Boegel, Kelly Tunney, Kostya Kovalenko, Lindsay Ford, Scott Leatherdale, Stacey Acker, Stacey Reid, Vera Jbanova

**Regrets:** None

**On minutes:** Stacey A

\*\*\* Please note that all relevant documents listed below for this meeting are located in the September 2017 Board of Directors Meeting folder \*\*\*

#### Approval of Agenda

**Motion to approve agenda for this Board of Directors meeting**

Motion: Scott

Seconded: Kelly

All in favour, none opposed

Motion carried

#### Approval of Minutes from Board of Directors Meeting August 15, 2017

**Motion to approve minutes from Board of Directors meeting on August 15, 2017**

Motion: Lindsay

Seconded: Kostya

Amendments: Names of people voting should be withheld unless the voter specifically asks to have his/her name recorded

All in favour, none opposed

Motion carried

#### Action plan on remaining tasks from survey (Vera)

Presented staff survey results at staff meeting

Next tasks: Website – determine what is there and what else can be delivered to parents

Met with Stacey R and Kelly and made a plan for smaller tasks (updating handbook, what content to put in the newsletter, renewing door safety sign.

At the staff meeting (Tuesday, September 19), Scott presented ways in which the staff might provide their feedback. Staff will discuss in teams and see what option(s) they want to pursue. Decisions on survey re-design (or whether it will continue) will be made once feedback is received from staff. Scott also presented positive feedback to the staff. Scott clarified that the feedback box was for positive and constructive feedback from parents.

Kelly said there needs to be a procedure for responding to feedback.

**Action Item:** Heather will write a draft procedure and submit to Lindsay for review by the Policies and Procedures Committee.

**For next meeting:** Decision on staff feedback will be discussed after feedback from staff.

**Action Item:** Vera will post staff presentation to Dropbox.

Stacey R is going to the childcare forum tomorrow – the region survey is on the agenda, which should give us a better idea of what questions/feedback we might receive through this survey.

### **Dropbox organization (Stacey A)**

Organization of Dropbox is acceptable. People will add their own content (reports/presentations) for Board of Directors meetings.

### **Staff Engagement (Kelly and Stacey R)**

Stacey R said there will be an educators' gala at \$30/person. There is \$880 remaining in the staff recognition budget. A staff member was nominated for an award. Last year, the October staff meeting was catered by Holy Guacamole.

Plan for this year:

Staff Appreciation Day: Treats for the Staff Room.

November staff meeting: Catered.

Amina will chair the Staff Engagement committee. Stacey R will include a request for pictures/stories in the newsletter. Heather will lead the Staff Appreciation Event in October.

### **Motion to allocate up to \$400 to pay for any nominees and to pay for all or partial costs of other staff who wish to attend the "Celebrating Early Years Professionals" gala.**

Motion: Kelly

Seconded: Scott

All in favour, none opposed

Motion carried

**Action Item:** Amina will set-up a sign-up sheet to bring in treats for ECE Appreciation Day.

### **Update on executive meeting regarding trees and payroll on August 24, 2017 (Kelly)**

Stacey R reported that payroll will be much more efficient with the new payroll software.

Stacey R reported that parents have given very positive feedback about the trees.

Kelly reported that staff are very happy that the infant & toddler playgrounds are being completed this Fall.

### **Administrative software procurement (Stacey R)**

Stacey R presented the opportunities associated with administrative software. Current methods are manual and require duplication of tasks. Stacey R and Kathy have reviewed two possible solutions, both Canadian. Childcare Pro is the proposed software. The proposed software will enable:

- Online registration
- The management of multiple listservs (currently can only email all parents) and allows email connectivity, and will automatically add/remove families based on registration.
- Maintains enrolment and attendance sheet – Class lists are currently being created manually.
- Creates a monthly invoice for parents (automatically calculates)
- Generates annual tax receipts for parents (currently copied and pasted from Excel spreadsheet for individual receipts.)
- Electronic fee transfer (automatic) – Currently each fee is set for each child, requires a manual change each time a child changes a classroom, or for the month where family members pay membership fees (and then must be changed back)
- Electronic access to immunization tracking (can create a report to see who needs immunizations according to our records.)
- Access to real-time data.
- 5-year agreement: \$2190.00/year, 3-year agreement: \$2300/year, 1 year \$2625/year. If we wish to cancel before the agreement expires, there will be a one-year penalty. Online training for up to 2 people is included in these fees. Kelly suggested that we could look into joint training on-site with other centres.
- Would likely save 30-40 hours/month for management.
- The management will be able to spend more time in program with staff and children.

- EFT Pricing is \$25.00 monthly fee, \$1.20 per transaction fee.
- \$750 additional training
- Goal is to implement for January (will be incorporated into next year's budget.)

