

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, October 18, 2022, 7:30pm

IN-PERSON @ Bright Starts CELC

In attendance: Karen Hinnigan, Stacey Reid, Angie Docking, Emily Kozlowski, Robilyn Vanos, Lula Woldemariam, Sarah Wytsma, Eleanor Doe, Michelle Bauer, Mariam Hassan, Anthony Oyeyi

Regrets: Avery Au, Jessica Achebe, Julia Metelka, Edwin Ng

Meeting called to order at 7:36pm in the Multi-Purpose Room.

Motion to approve the agenda

- Moved by Michelle
- Seconded by Mariam
- All in favour, none opposed, no abstentions
- Motion carried

Motion to approve the September minutes

- Moved by Emily
- Seconded by Michelle
- All in favour, none opposed, one abstention
- Motion carried

Executive Director's report

Financial

- CWELCC full funding amount has been received (approx. \$362K)
- Fee rebates for families will happen next week and will be deposited directly into accounts
- BSCCEL is waiting for further guidance on the 2023 budget process as the Ministry has recently released new guidelines
- BSCCEL received some one-time funding from the Region in lieu of their gala, which equals \$20 per full-time staff.
- The Region is also hosting a teleconference on Oct. 19, with a focus on funding

Health & Safety

- There's been 1 positive COVID case since last Board meeting; still encouraging families to test children before returning
- Hand, foot and mouth disease has returned in preschool
- Annual playground inspection happened yesterday and went positively with two recommendations (adding more sand + fixing some concrete issues)
- Annual water samples were tested – no abnormal results returned
- Family parking signs have been installed! Stacey to communicate about them next week (to be used on the honour system).
- Stacey has published the enhanced safety policies based on our pandemic policies for wider review after a first pass by the P&P committee
- The P&P committee offered a few changes that better align with current public health guidelines; Stacey presented these changes to the Board.

Motion to approve Policy 1.1 Infection Control and Sanitary Practices

- Moved by Eleanor
- Seconded by Tony
- All in favour, none opposed, no abstentions
- Motion carried

Motion to approve Policy 1.4 Health and Illness

- Moved by Michelle
- Seconded by Sarah
- All in favour, none opposed, one abstention
- Motion carried

Enrollment

- October enrollment is at 100% in infant, 96% in toddler, and 97% in preschool
- November enrollment is at 97% in infant, 98% in toddler, and 99% in preschool

Staffing

- At Oct. 11 staff meeting, a behavioural consultant from KidsAbility was a guest presenter; Kids & Co staff also joined to see the presentation and take a tour of the building
- Stacey notes parents could benefit from Sharon's training and she will look into booking a parent workshop with her
- Was not able to secure a field trip for preschoolers as securing a bus was challenging; BSCELC bought 140 pumpkins and are going to set up their own "pumpkin patch" for preschoolers to tour
 - Do you think we could do a field trip in the New Year? Stacey – yes, hoping that it will be easier to secure a bus by then. Lots of destinations to consider.

Other

- Stacey shares CWELCC opt-in stats as of Sept. 22:
 - 39% of non-profit providers; 275 of profit providers; 100% licensed home care owners; and 1 for profit opt-out recorded.
- Concerns about opting-in have been tied to public oversight on budgets, staff wages, etc.
- While BSCELC has stayed open during UW "thank you" days in 2022, Stacey notes they won't be able to do that moving forward as there would be no access to UW janitorial services, deliveries, etc. on closure days. BSCELC will close when the university closes.
- Photo week went well! Photographer Christine is hoping to have galleries by the end of the month to share with families.

Treasurer's report

- Received big CWELCC deposit (approx. \$362K) that skews this month's report
- If CWELCC funding is excluded, September tracks close to budget aside from a slight overage due to a 3x payroll month + extra funding for Heidi's position

- Updated investments were purchased at the beginning of October with recently liquidated assets; will be reflected in October's balance sheet
 - On Oct. 7 – cash drawn down and \$300K was invested into 1-yr GIC at 4.4% and \$250K invested in prime-linked cashable GIC at starting rate of 3.2%.
- On future budget planning: there's a current hold because there isn't a lot of clarity for the budget re: CWELCC. Stacey will know more about this on Oct. 25. Emily plans to update our projected budget by rising costs (janitorial, food, etc.) anyway.
 - Will there be three options presented to the Board like last year? Stacey - no, because all those options were based on different parent fee increases. We aren't doing that now with the CWELCC. While the Board will still be involved in passing our budget, the Region will need to approve our budgets moving forward as part of the childcare funding.
- Stacey also notes she's interested in revisiting vacation days in the next budget with the idea to readjust "sick + personal" days as "wellness" days to help with staff recruitment + retention efforts.
- Historical raises for staff have happened Jan. 1; Stacey and Emily to investigate in case this needs to be altered based on Region timeline.

Staff appreciation week + Board involvement

- Staff engagement committee has been busy! Staff appreciation dinner happened this evening and the staff were appreciative. Lula brought in decorations, Mariam brought drinks + desserts, Eleanor brought drinks + fruit garnishes, Robi coordinated and delivered opening remarks. Lula presented the parent quotes in a nice presentation. Each staff member received a flower and a \$25 Conestoga Mall gift card.
- Thanks to those Board members who brought in treats this week for the staff room; staff have really enjoyed them so far. A coffee truck is coming on Friday.
 - Have you done staff satisfaction surveys before? Stacey – yes, but not recently. Phrased them as "accomplishments and challenges" surveys which helped to suss out needed improvements in our programs. The Board put these surveys together and collected responses. Stacey would be open to developing a stronger worded survey to ensure it's more constructive.

New business for next meeting

- Budget presentation by the Finance committee

Regrets for next meeting (November 15 @ 730pm on Zoom)

- N/A

Good news roundtable

- Karen's daughter is moving closer!

Motion to adjourn the meeting

- Moved by Mariam
- Seconded by Eleanor
- All in favour, none opposed, no abstentions
- Motion carried

Meeting adjourned at 8:46pm