

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, August 20th, 2019 at 6:45pm

Chairperson: Jennifer Bleakney

Minutes

In Attendance: Robilyn Vanos, Owen Gallupe, Hassan Asif, Mahyar Shafii, Mark Stuart, Scott Leatherdale, Jenn Bleakney, Phil Boyle, Leanne Vary, Marina Ivanova, Jenn Tung, Amina Gilini, Karen Hinnigan, Stacey Reid

Regrets: Tetyana Reichert, Nomair Naeem, Veronica Micheal

On Minutes: Phil Boyle

Meeting called to order at 6:47pm

6:47 **Approval** of Agenda

Moved: Scott

Seconded: Owen

All in favor, none opposed

6:47 **Approval** of June minutes

Moved: Scott

Seconded: Hassan

11 in favor, none opposed, 1 abstention

6:48 **Discussion of Security Incident & Potential Security Improvements**

Stacey provided overview of security improvements suggested by UW police after July incident. Suggestions included: lights in each classroom to notify educators that panic button has been activated; panic buttons in each classroom; updating intercoms at front and playground doors; installing cameras at entrances. Stacey getting quotes for some improvements for board to consider.

Part of the problem is parents holding front door for one another in morning/afternoon busy period. Is there a way to improve access control at front door? Parents don't have an easy way to identify one another. One possibility is to switch from fob access to Watcard access so that ID is at least visible. Educating parents on not allowing others to access center also key part of enhancing access control at front door.

Scott commends staff and management for how the incident was handled.

Stacey hoping to have quote from IST for some improvements for next meeting. Health and Safety Committee may look into having university pay for some improvements at that time.

7:07 Playground Safety

There was an incident in preschool playground where student was injured after running down slide hill and hitting fence. Stacey had discussion with parent about how to make this corner of the playground safer. Stacey is getting a quote for crash pads on fence at this location. Scott makes point that risky play is good for children and that we cannot make everything safe. Also suggests that Stacey consult with lawyers before any safety improvements are made because doing so may imply recognition that parts of playground are unsafe. Reminding staff to keep children off back side of hill also part of solution for that specific area.

Hassan asks if we can improve data collected on how many accidents occur in playgrounds? Stacey: incidents are recorded in incident reports but not tallied overall. May be possible to do so but likely be onerous on staff.

Jenn B reminds board that playgrounds are inspected by manufacturer annually; Karen reminds board that playgrounds are inspected daily by staff.

Action Item: Health & Safety Committee will report on issue at next meeting

7:17 Executive Director's Report

Fee reduction pilot ending Dec 31; Stacey waiting on notice from the Region and working on a communication for parents.

Board revisits proposals to extend work week of staff. Stacey outlines Option D again (see G-files for project docs). Stacey did survey of 37 educators since last meeting: 20 were in favor of extending the work week, 13 were 'maybes', and four were opposed. Plan appears to have support of the majority of staff. Change letters will be needed for all staff who make the change to an extended work week.

Mark: financial numbers for the change look good. There is an operational gap that can be closed but doing so will cost money. The question is when/how much to raise fees to cover the cost.

Motion to extend work week for educators from 35 to 37.5 hours per week as per Option D; change letters to be sent to volunteers in October, others to be grandfathered in over resignations/retirements.

Moved: Phil

Seconded: Mark

All opposed, none opposed, no abstentions

Motion to hold next Annual Professional Development Day on April 3rd, 2020

Moved: Scott

Seconded: Mayhar

All in favor, none opposed, none abstain

7:55 Treasurer's Report

Mark: no major issues to report. See PPT slides in folder for details.

8:00 Discussion re: Benefits and Compensation review

Amina asks for time in September meeting for discussion on how to we can make performance review of staff more transparent. A co-op student has been looking at other centers and school boards.

Action Item: Benefits & Compensation Chair (Amina) will report back in September.

8:07 Discussion re: Committee Project Tracker

Committee tracker for 2019-2020 is in the Board files in Gdocs. It is a good way to keep track of projects that are underway by each committee and to enhance accountability for committees. Committee chairs should update project tracker before each board meeting.

Action Item: Jenn B to communicate with committee chairs to populate project tracker before next meeting.

8:12 Committee Business/Updates

Update from Parent Communications Committee re: questions from last center survey and the Region's survey to see if we would keep any of those questions and if that information would still be valuable to ask about again.

Action Item: Jenn Tung to update at next meeting.

Committee chairs to identify need for parent volunteers and discussion of strategy to solicit volunteers. Do we need volunteers for m/any committees? How do we solicit volunteers?

Action Item from Committee Chairs: Inform Jenn B by end of August how many volunteers needed for each committee.

Update and debrief on 5th Annual Fun Fair

Karen: Fun fair was not a fundraiser this year. Target was to break even. Event cost \$2821.04 in total; was short b \$107.

Mark: we need a new ice cream vendor for next year.

Motion to do Apple crisp bake day on Thurs Oct 10th

Moved: Mark

Second: Marina

All in favor, none opposed, no abstentions

8:20 Review of Action Items from Last (June) Meeting

**** 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. Benefits and Compensation committee will post the survey presentation from April's meeting to April's Board of Directors meeting folder.
 - Discussed above; Amina to update in September
2. Finance committee will investigate who would be involved in creation of scenarios to help determine what the business continuity costs might be in the event of an emergency.
 - Ongoing; Finance Committee chair to add to tracker

8:27 New business for next meeting

Stacey: Staff Engagement Committee usually does Appreciation Dinner for staff. Add to project tracker.

8:29 Regrets for next meeting (Sept 17th)

None

8:30 Feedback (from feedback box and online feedback form)

None

8:30 Good news roundtable

Scott will be cancer free by next meeting
Robilyn has new baby
Jenn B moving into new house soon

8:25 ADJOURNMENT

Motion to adjourn meeting

Moved: Mark
Second: Mayher
All in favor, none opposed, no abstentions.