

## **Bright Starts Cooperative Early Learning Centre Board Meeting**

Tuesday, October 15<sup>th</sup>, 2019, 6:45pm

**Chairperson: Jennifer Bleakney**

### **Minutes**

In Attendance: Hassan Asif, Jenn Bleakney (JB), Kathy Boegel, Owen Gallupe, Amina Gilani, Karen Hinnigan, Marina Ivanova, Veronica Michael, Tetyana Reichert, Stacey Reid (SR), Mark Stuart, Leanne Varey

Regrets: Phil Boyle, Scott Leatherdale, Nomair Naeem, Mahyar Shafii, Jenn Tung, Robilyn Vanos

On Minutes: Owen Gallupe

Meeting called to order at 6:54 pm

#### **6:54 Approval of Agenda**

Moved: Leanne

Seconded: Marina

All in favor, none opposed, no abstentions

#### **6:54 Approval of September minutes**

Moved: Veronica

Seconded: Marina

All in favor, none opposed, no abstentions

#### **6:54 Executive Director's Report**

Full report available in October folder.

New funding opportunities:

- Continuous Quality Improvement (one-time grant through Region) - ~\$40k  
JB: When will \$40k arrive? SR: To be used by end of year.
- Wage increase (one-time) – up to \$0.70/hour retroactive to January 2019 until end of 2019.

Serious incident (Oct 8). Child left unattended for ~1 minute. Parents/Ministry notified; incident discussed with staff.

Increase to 37.5 hour work week well received by staff and appears to be easing issues at beginning/end of day.

ID cards moving ahead.

JB: BSCELC absorbing fees (\$10/card)? SR: Yes. JB: Can Watcards be used as ID cards? SR: Will check. Leanne: Parents should be notified that cards should be visible when tapping in. The visual is important.

## **7:07 Early YEARS Engage Annual Planning Template 2018-2019 wrap up/new 2019-2020**

Planning template required by Region updated and submitted. Results of last year's goals include: a) parents becoming more involved by adding parent events; b) more parents on subcommittees; c) two new white boards to enhance communication with parents; d) not much done on newsletter redesign but website nicely updated; e) resource posters placed in classrooms and parent resource centre added to provide information to parents on development and learning.

Feedback from Region is that goals should be more staff directed (and less Board and management directed).

At the moment, staff goals have been identified as: a) to improve practices supporting child self-regulation; b) to improve communication (Region feedback is that this goal is too broad).

## **7:17 Treasurer's Report**

Sept 2019 net loss = \$20,541; revenue ~\$15k lower than expected. Hassan: Why is September revenue lower than expected? Mark: Revenue (especially grants) come in at different times; if received in a different month than anticipated, revenue for a given month will be lower than expected but will be picked up in another month.

Year-to-date net loss = \$128,130. Non-budget expenses = ~\$68k

## **7:22 Committee Business/Updates**

1. Benefits & Compensation Committee re: recommendations from benefits and compensation review

Presentation in October folder.

Survey of different centres informed the recommendations presented by the committee.

- Performance reviews – For educators, recommend adding a section on whether educators are meeting program expectations. For management, recommend moving towards a broader 360 Review in which other staff are consulted. Veronica: 360 Reviews work best if they include opinions of people outside the organisation that management deals with; this, however, is time consuming and is better done every two years.
- Performance increases (one-time bonus) – recommend shifting away from distributing the pot based on a curve which some see as unfair (those at the high end of the pay scale receive less for good performance than those at the low end) to set amount based on performance (eliminating the curve).
- Salary scale – recommend eliminating curved salary increase with ladder system. Increases with every five years of experience. Ladder to be adjusted for inflation.
- Service recognition – recommend recognising years of service milestones with a monetary reward every five years. To be presented at staff appreciation dinner.

Extended discussion particularly around performance increases and salary scale. Hassan: People at low end of salary scale and performing well should receive greater raise; look for ways to retain curve but make it more equitable. Veronica: Important to get out of lower end of salary scale quickly. Veronica/Amina: Ladder system could build in faster rise earlier on (2, 5, 10, 15, 20, 25 years). Amina: Finance Committee could look into revised ladder system. SR: Cost of living plus ladder plus performance bonus could get expensive. Amina: Should revisit ladder every 3 years. General agreement that ladder should apply to all roles.

Next steps: Finance Committee to explore different compensation scenarios.

2. Staff Engagement Committee: update on ECE Appreciation Day (Oct 24) and Staff Appreciation Dinner (Nov 19).

Board to provide treats for ECE Appreciation Day. Sign-up sheet passed around. Board could also get a plant for each room and put balloons in the lobby.

Staff Appreciation Dinner to be catered by Holy Guacamole. Board decorates room and serves staff. Might be nice to find a way to personalize the show of appreciation.

Some funds can be allocated for the two events.

3. Health and Safety Committee: nothing to report.

### **8:29 Review of Action Items from September 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 \*\*\*\*

Action Item from September meeting: All committee chairs should populate project tracker with ongoing committee work, particularly those tasks that recur annually.

- Ongoing

### **8:29 New business for next meeting**

Budget (including reviewing compensation scenarios).

### **8:31 Regrets for next meeting (Nov 19<sup>th</sup>)**

Karen not at next meeting.

### **8:34 Feedback** (from feedback box and online feedback form)

No feedback

### **8:34 Good news roundtable**

Kathy resigning and moving to Gananoque. Last day is Nov 29. Bright Starts will miss her.

### **8:39 ADJOURNMENT**

Moved: Amina

Seconded: Hassan

All in favor, none opposed, no abstentions