

**Bright Starts Cooperative Early Learning Centre Board Meeting**  
**Thursday June 25th, 2020, at 6:45pm**  
**Chairperson: Jennifer Bleakney**  
**On minutes: Phil Boyle**  
**Meeting by videoconference**

Minutes

In Attendance: Robert Reid, Karen Hinnigan, Kerry Raif Sura, Owen Gallupe, Jenn Bleakney  
Mary Robinson, Edwin Ng, Nomair Naeem, Stacey Reid, Marina Ivanova, Tetyana Richert, Edwin Ng, Phil Boyle

Regrets: Robi Vanos, Veronica Micheal, Hassan Asif

Meeting called to order at 6:47pm

**Motion** to Approve Agenda

Moved by Nomair  
Seconded by Phil  
All in favor, none opposed, no abstentions  
Motion carried

**Motion** to approve minutes of June 16th

Moved by Phil  
Seconded by Jenn  
Majority in favor, none opposed, one abstention  
Motion carried

Updated from Executive Director re: guidance from Region on reopening

Public health guidelines from the region for reopening were released at 4pm on Friday. Stacey is reviewing guidelines and will send it to the policy committee and eventual approval by the board. Our policies will largely be dictated by the Ministry, but there are lots of questions that Stacey and Karen and other operators in the region are waiting for.

Update regarding enrollment: there are enough families who will return, or not return right away, that we can accommodate all families who want care, so that is great news. A lot of groups will change, especially in toddler, and there is no more Preschool 6. Some children are not going back to old rooms, but everyone is in place. We will have 82 children in care in total. The classroom lists will be distributed by email to all families soon.

Discussion of how classroom lists will be communicated in a manageable way without raising privacy issues. Only first name and first initial of last name will be used. We want to give parents two weeks notice for who is coming back and in what cohort

Update regarding pick-up & drop-off procedures: An 8am-5pm day may be easier to manage than the previous operating hours because of the length of a staff member's working day, since they cannot

move around. We will assign each classroom an 8-hour day and parents will have to pick up/drop off in that window. This will give staff an extra 15 minutes of time on either side of that window to prepare for the day. And we will probably need to use three different entrances/exits.

General discussion re: operating hours and pick-up/drop-off: there might be push-back on times, but most parents who need care still have one parent at home. It will be difficult because parents can't enter rooms, but this is the model that has been used for emergency care. We don't know how many will come on the first day as well. Some parents might not be happy but this is the best we can do (general agreement that most families will be happy to have care return).

Stacey reports that there is some funding available to cover the downturn in revenues so the center should come out of this ok. Further questions regarding staffing and sick policies for kids. All educators are returning with the exception of two; one has been advised by a doctor not to return to work and another has asked to be off until September. Policies for sick kids will be hard for parents. Any sign of sickness will mean that the child will need to stay away for 14 days unless a COVID-19 test is taken. If it is negative, the child will have to stay home for 24 hours after symptoms subside, which is our normal policy.

The center is on track to open on July 13th. Staff have been working and cleaning and the rooms are looking good. If the new policies can be approved by the Policy committee tomorrow, then approval by the board can occur after that. Stacey reports that training for staff will ideally occur on July 6th and 7th.

Discussion of use of masks at the center. Staff are not required to wear masks at all times, only when they are unable to physically distance. Do we require parents to wear a mask at pick-up and drop-off? Should strongly recommend wearing masks or shields in our pick-up/drop-off policy?

Discussion of available apps/platforms for facilitating screening process and drop-off. Could be more work than is useful. Further discussion of parents making requests to move child to a different room, which could be difficult from a management perspective but could be done for some families who really need the help.

**Motion** to temporarily adjust hours of operation of the center from 8am to 5pm in order to facilitate new COVID-19 protocols.

Moved by Tetyana

Seconded by Rob

All in favor, none opposed, no abstentions

Motion carried

**Motion** to temporarily require parents to pick up and drop off children within the 8-hour window assigned for their cohort.

Moved by Nomair

Seconded by Mary

All in favor, none opposed, no abstentions

Motion carried

Rob left the meeting at this time (8:03 pm)

Discussion of fees for parents whose children might be away from the center for a long time. Will fees be collected at this time? There is no provincial funding at this time to keep spots for children who are away because of COVID-19, and we cannot be rejigging fees all the time because our expenses will stay the same, so fees will be collected as is normally the case when sickness arises. We will need to make our policy clear about when children need to stay home if there is a suspected COVI-19 infection and that fees will be collected.

Discussion of reopening. What needs to be done before reopening? Policies need to be reviewed and approved by board, cleaning need to be done in rooms, staff needs training, and further communication with parents. Opening had been targeted for July 13 but a bit more wiggle room might help, perhaps to July 20<sup>th</sup>. We will need a motion to re-open when the time comes.

**Action item:** Stacey will send out policies to Policy & Personnel Committee for approval followed by review and approval by the Board at our next meeting (tentatively set for July 2<sup>nd</sup>).

**Motion** to adjourn

Moved by Jenn

Seconded by Phil

All in favor, none opposed, no abstentions

Motion carried