**Motion to allocate funds to cover the costs of implementing Childcare Pro administrative software on a 5-year agreement (\$2190/year + EFT costs as presented.)**

Motion: Scott

Seconded: Amina

All in favour, none opposed

Motion carried

**Motion to allocate up to \$750 from this year's budget for staff training on Childcare Pro software.**

Motion: Kelly

Seconded: Stacey A

All in favour, none opposed

Motion carried

**Treasurer's Report**

Update on August: Net income \$11,000

No major deviations from budgeted amounts

\$379,000 in cash. Some will be spent on playground, others for emergency/continuation fund.

We could allocate some more to staff appreciation, if needed.

Heather asked if we could consider a rebate. Kostya would be concerned about charitable status since we are restricted to spending only on charitable costs. There are some other capital expenditures coming up.

Kostya outlined the planned budget process:

August: Distributed responsibilities for various parts of budget and reached out to other centres to determine competitive rates.

September: Met with Stacey R (teleconference) to discuss what should be incorporated (software, maintenance, infrastructure). Currently minimum wage is \$13.25, increasing to \$14 and then possibly to \$15. These increases will raise part-time casual pay to the level of regular relief staff.

October: Compile information (rates, compensation, needs, wishlist). Finance committee will generate a draft budget – approved by Stacey R, then will be circulated to executive.

November – provide final proposed budget to board a week ahead of the November Board meeting. Goal is to approve at November Board of Directors meeting (allocate 30 minutes).

There are remaining items on the wishlist, including staff room outside space for staff, half walls, renovating the centre walls in classroom bathrooms. (Consider allocating playground savings if there are any when the playgrounds are completed.)

**Action item:** Board should block off the following Tuesday after the November meeting and earlier on the November meeting for the Staff meeting.

Further discussion potentially making preschool 6 permanent or reworking how camp is run. Scott requested that Treasurer's report be first on meeting agendas and requested that we get a formal wishlist. We could include it on the project tracker.

**Action Item:** Stacey R will look into the possibility of having painting included as capital maintenance.

**Action Item:** Stacey R and Kostya will create a formal wishlist, including what items could be goals for potential fundraisers.

**Parent Communications:**

Currently working on Fall newsletter.  
Emails sent re: Picture Day,

**Fundraising**

Heather is looking for volunteers for Apple Crisp prep Wed. Oct. 4.  
Fundscrip push in December – pre-purchase of gift cards (look at last year's motion – add 15-20% - to approve in October.

**Health & Safety**

Door guard for multi-purpose room has arrived. Work request for installation has been submitted.  
Brian attempted to meet with FAUW president. It was unlikely that the University will cover the sidewalk since there is a sidewalk along the tracks south of the centre. Suggested we get Staff Association and Optometry involved to approach the University on issue of people ignoring stop signs and driving too fast. Heather suggested that we put this information in the newsletter. Brian wants to see the outcome of the next steps before a full parent update and Stacey R said we should make this a separate update. Heather asked Brian if he got a sense of how effective a petition would be. Stacey R suggested connecting with Marilyn Thompson.

Amina left at this time.

Anti-idling posters are being prepared. Heather said that there is a script on MNR website on how to speak to fellow parents about idling. H&S will look into who might do this.

**Action Item:** Karen will request a quote for anti-idling signs.

**Policies and Procedures**

None

**Staff Engagement**

Nothing further

**Committee Membership**

We will solicit volunteers to create a volunteer list – it can be added to with each fundraising event.

**Director's Report**

Stacey R looked into incidence of monitoring calls at other centres. Our incidence rate listed on the Ministry's website is longer than other centres. Some of these are records incidences. The opportunity for these types of incidences will be reduced with new software. There is only ~\$400 left in field trip budget but Preschool is requesting funds (closer to \$800) to go to either the apple orchard or pumpkin patch.

**Motion to allocate up to \$600 for a Preschool Fall field trip (added to the field trip budget.)**

Motion: Kostya

Seconded: Heather

All in favour, none opposed

Motion carried

**Health & Illness Policy**

Only update is to require 2 vomits in 24 hour periods. Clarification on pink eye – Canadian Paediatric Society recommends exclusion and a doctor's note. Brian mentioned that some of these policies do not ALWAYS follow CPS. Centre's lice policies vary. Heather explained that CPS policy was to avoid discrimination and restricted access to education.

**Amendments**

Update rationale to state that the CPS guidelines are a minimum.

Make sure all exclusions are listed in the policy

Update temperature guidelines for fever.  
**Tabled until next meeting.**

**Adjournment 9:25pm**

Motion: Kelly

Seconded: Stacey A

All in favour, none opposed

Motion carried