

Bright Starts Cooperative Early Learning Centre Board Meeting  
Tuesday, February 15, 2022 at 7:30pm  
**Chairperson: Kennedy Sherwood**  
**Meeting by Videoconference**

In attendance: Karen Hinnigan, Stacey Reid, Kennedy Sherwood, Michelle Bauer, Angie Docking, Edwin Ng, Mariam Hassan, Emily Kozlowski, Robilyn Vanos

Regrets: Jennifer Bleakney

Meeting called to order at 7:34pm.

Motion by approve agenda

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

Motion to approve January minutes

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

### **Executive Director's report**

Financial:

- Currently prepping 2021 regional + ministry funding reciliations; Board will need to vote on sustainability + stabilization funding – Stacey will be bringing to the next meeting.
- We've received \$29K in stabilization funding – Stacey thinks this is over and will likely have to give \$1k back; Stacey has also gotten confirmation that she can use this funding to provide for a fee credit for COVID days; Board is supportive of this. Stacey will not be using this funding to giving fee credits for snow days.
- Received confirmation that our base funding application is into the Region. Amount has increased by about 5%; this is reflected in our budget.
- Quality Initiatives application process will start in May.
- We'll be able to tap into new workplace funding from the federal government. It funds two components: development of a professional learning strategy and workforce capacity and innovation.
  - Development of a professional learning strategy - the Region is working with Conestoga College to plan two professional days; the Centre will close those days and parents will receive a fee credit. Looking to offer one either on May 9<sup>th</sup>, or one in the fall, one in early 2023.
  - Workplace funding – this funding is not meant to enhance salaries or bonuses, it is strictly for recruitment initiatives.
- Official tax receipts have been sent out to families.

- HST rebate – Bright Starts can apply twice a year; we are expecting to receive about \$13K for second half of 2021

#### Health & Safety:

- The Ministry has officially revised their COVID guidelines to reflect changes in early 2022.
- The Ministry has updated provincial childcare screening tool twice in the past week; updated their isolation period + travel policies.
- Bright Starts no longer needs to report PCR tests as serious occurrences... only need to report if the Centre closed due to a high number of COVID-cases. Stacey has updated our internal policies.
- Unvaccinated individuals now must complete rapid tests every 7 days, updated from 3.
- Positive COVID cases – Stacey has been updating the COVID tracking form. Bright Starts has had 15 cases since we re-opened in the New Year, 6 cases have been in February.
- N95 masks meant to be shipped to Bright Starts later this month.
- Rapid testing – Ministry to start sending out tests bi-weekly. Staff and families can get more tests if it's requested when they run out. Tests will be sent to Bright Starts based on 30% capacity.
  - Is there a plan to communicate that to the families? Stacey – yes, she plans to couple that message with a few other messages (i.e. changes to screening tool, hours of operation, etc.);
  - Can you use the Workforce funding for a signing bonus? Stacey – yes, that's how it stands now.
  - Would Bright Starts close if 30% capacity were home due to illness? Stacey – 30% is just that we have to disclose to families, not that we are obligated to close or report to Public Health/Ministry.
  - If a child is absent, are they required to tell you why they're absent? Stacey – no, but we ask parents to let us know.

#### Motion to approve the updated isolation and vaccination disclosure policy

- Moved by Emily
- Seconded by Michelle
- All in favour, none opposed, no abstentions
- Motion approved

#### Enrollment

- February is at 100 percent enrollment for infant and preschool. Toddler is at 98 percent.
- March is at 100 percent enrollment for infant and preschool. Toddler is at 99 percent.

#### Staffing

- Two new pregnancy announcements, prepping for mat leaves in September
- Update on employees currently on long term disability – one employee has extended leave to April; and one has been deemed permanently disabled and unable to work. Our employment lawyer recommends asking for further medical documentation to confirm employee's condition.

#### Other

- Regional Children's Services taking their 2022-26 system plan to council for approval on Feb. 8; this system plan takes into account expected implementation of a Canada-wide child-care plan

- Bright Starts had their licensing inspection last Wednesday – it went well and was very positive. One non-compliance with an allergy so Karen and Stacey double-checking all allergies to ensure no other discrepancies. One other non-compliance with a serious occurrence report as a positive staff PCR test was not submitted within 24 hours to Public Health.
- University has announced two closure days but Bright Starts will remain open
  - What happens if you need snow removal? Stacey - essential services will remain open.
- The resource room flooring is all done and ready to be used next week!

### **Treasurer's report**

- January's highlights – revenue is \$8K lower than budget, expenses \$31K under budget; net income: \$9,918
  - How do we go about putting money into the Capital Replacement fund? Stacey – she will put over the remainder from last year and will add 2022's lump sum. Usually around the AGM we decide how much we want to put in.
  - Why is the revenue lower? Stacey – we budgeted for more base operating funding, but it hasn't caught up yet. Will all be adjusted when we retroactively receive this funding.

### **Hours of operation**

- Stacey recommends moving forward with the hours of operation plan we discussed before Omicron hit – beginning March 14<sup>th</sup>. The Board is in favour of this.
- Ministry is now allowing us to combine cohorts for operational reasons at beginning + ending of day, which would make our hours of operation plan easier to implement.
- Stacey hasn't heard if social distancing will be lifted, so that will prevent parents from still being able to enter the building
- Plan will mean we remove care windows and fully open until 530pm. Stacey to ask families if there is anyone who needs care before 8am (previous survey indicated there were few families needing this).
- Stacey can also indicate to families that if they are uncomfortable having their children mixing cohorts, they are able to come when we're at full ratio.
- Public Health has said that outdoor cohort mixing is okay, so Bright Starts will be instituting it.
  - Is everyone expected to work until 5:30pm? Stacey – no. Staff rotate shifts until 530pm.

### **Fee credits for families**

- Stacey recommending giving a fee credit to families who were affected by COVID closures on January 10. Funds would come out of the stabilization funding.
- Board recommends creating a policy to protect against staff harassment and abuse based on a parent reaction to a room closure.

Motion to provide a fee credit for the three programs (infant, toddler, preschool) who were closed on January 10, 2022.

- Moved by Michelle
- Seconded by Robilyn
- All in favour, none opposed, no abstentions.
- Motion approved.

### **President's role**

- Kennedy is resigning and today is her last meeting. Our Bylaws stipulate that we need a President, so Robilyn has agreed to step in.
- Stacey would like to fill the VP role as they play a large role on the Nominating Committee. As per the bylaws, the Chair of the Nominating Committee must be in the VP role. We will revisit next meeting to allow members time to think of their interest.

Motion to elect Robilyn as interim President effective March 11.

- Moved by Emily
- Seconded by Mariam
- All in favour, none opposed, no abstentions.
- Motion approved

### **Vote on AGM date**

Motion to select May 17 as Bright Starts AGM date

- Moved by Michelle
- Seconded by Robilyn
- All in favour, none opposed, one abstention.
- Motion approved

### **New business for next meeting**

- VP role

Motion to adjourn the meeting

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

Meeting adjourned at 9:13pm