

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, November 21, 2017 at 7:00 pm

Chairperson: Kelly Tunney

Minutes

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

Regrets: Brian Laird, Karen Hinnigan

On minutes: Stacey Acker

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

7:14 Approval of Agenda

Motion to approve agenda for this Board of Directors meeting

Motion: Kelly

Seconded: Lindsay

All in favour, none opposed

Motion carried

7:17 Approval of Minutes from Board of Directors Meeting October 17, 2017

Motion to approve Minutes from Board of Directors Meeting October 17, 2017

Motion: Amina

Seconded: Vera

All in favour, none opposed

Motion carried

7:20 Executive Director's Report: (20 mins)

- See Stacey's Director's Report in this month's folder. The following items were discussed:
- The timeline on the infant and toddler playgrounds. We're waiting on the weather – we need consistent sunny days for it to dry or consistent freezing temperatures to protect the new soil/sod. Any time there's a sudden thaw, we'll have to keep off it if we want to preserve the grass – it needs to be dry until it fully roots. Architects are consulting on what to do about the wet area at the bottom of the hill slide – no drainage was installed when the building was built and it should have been. Staff is exploring some alternatives where small groups could use certain parts of the playground as long as they stay off the vulnerable portions.
- The contents of the syringes that were found. We have not yet been notified as to the contents.
- Half walls. Half walls are being considered at the ends of the cubbies to slow the rush of children who can get into the lobby. The hallways can still be used as an alternative

to the multi-purpose room when Preschool 6 is implemented, the same as they were last year. The half walls would actually help staff keep children even safer if the hallways were being used for play.

- Preschool 6 discussion
 - We're in the same situation that occurred last year where a lot of children would be ready to move up in the Spring but won't be able to until September when many children leave preschool for Kindergarten. There are two options beyond introducing Preschool 6 in the way that it was done last year.
 - Option 1: Keep children where they are and revamp programs. Parents will pay the higher rate for extra months and no new infants (in most cases, younger siblings of our currently enrolled children) will be registered.
 - Option 2: Turn one of the toddler rooms and turn it into Preschool 6 with all the oldest toddlers. This will mean double moves for some children and layoff of an educator.
- No families left the centre because of the Preschool 6 decision last year but several were unhappy with this use of the multi-purpose room. There were also many families that were happy to be able to have their children move up, reducing their fees, and/or to have their infants able to register when they were going back to work. Stacey R recommends strongly that P6 should be a standard operations endeavor (run annually).
- We should communicate to parents that Preschool 6 also results in keeping fee increases lower.
- Because Preschool 6 would be a Senior Preschool class, the ages of the children would allow the program to be operated at a 1:13 ratio (26 children to 2 staff). Stacey R said we could start in March with 16 children, or we could start with 26 children in March. Current budget options to be reviewed at the budget meeting next week includes only 16 children. We operated at a 1:11 ratio last year.
- The board requested to see the impact on the budget of the two scenarios.
- Kostya said that the net effect of P6 will be negligible but that he would include it in the scenarios for review.
- Stacey R will aim to make final decisions before the holidays.

Motion to go in camera: Kelly

Seconded: Kostya

All in favour, none opposed

Motion carried

In camera discussion

Amina left at this time.

Kelly congratulated those organizing Staff Appreciation.

7:53 Committee Reports

7:53 Parent Communications – Vera

No communications sent out. Vera has solicited feedback from the committee on the website and what information levels need to be increased.

7:55 Fundraising – Heather

The Fundraising Committee plans to get together to set goals for next year's fundraisers. Karen put a thermometer up in the lobby to indicate our fundraising progress so far this year. The Committee is hoping the push for gift cards will put us over the top of the thermometer. Parents that they can donate their deposits back before they withdraw. This should be communicated when withdrawal forms go out.

7:57 Health & Safety – Kelly

Sidewalks will not be installed before snow but Kelly will keep checking on scheduling for the spring.

7:59 Policies and Procedures – Lindsay

Heather is creating a policy on feedback. We need someone to consistently check on feedback. Scott volunteered to do this.

Action Items: Scott will check the box the week before each board meeting to bring them to the meeting. Stacey A will check the online form before each Exec meeting.

