

Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, March 15, 2022 at 7:30pm
Chairperson: Robilyn Vanos
Meeting by Videoconference

In attendance: Karen Hinnigan, Stacey Reid, Michelle Bauer, Angie Docking, Edwin Ng, Emily Kozlowski, Robilyn Vanos, Jennifer Bleakney

Regrets: Mariam Hassan

Meeting called to order at 7:35pm.

Motion to move the agenda

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

Motion to approve the February minutes

- Moved by Edwin
- Seconded by Emily
- All in favour, none opposed, 1 abstention
- Motion carried

Executive Director's report

Financial

- The 2021 reconciliation has been completed + submitted with 1 exception that the Board needs to approve.
- \$25K is the recoverable amount and we will see those deductions come through on upcoming regular Region payments
- 2022 funding approvals are expected to be released at the end of March
- Workforce funding strategy has two components: (1) development of a professional learning strategy; and (2) workforce capacity and innovation fund.
- Under (1) component, Stacey has received confirmation that funding will come through to cover fees for the PD closure days + funding to allow casual staff to attend, and it will also provide funding for technology (\$30K)
- Under (2) component, will include funding for the continuous quality improvement grant to support recruitment + retention efforts and the purchase of play-based materials for enriching environments – Stacey looking to apply for the BSCELC's mentorship program for new recruits
- Under (2) component, programs can apply for the BASIC grant (\$1K) for approved play-based programs + up to \$400K for approved projects that have an impact beyond one program (called the enhanced grant).
 - For the basic + enhanced grants - do either have a specific use that they have to be used for? Or is it discretionary? Stacey - will be discretionary for the most part.
- Program advisor noted that she really liked the mentorship program; BSCELC has also implemented a new scavenger hunt for new hires so that you can learn about the entire Centre.
- In heavy audit mode - Stacey working with auditors from BDO and once the audit is completed, the draft financials will be shared with the Board before approval at the AGM.

Health & Safety

- Updated guidance from the Ministry came out in a memo; there are changes around isolation and the screening tool has been updated. Most changes are mostly for staff. If you have a booster, you don't have to isolate if someone in your household is positive or has symptoms.
- Re: lifting vaccine disclosure policies - the provincial timeframe may not apply to childcare centres – this is likely to take a bit longer for us.
- No longer necessary to report rapid tests for unvaccinated individuals - Stacey would like to recommend keeping our policy in place so that she knows who needs to isolate.
 - Does the vaccine disclosure policy indicate you have to disclose a booster? Stacey – not yet, but it's expected. Will continue to encourage staff to get boosted – approximately half have received their boosters with staff continuing to get them.
- Masking + eye protection can be lifted March 21. Stacey has surveyed staff on how they feel about the lifting restrictions. Unanimous – no goggles. 19 staff say they would like to not have a formal masking policy, allowing them to decide when to mask. 12 say have a masking policy for indoors, but not outside. 5 employees want masking all the time. Stacey's recommendation is to keep masks indoor, but not outdoors. This is also based on what other orgs with vulnerable children are implementing.
 - Do parents dropping off outside need to mask? Stacey - parents would mask indoors, but not outdoors.
 - Can staff still wear eye protection if they'd like? Stacey – yes.
- We can remove co-horting and distancing; however, Stacey recommends we stick with our current plan for now (some families dropping off indoors, with most others sticking with outdoor drop-off). BSCELC has already hired the two extra staff, so it's a model that we'd continue with moving forward.
 - When will other families be allowed in? Stacey - every week, we will invite a new group in after restrictions are lifted.
 - How is BSCELC feeling about the check-in process? Stacey - onsite screening check will be lifted, so parents no longer have to show their green check. Parents are still responsible for screening their children. Parents still need to sign in and out at the door. If that restriction stays in place, it will be difficult to have all parents inside the centre.
 - What does it look like when families can drop off? Stacey - we would go back to a regular schedule, instead of what we're doing now to accommodate a later open time.
- Stacey will update pandemic policies after she receives the final word from the Ministry (*edit: email vote post-Board meeting to approve new policies has been recorded at the end of minutes*)
- Stacey to reach out to Board to vote on masking + eye protection before next Board meeting.
- Absence reporting to be lifted by the end of June.
- BSCELC has had no positive cases since February 8th; Stacey to continue to send home rapid tests as needed with families.
 - Will your rapid test shipments match the need even after restrictions are lifted? Stacey - yes, we have lots.

