

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

Tuesday, November 17<sup>th</sup>, 2020 at 6:45pm

**Chairperson: Jennifer Bleakney**

**On Minutes: Phil Boyle**

**Meeting by Videoconference**

In Attendance: Marina Ivanova, Karen Hinnigan, Phil Boyle, Nomair Naeem, Robi Vanos, Owen Gallupe, Jenn Bleakney, Tetyana Richert, Stacey Reid, Mary Robinson, Keri Raif Sura, Hassan Asif, Edward Ng, Phil Boyle

Meeting called to order at 6:46

**Approval** of the agenda

Moved by Mary

Seconded by Phil

All in favor, none opposed, no abstentions

Motion carried

**Approval** of October minutes

Moved by Robi

Seconded by Hassan

All in favor, none opposed, no abstentions

Motion carried

**Executive Director's Report**

Updates from region; new safe restart funding has been applied for amounts to \$82k based on \$550 per space. There was a conference yesterday and the amount has been upped to \$750 per child. Applications are currently under review.

We received funding for the room closure amounting to ~\$3k.

Repair and maintenance funding from the region: we can apply for 50% of cost of maintenance funding.

Veronica Michael joined meeting at 6:53pm

Some health and safety changes as expected have come from the region: two cases now constitute an outbreak, some new rules around wearing eye safety glasses, as well as guidance around masks for under two-year old.

The center had a serious occurrence two weeks ago; a child was left unsupervised in a vestibule for 1-2 minutes. It was reported to minister. We have followed contravention policy and staff member now has a notice on her file; staff has already had to review applicable files. Ministry has been ok with our handling of that. Staff has taken responsibility for it. The serious occurrence has been closed.

We have submitted a work request to look at paths to the side gates in winter and that is ongoing. We have had annual playground inspection, and all went well though we do not have the official report yet. There will probably be small fixes for spring.

Enrolment: no major changes. January filling up nicely. Infant is at 80% now and will be 90% in Jan. Toddlers will be at 81% and preschool 86% in January. Confident we will be at 100% during winter.

Staffing: resignation from Tina.

Looking into January: the region is stressing operators to go back to normal operating budget and not building COVID related costs on to parents, including relief staff, so we will probably go back to the pre-COVID model of relief staff. Waiting to hear back from public health on that.

Holiday period coming up – we will be selling gift cards again.

Discussion of needed policy changes in light of provincial guidance.

**Motion** to approve amendments to Policy 1.14 Pandemic Plan - Screening Protocol

Moved by Veronica

Seconded by Nomair

All in favor, none opposed, no abstentions

Motion carried

**Motion** to approve amendments to Policy 1.15 Pandemic Plan – Infection Control

Moved by Robi

Seconded by Nomair

All in favor, none opposed, no abstentions

Motion carried

**Motion** to approve amendments to Policy 1.16 Pandemic Plan - Isolation Protocol and Reporting of Symptomatic Persons

Moved by Nomair

Seconded by Mary

All in favor, none opposed, no abstentions

Motion carried

**Finance Committee** re: 2021 Budget

Three budget scenarios for 2021 were presented to the board by the Treasurer and members of the Finance Committee. The details of the scenarios are in the November 2020 meeting folder on Google Drive.

We are showing some negative financial numbers now, but we should be able to balance that to zero next year. For 2020 we budgeted to run into reserve, but we have not, we are actually running a surplus thus far in this year. The region has really helped to keep us fiscally healthy.

Finance Committee recommends the Board approve Scenario 2. This would be a rise of about 4% in each room. Discussion of cost of living and wage increases. Keeping COLA benchmark the same year over year is standard accounting practice.

Question: how do we stack up to other centers? Is in report from last year but we do not know this for this year.

Question: should we have a motion for the pot for money for performance? Yes that would be a separate motion and we would reconcile this in the spring.

**Motion** to adopt Scenario 2 as presented by Finance Committee as BSEL 2021 budget.

Moved by Marina  
Seconded Phil  
Eight votes yes, two votes no, 2 abstentions  
Motion carried

### **Committee Business/Updates**

Robi reported that the Staff Appreciation Event went very well. Jenn and Edwin presented to the staff. Edwin's presentation was great because we had so much feedback. Tons of feedback. Stacey though it went really well. Staff were emotional and seemed very happy. Edwin and Keri did indispensable work to make it happen.

### **Scheduling of Next Meeting**

Dec 15<sup>th</sup> 2020

### **Good news roundtable**

Hassan moving into a new job; Karen expecting grandbaby number two

**Motion** to adjourn

Moved by Nomair  
Seconded by Mary  
All in favor, none opposed no abstentions  
Motion carried  
Meeting adjourned at 8:26pm