8:01 Staff Engagement - Amina (5 mins)

No report

Nominating – Heather (committee is inactive until next election)

This committee should get up and running in January. **Action Item:** Stacey A will put this on the agenda starting in January.

8:04 Treasurer's Report (20 minutes)

We are accumulating revenue. Last payment was just made on the playground. Stacey R indicated that the fees were up a bit this month because the University made the payment to hold spaces.

Brief questions or corrections on the budget scenarios that will be voted on next meeting:

Outside of fee changes, major changes for this year's budget will be the software costs Kostya has not yet been notified by the University as to what the rent for next year will be. Current budget assumes a 2.5% increase.

The following items were discussed:

- Biggest budget decisions to be made: fee increase and the wage increase.

- The need a plan for making wage increase decisions in the future to ensure that we are more consistent with industry standard and from year to year (Staff should have longer term planning/consistency). Stacey R said there is no industry standard. She said if we create a survey, she will have managers in her network explain what they've done. Last year we made larger adjustments because we knew there would be mandated wage increases. All our current salaries are above the minimum wage.
- What jurisdiction the current board has for future financial strategic planning. We can make a plan but there is no rule that future boards would have to follow it.
- What priorities should be guiding our budget decisions. As a board we are mandated to do what's in the best interest (long-term) for the facility.
- The commitment to prioritize staff engagement. Salaries were not a major concern on staff survey. We are in the middle of current ranges across the region.
- The need to dial in on salaries in similar centres rather than the whole region
- Concerns that when the minimum wage increase occurs, people in the current scale will be put closer to the minimum wage.
- Concerns from some staff at the peak that they were not benefitting from top performance due to a ceiling effect. The top performers are getting a lesser increase if they're at a higher level, however this is the case everywhere for those at the top of their pay scale. These issues need to be discussed when the wage plan is developed in the new year. Perhaps straight bonuses, rather than performance raises could overcome this issue.
- Raises: Performance % should be less than base %.
- The possibility of fee increases by specific amounts, instead of by %.
- The makeup of our clients: Our current parents are more UW staff/students than faculty.
- There will be more spaces in the region in the future because of expansion funding. There may be more choice for families and for centre staff. This could result in everyone having a daycare space – this scenario is many years out. Efforts have just been initiated this year.

Action Items: Think about these items and prepare for next meeting. Vera will check staff survey. Everyone should review the 2017 salary survey that Stacey distributed.

Review of Action Items from Last Meeting (15 min) - Tabled

1. Heather will write a draft procedure on responding to feedback and submit to Lindsay for review by the Policies and Procedures Committee.
 - Last status: In progress.
2. Stacey R will look into the possibility of having painting included as capital maintenance.
 - Last status: In progress. Stacey said she is quite sure that painting is excluded from capital maintenance in the lease agreement.
3. Stacey R and Kostya will create a formal wishlist, including what items could be goals for potential fundraisers.
 - Last status: In progress – The list has been started. Costs for individual items are being sought. Karen described a fundraiser where a Christmas tree has ornaments that show pictures of items that the classrooms have wished for. Supporters can take the ornament and buy the item to donate to the Centre.

4. Karen will request a quote for anti-idling signs.
 - Last status: In progress
5. Stacey R will explore what expansion opportunities, if any, might exist for another campus (main campus or another UW campus).
6. Amina will contact Kostya to schedule a meeting ASAP regarding budget development/review.
7. Stacey A will post a document on Dropbox that will provide access to the Project Tracker.
8. Once the administrative software is implemented, Stacey R will look into whether the recipient list could be exported for use with MailChimp
9. The board will brainstorm other fundraising ideas.
10. Heather and Stacey R will create a top 5 (or more) wishlist to inform fundraising goals for this year.
11. Heather will create a list of past fundraisers and how much they made.
12. Lindsay will put together a description of responsibilities for each committee.
13. Board members should sign up online to bring treats for the staff room on ECE Appreciation Day
14. Kelly and Vera will come up with a plan of action to determine the best way to keep track of committee communications (committee email addresses, Google groups, or some other method?).
15. Stacey A will send out a calendar request for the staff meeting in November.

8:50 New Business/Items for next agenda

None

8:55 Regrets for next meeting (Budget meeting November 28)

None

9:00 ADJOURNMENT

Motion: Kelly

Seconded: Kostya

All in favour, none opposed

Motion carried