

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, September 18, 2018 at 6:45 pm
Bright Starts Cooperative Early Learning Centre
Chairperson: Scott Leatherdale

Minutes

In attendance: Alex Zorzito, Jessica Lang, Jennifer Tung, Kathy Sheridan, Kelly Tunney, Leanne Varey, Mark Stuart, Mahyar Shafil, Nomair Naeem, Scott Leatherdale, Stacey Acker, Stacey Reid, Tetyana Reichert

Regrets: Amina Gilani, Karen Hinnigan, Lindsay Ford, Nadia Martin, Jennifer Bleakney

On minutes: Stacey Acker

*** Please note that all relevant documents listed below for this meeting are located in the September 2018 Board of Directors Meeting folder ***

Parents are not leaving the centre until well after 5:30

6:45 Approval of Agenda (2 minutes) – Scott

6:47 Approval of July Minutes (2 minutes) – Scott

6:49 Executive Director's Report (10 minutes)

Next step in early years engage: We need 3 goals for this year. (Last year was playgrounds, staff engagement, and improve admin processes.)

Suggested goals:

Continue with employee engagement
Resource library and spot for parents
Communications with parents

Stacey polled the staff on how we might want to spend additional funds (not funds raised). She compiled a list of 8 possible items for the staff to rank and then add extra items:

1. Expansion – P6, staff room, resource room
2. Bursary for individual class initiatives
3. Painting
4. Cutting down half walls in the bathrooms

Amina is polling the staff on what they would like to use funds raised for.

6:59 Treasurer's Report - Mark (10 minutes)

July: Net income 249k

Aug: Net income 166k

Mostly on budget for expenses. Major increase in kitchen supplies (30% but was only about \$60)

Projected net loss at this point, but our net income is >500k

G&A expenses a little above budget. – probably due to summer field trips

Grant for fee reductions all came in at once. We will chip away at that each month. Will still be up about \$200k.

Action Item: Mark will break down what amounts we have

All board members send ideas to the board gmail by Oct. 2

In camera discussion

7:09 Budgeting for permanent supply staff in August – Stacey R (10 min)

Tabled

7:19 Discussion of nomination process – Jess (10 minutes)

7:29 Planning for ECE Appreciation Day and Dinner – Scott (5 min)

October 16

Will do a taco bar

Action Item: Scott will organize this and send out an email. Could ask for baked goods from all parents. (There are many parents on the casual volunteer list.) Send out request for positive staff feedback/stories.

7:29 Committee Reports (15 minutes)

7:31 Parent Communications - Lindsay (2 minutes)

Sent out invite to join committees. Committee sign-up sheet is located at:

<https://docs.google.com/document/d/1hdZepxzRwr1IA06nznf13zIV3IFoj3GOJNVa8Kqredxo/edit?usp=sharing>

Bulletin board/white board committee and benefits and compensation committee will ask for more volunteers

7:33 Fundraising – Jess, for Amina (5 minutes)

AstroTurf discussion – see quotes labeled as “options” in the September Board of Directors meeting folder.

Motion: Allot up to \$14,131.44 from the fundraising account and upcoming fundraisers for the installation of AstroTurf in the remaining grass areas of the playgrounds, pending review and approval of the fundraising committee

Motion: Jess

Seconded: Stacey

All in favour. Motion passed.

There is approx. \$10k in the fundraising account. Fundraising account will have to borrow from the overall budget to pay for the AstroTurf if it can be scheduled this year.

7:35 Health & Safety – Alex (2 minutes)

No report

7:37 Personnel and Policy – Stacey A (2 mins)

Committee will review staff bereavement policy

7:39 Staff Engagement - Scott (5 mins)

Board members are invited to a social following the Staff Engagement Dinner

Bereavement budget item: An amount should be set aside in the upcoming budget to send flowers when staff has a death in the family

Class programming bursary

- Providing a pot of money that classrooms can apply for to make changes to their room that would fit with ministry mandates, pedagogy. Would submit a proposal: items requested, how it fits with program goals, budget. Alignment with vision of the centre is needed (natural products and environments.) Staff engagement committee will discuss this and come up with a proposal to present at a future board meeting. One-time initiative that could be repeated when funds allow.
- Ideal to implement this fiscal year. Will be part of the discussion at the next meeting. Good opportunity to get the staff up to a standard across the centre.
- Hope this will be good for staff engagement.

Two staff were nominated for ECE Awards: Rita and Marcia.

7:41 Benefits and Compensation Committee – Kelly (2 mins)

Still looking for members

Jess works in a role that supports students to get experiential learning for human resources management students. (free apprenticeships). Stacey attended a workshop on EI employment standards. Most of our policies meet these standards but a student could update a human resources guide. Centre is already engaging Conestoga students

7:44 Review of Action Items from Last Meeting (3 min)

**** Please note: Only the status of the items below will be discussed. The last updated status (if any) is listed below. Any additional items/ideas/points for discussion should be brought up in the time allotted for New Business/Items for next agenda ****

1. Email message asking for parents with HR experience.
 - Will be sent out once Stacey R has numbers requested for committees.
 - Completed but will be done again
2. All new board members must submit their police records check to the main office at Bright Starts by June 15, 2018.
 - In progress

3. Kelly and Amina will schedule a meeting for the Benefits and Compensation Committee
 - Will be addressed when parent volunteers are identified.
4. Heather will write a draft procedure on responding to feedback and submit to Lindsay for review by the Policies and Procedures Committee.
 - Lindsay will provide this policy to Stacey A
5. Fundraising committee will prepare a priority/goals list for this year's fundraising.
 - In progress. Next step is to consult staff.
6. A motion will be prepared for next meeting to add books to the budget. Stacey/Mark will come up with an estimate.
 - On hold until next budget preparation period in October.
7. Organize a book drive.
 - In progress. Fundraising committee has scheduled it.
8. E-mail board gmail (bscelc.waterloo@gmail.com) with ideas and rationales for how funds could be spent before August 15, 2018.
9. Executive committee will compile list at next executive meeting for proposed spending.
10. Committee chairs will let Stacey R. know how many people each committee needs.
11. Parent communications committee will prepare a list of possibilities for better parent engagement.
12. Amina will follow up with eventbrite to see if there are any options to save fees. Perhaps there are options for a charitable organization.
13. Staff Engagement Committee will look into a nomination for the ECE awards

7:47 New business for next meeting (October 23, 2018) (5 minutes)

Action Item: Change meeting times

November: two meetings – budget meeting

Action Item: schedule November budget meeting.

7:52 Regrets for next meeting (October 16, 2018) (1 minutes)

7:53 Feedback (from feedback box and online feedback form) (3 minutes)

Parent requested calendars for all rooms and special days.

We need communication to parents saying that we cannot always accommodate room requests.

Maybe in the next parent communication, we recognize that different classrooms are different.

Maybe need to explain the process of moving up.

All teachers have different styles, are there ways to educate parents about that? Maybe some teacher profiles on the board. Or putting more information out to parents about classrooms.

7:56 Good news roundtable (5 min)

Share any good things that have happened or any good news you have

8:01 ADJOURNMENT