Enrollment

- WE ARE FULL! Great job, Karen.
- Cancelled our loft order due to delays, costing out a custom loft. Between \$9,700 - \$11,500. Stacey discloses that her partner is one of the groups she's received a quote from, would like to move forward with building with his company.
 - If we purchased from a company, would the loft be insured re: safety? How does that work if we make one custom? Stacey - partner has his own company, so he is insured. Stacey would have someone from Plant Ops to have it installed.

- Is there a conflict of interest? Do we have a conflict-of-interest policy? Stacey - As the care of children is not involved in this decision, she is comfortable moving forward with partner's company. BSCELC does not have an official conflict-of-interest policy.
- What were the quotes based on? Stacey - sent them comparable structures from magazines to base their quotes from.
- Where are the other quotes from? Did any of the other vendors have explicit children's furniture-making experience? Stacey - two other contractors we have experience with and neither have a specific expertise relevant to the project.
- Preschool 6 – we still do not have the staffing capacity to offer it and we're not feeling that there's a need. There will be a revenue loss, but we would save the cost of staffing it. Can revisit it next year.
- Resource room is almost done + ready to be occupied!

Motion to go in-camera

- Moved by Michelle
- Seconded by Angie
- Motion carried

[IN CAMERA]

Motion to come out of in-camera

- Moved by Emily
- Seconded by Michelle
- Motion carried

Treasurer's report

- February's highlights – revenue is \$13K over budget, expenses \$17K under budget; net income: \$12,173.
 - Why is payroll different? Stacey - staff turnover.
 - Stacey has fully moved the full amount for the capital replacement fund.

Approval - 2021 Safe Restart and Stabilization Funding Reconciliation

- Have received \$93K in funding; spent that money on five-day fee credits (snow days + 3-day COVID credit closures), extra PPE, positive cases cleaning, support for vacant spaces, loss of revenue, worn furnishings. The rest of the grant was used for other operating expenditures (lease, wages, benefits, food, etc.)

Motion to approve the 2021 safe restart and stabilization funding reconciliation

- Moved by Jenn
- Seconded by Angie
- All in favour, none opposed, no abstentions
- Motion carried

Approval – Policy 5.16 Right to Disconnect

- Based on Bill 27 - employees don't have to work while on vacation or after-hours and should receive lieu time for overtime hours.
- Relevant Board sub-committee has seen the policy, but there is no rush to pass (*edit: email vote post-Board meeting to approve this policy has been recorded at the end of minutes*)

Vice President's role

- Edwin has stepped into the VP role.

Motion to install Edwin Ng as VP effective immediately

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

Board nominations + AGM process

- Edwin has been working on recruitment for next year's Board; has sent out a call for volunteers to say we are accepting applications. Has received 1 so far. Deadline is the 25th, so encourage parents that you know to join.
- Executive committee is returning for 2022-23, so we are recruiting members at large.
 - How many do we need to recruit based on bylaw? Edwin - we can have up to 15, aiming to recruit up to 10.

New business for next meeting

- N/A

Regrets for next meeting

- Michelle – Stacey to present the Treasurer's report

Motion to adjourn the meeting

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

Meeting adjourned at 9:30pm.

Recording email vote post-meeting:

Motion to adopt the updated policies: 1.16 Pandemic Plan - Isolation Protocol (Version 9), 1.15 Pandemic Plan - Infection Control (Version 8), 1.17 Pandemic Plan – Immunization Disclosure, and the new policy: 5.16 Right to Disconnect Policy.

- Moved by Emily
- Seconded by Edwin
- All in favour, none opposed, no abstentions
- Motion carried (March 28, 2022)