

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, June 16th, 2020 at 6:45pm

Chairperson: Jennifer Bleakney

On minutes: Phil Boyle

Meeting by videoconference

Minutes

In Attendance: Robert Reid, Karen Hinnigan, Kerry Raif Sura, Robi Vanos, Marina Ivanova, Veronica Micheal, Tetyana Richert, Jenn Bleakney, Nomair Naeem, Stacey Reid, Mary Robinson, Hassan Asif, Owen Gallupe, Edwin Ng.

Meeting called to order at Called to order at 6:48pm.

Motion to approve the agenda

Moved by Veronica

Seconded by Robi

All in favor, none opposed, no abstentions

Motion carried

Motion to approve May minutes

Moved by Rob

Seconded by Owen

All in favor, none opposed, no abstentions

Motion carried

6:55 Notice to Board and discussion of executive meeting and motions on May 21st, 2020

Jenn provided recap of executive meeting held on May 21st regarding discontinuation of top-up of staff salaries to bring them to 100% of pre-closure levels; salaries of staff will revert to the 75% that is covered by CEWS program. Stacey added that staff were grateful overall and took the news well. Minutes of May 21st executive meeting are in May folder.

7:00 Executive Director's Report

Stacey indicated there has been lots of activity with respect to funding to report. Centre can no longer use wage subsidy to top-up staff salary. The Region has also asked operators to redo first two CEWS application to include some regional funding; this got our staff an extra \$2 and hour over the past couple of weeks added to their recent pay. The region is providing some sustainability funding with provincial money. This is divided into two parts: from closure to May, then June 1 to reopening. This will help cover ongoing expenses like rent, benefits, and RRSP contributions.

Update on rent and the university: Stacey followed up with previous request for rent relief. We can continue to defer if we like. Otherwise we are waiting to see what the university does. There will be some help one way or another but we don't know what it will look like.

Health and safety update: region has updated and shared all policies used during the closure period. Many of these policies will be carried over or adapted for reopening, but we are still waiting for guidance from Waterloo Public Health. Jenn reiterated that without regional

guidelines in place, we cannot open yet. Discussion of communicating this point to parents to clarify that we cannot open without guidance from the region. Stacey will do an email to parents reinforcing this message and asking for parents to confirm enrollment.

Stacey has informed university that center will be reopening so that we can get access to building and start having more staff at the building regularly to get rooms ready. Karen has been purchasing PPE and non-contact thermometers. Parents will probably not be allowed in the building for drop-off; it will probably be easier for staff to go to the parking lots to get children from cars. Parents could call rooms so children could be screened in the parking lot. We will probably use playground entrances/exits to avoid overcrowding in vestibule. The ratios are all the rooms will have to be reconsidered as well. Jenn added that there is no plan to get back to full capacity at this time. Stacey further added that the center will likely be at cohorts of a maximum of 10 for a long time.

Update on enrollment and staffing: we had 26 withdrawals in July and August, plus a few more in the enrollment survey recently distributed. It looks like demand will surpass capacity when the center reopens. Rebecca from the kitchen resigned. Management is trying to keep in touch with staff every two weeks or so via zoom. Management did a survey about staff feelings about returning to work; one staff member has been advised not to return to work yet so she will go on EI until she can/must decide on whether to return to work. Anyone who cannot return to work would go on job-protected leave. Some staff have volunteered to stay home unpaid if we cannot bring all staff back.

Jenn asked about what guidance the Ministry has provided about prioritizing enrollment.

Stacey stated that the only guidance received so far is the same as what was implemented for emergency child care during closure: if you are an emergency worker, or if two parents who work outside of home, you can be prioritized. If a parent is on leave due to layoff/out of work would have lower priority. The center not be able to please everyone, and it looks like most people want their space back, so difficult decisions will need to be made.

General discussion of reminding families about returning enrollment survey; if they don't respond, should they be low priority. Further questions regarding priority enrollment and two vs. three-day part-time enrollment. Could we do rotating enrollment? Parents are anxious for us to open but we need to do it the right way. Further question/discussion about health policies, when do children need to stay home, do we return fees for children who cannot come. Government not requiring children to be tested, so we cannot require children to be tested either. Will children be sent home after a sneeze or a cough? We are hoping for more clarity tomorrow

Discussion of date of next meeting

The next regularly scheduled meeting is July 21st but it might be useful for management to have an additional meeting next week after more guidance about reopening is received from the region. Agreed that an extra board meeting will be held on July 25th at 6:45pm (via Zoom).

8:21 Treasurer's Report

Full report in G-drive folder. Board had some questions about COVID-19 impact on monthly budget. Treasurer reports that the center is doing well financially through all this. The provincial and federal support has made a big difference.

8:27 Committee Business/Membership

Chairs of all committees were confirmed. Chairs should be in contact with committee members to confirm membership. Discussion of pros and cons of a COVID-19-specific committee. Feeling is that existing committee structure is sufficient and parent communications committee will be particularly important.

8:41 Kerry Raif Sura left at this time

8:45 New business for next meeting

None

Motion to adjourn meeting

Moved by Nomair

Seconded by Phil

All in favor, none opposed, no abstentions

Motion carried

Meeting adjourned 8:43pm