

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, June 15, 2021 at 6:45pm

Chairperson: Kennedy Sherwood

Meeting by Videoconference

Minutes

In attendance: Karen Hinnigan, Stacey Reid, Kennedy Sherwood, Jennifer Bleakney, Tetyana Reichert, Michelle Bauer, Angie Docking, Edwin Ng, Julia Carvalho, Mariam Hassan, Emily Kozlowski, Robilyn Vanos

Regrets: None

Meeting called to order at 6:51 p.m.

Motion to approve agenda

- Moved by Tetyana
- Seconded by Emily
- All in favour, none opposed, no abstentions
- Motion carried

Motion to approve May minutes

- Moved by Michelle
- Seconded by Tetyana
- Majority in favour, none opposed, 1 abstention
- Motion carried

Executive Director's Report – [full document](#)

Financial:

- The Ministry of Education has not identified any additional funding to support COVID-19 related costs and losses from 2021. Region has developed a stabilization funding approach, divided into two time periods – our application for the first period (Apr – Aug 2021) has been approved for \$130,875, higher than originally thought. Details for Sept – Dec 2021 to come in the next few months. BSCELC anticipates we are likely to receive approx. half of the first installment during the second wave of funding.
- Repair & Maintenance funding application submitted for \$19,920 (cost of additional artificial turf).
- We continue to apply / qualify for Canadian Emergency Wage Subsidy (CEWS) and Canadian Emergency Rent Subsidy Program (CERS).
 - Question: Is CEWS to enhance current salaries, or to hire relief staff? Stacey – To enhance current salaries. Stacey is looking into ensuring the \$2/day raise is guaranteed so staff can count on that income moving forward.

Health, Safety & Nutrition:

- Kitchen moved to their Summer menu starting May 1 – less oven use due to no air conditioning, more salads and sandwiches included.
- Updates were made to the provincial screening tool to align with the Ministry of Health's new guidance for individuals who may be experiencing post-vaccine symptoms.

- BSCELC will be beginning voluntary rapid COVID-19 testing next week, to be done once a week on Mondays. Approx. 10-11 staff are interested in participating. Positive tests are considered preliminary positive results, and policies and procedures for a positive case will be followed.

Enrollment:

- June – infants (100%), toddlers (94%), preschool (84%), preschool 6 (100%)
- July – infants (100%), toddlers (94%), preschool (89%), preschool 6 (100%)

Staffing / programs:

- Angela (Preschool 1) returning early from maternity leave; will cover Educator summer vacations until beginning her second maternity leave at the end of August.
- Team supervisors touched base with all educators (done quarterly) to review successes and challenges.

Other:

- UWaterloo / Bright Starts closed on Friday, July 2 – communication has been sent to families.
- Seeking quotes from UWaterloo on a few reno projects: repurposing a multi-purpose washroom to a meeting/storage room; adding floor to ceiling cabinets in toddler hallway; upgrading HVAC system. Heard back on the HVAC system, and they are not upgrading any current HVAC units – a complete replacement would be approx. \$30,000.
 - Question: Is the HVAC inquiry prompted by anything specific? Stacey - No, just something many workplaces are looking into re: COVID.
 - Question: Research in Europe notes that filters are less efficient than opening windows, would the Centre consider opening windows if the university doesn't help with the system? Stacey – unfortunately, the windows don't open.
- Children's Services has invited us to participate in a survey re: the local early learning and child care system. Results will inform the development of the Child Care and Early Learning Service System Plan for 2021-2025, including offering solutions for struggles with staffing, offering competitive salaries, and having economical fees for families.

Treasurer's Report - [full document](#)

- May's highlights – revenue is \$173K higher than budget, expenses \$3K less than budget
- Net income - \$172,2562.20

Review bylaws - [full document](#)

- Overview PowerPoint is in the June Board meeting folder for full review.
- One update - pre-COVID, we did not do any email voting. Under our new circumstances, we are now allowed to do that.
- Jennifer encourages members to read the bylaws and become familiar with them.

Committee Overviews

- Reviewed committee functions and current membership
 - Notes about committees: Finance committee busy in the fall; Fundraising/Social usually plans the fall carnival, but not super active in the age of COVID; Staff Engagement plans ECE recognition; Health & Safety enhances security measures, COVID protocols; Nominating busy around AGM time; Parent Communications sends out notices re: Centre updates; Personnel & Policy manages COVID policies.; Benefits & Compensation does remuneration of staff compensation.
- **ACTION ITEM:** All board members to sign up for/update sub-committee membership [here](#).

- Question: Will committee membership be open to non-Board members? Stacey – Parent volunteers can sit on any committee except for the executive committee, but all committees must have at least one Board member, and be chaired by a Board member. Want to make sure Board has first chance to sign up, then will engage with general membership.

Discussion re: monthly meeting time

- It was proposed that we consider changing our current meeting time of 6:45pm to ensure it works for most members.
- After quick discussion of timing between all members, Stacey says she will send out a Doodle poll to determine consensus.
- Stacey also notes that post-COVID, she is flexible on how we continue to meet (ie. just Zoom, or a hybrid of in-person / virtual). No word yet on when we should be able to meet in person, but the Board can start to discuss once parents are allowed back in the Centre (likely the Fall).

New business for next meeting

- We may skip the July meeting, but will hold the date in our calendars.
- Question: Will kids need to wear masks in the fall? Stacey – Ministry has strongly recommended that children over the age of 2 wear masks in the Centre. At the Centre, if a parent wants their child to wear a mask, we will support that, but would not enforce it (no parental requests yet). Like us, not many other Centres in the Region are adopting this policy of having children wear masks. Centre has had 3 confirmed cases, and none have resulted in any additional cases.

Regrets for next meeting (July 20th)

- Michelle Bauer
- Emily Kozlowski

Feedback (from feedback box and online feedback form)

- None

Good news roundtable

- Karen's second granddaughter now 5 weeks old!
- Good vaccine news as people gets their first + second doses of the vaccine
- Karen is the first staff member who is fully vaccinated
- All staff have either gotten their first dose of the vaccine or have their first appointment booked

Motion to adjourn the meeting

- Moved by Kennedy
- Seconded by Tetyana
- All in favour, none opposed, no abstentions
- Motion carried

Meeting adjourned at 8:02pm