

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, June 21, 2022, 7:30pm

Chairperson: Robilyn Vanos

Meeting by Videoconference

In attendance: Karen Hinnigan, Stacey Reid, Jessica Achebe, Michelle Bauer, Angie Docking, Edwin Ng, Emily Kozlowski, Robilyn Vanos, Mariam Hassan, Avery Au, Lula Woldemariam, Sarah Wytmsa, Anthony Oyeyi, Eleanor Doe

Regrets: Julia Metelka

Meeting called to order at 7:32pm.

Motion to approve the agenda

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

Motion to move the May minutes

- Moved by Avery
- Seconded by Mariam
- 9 in favour, none opposed, 2 abstentions
- Motion carried

Executive Director's report

Financial

- Applied for repair and maintenance funding from the Region (funding is meant to cover 50% of repair and maintenance projects)
- Stacey has applied to have the toddler wooden benches to be repaired (approx. cost of \$2800 to Bright Starts if 50% from the Region comes through); should know result of application in a couple of weeks
- Bright Starts received the Region funding that allowed us to give back the fee credit for May's PD Day. Approved to purchase 7 iPads that educators use frequently in their classrooms to communicate with parents. PD day was wonderful – educators spent the day together in an Optometry room where the presentations were live-streamed
- The second Regional PD Day has been confirmed to be Monday, November 28; the Board will need to vote to close the Centre that day closer to the date
- Updates on the Continuous Quality Improvement Grant committee:
 - Stacey is volunteering on the committee
 - Approval of CQI funding for \$7,600 – went towards cost of the loft in Preschool 4
 - Applied for PD expenses / materials for professional learning (\$1,500); Bright Starts is using this funding to support a person on the leadership team in taking some leadership courses and for resource books for educators in the resource room.
 - Applied for staff replacement costs (\$42,000) – Current team supervisor Heidi will go on an 8-month contract to focus on strengthening recruitment strategies at Bright Starts (i.e. engagement in staff meetings, formalizing job mentorship and shadowing program, revise orientation process and procedures, HR welcome manual, update job

descriptions, formalize employee review process, EDI initiatives, gathering input on things we want to improve in our programs, etc.). The results of Heidi's project will be shared with the Conestoga College Resource centre so that it can be shared sector-wide.

- With Heidi stepping into this contract role, another person will be able to step into her leadership role.
- The Role has been shared internally and externally and there has been a lot of interest; interviews have been scheduled. Will be deciding on the successful candidate this week.
- Stacey is proposing we change financial institutions – from Windsor Financial Credit Unit to RBC (we are currently customers at both and are looking to consolidate)
- Service fees have increased at Windsor Financial and there have been a few mistakes
- RBC also allows for more digital options all of which could be more convenient for Bright Starts and its Board
 - Is there an advantage to have two separate banks? Stacey - A treasurer a few years ago wanted to invest some of the surplus cash, so did research and chose to put them in RBC. We have since expanded service with the bank.
- Will investigate voting on using RBC Express in the fall as vacations make it tricky and its not as urgent.

Motion to move our banking from Windsor Financial Credit Unit to RBC

- Moved by Angie
- Seconding by Avery
- All in favour, none opposed, no abstentions
- Motion carried

Health and Safety

- Masking policy - now that provincial masking restrictions are gone, Stacey is interested in revising masking policy to have mask-wearing be optional for parents and educators indoors; notes quite a few centres are dropping their mask mandates as well.
- Bright Starts has had two positive COVID cases as of April 18.
 - Do you think there would be a lot of educators who would continue to mask? Perhaps phrase it as in continue to wear your masks if you feel it's comfortable for you. Stacey – there are likely to be some, but majority will likely not mask
 - Would it change anything related to screening and symptom monitoring for staff? Stacey - no, you must continue to follow outcome on screening tool.
- Vaccination disclosure policy – Stacey recommends continuing with the policy but removing the requirement to test 3x a week for unvaccinated staff.
- Disclosure piece is still important as it affects the isolation period (ie. isolation period is longer for individuals who have not yet have their booster).
- Board agrees to pass motions to revise both policies with the expectation that we will review and revisit these policies in a fall Board meeting.
- Hand, foot, and mouth disease has been going through Bright Starts toddler and preschool rooms; usually goes through in the springtime so pretty common.
- Children are welcome to return if they are well enough, there is no exclusion period for hand, foot, and mouth disease

Motion to approve the updated Policy #1.15 – pandemic and infection control policy as of July 4, 2022.

- Moved by Avery
- Seconded by Michelle
- All in favour, 1 abstention, no opposed, motion carried

Motion to accept the revisions to the Policy 1.17 – pandemic plan and immunization policy effective July 4, 2022

- Moved by Emily
- Seconded by Avery
- All in favour, none opposed, motion carried

Enrollment

- 100% capacity in all programs for June, July
- Withdrawals are expected for late August; Karen working to fill those spaces in September
- More additions to our waitlist / a lot more calls to ask about care since the announcement of \$10/day childcare plan

Staffing

- Bright Starts now in a position to offer care at 730am again starting July 4
- One room will open in preschool and one room in toddler at 730am and any children who come in between 730-800am would go into these rooms
 - Pre-pandemic, did you have a lot of people come before 8? Stacey – only ever a handful of parents bring their kids earlier than 8
- Stacey to send out a memo to parents informing them of the change
- One staff member has decided to rescind her resignation, so she's back in her position at Bright Starts
- One staff member has resigned from Toddler 5 to take a position closer to home
- One staff member from Preschool 2 has started her maternity leave (1-yr) and another will be going on mat leave shortly (18-months)
- Some staff are asking about whether the staff child-care discount will remain considering the \$10/day childcare plan; Board agrees that this is an important perk we want to keep in place to help with retention.
- Stacey recommends skipping the July meeting and reconvene for August; Board agrees

[IN-CAMERA]

Motion to go out of in-camera

- Moved by Avery
- Seconded by Tony
- Motion carried

Treasurer's report

- April's highlights – revenue is \$142K over budget, expenses \$5.3K over budget; net income: -\$150,502.

- o Significantly over in expenses – most of this cost comes from employee terminations/severance as approved by the Board, and significant supply order and maintenance costs
- May's highlights – revenue is \$17.5K over budget, expenses \$38.3K under budget; net income: -\$42,266.46.
- YTD shows we're in line with what we expected for our deficit budget; Emily notes food costs are turning out to be higher than expected and this should be considered when planning for next year's budget.

Confirming sub-committee Chairs and memberships

- Robi agrees to sign up for the Health & Safety Committee
- Now that the Board has made their selections, Stacey will send out to all parents for volunteers in September.
- Edwin agrees to chair the Fundraising committee
- With Edwin as the Fundraising Chair, all committees now have designated Chairs.

Boosting AGM attendance discussion

- Low attendance at this year's AGM prompted this discussion; have never really had huge turnouts, but turnout has been especially low in the years it's been on Zoom
- Stacey notes one reason families aren't attending could be because they miss the social aspect and timing might also be tough for families at home without childcare
 - o When it was in person, did we get over quorum? Stacey says we never far exceeded in person but never worried about quorum
 - o What's the consequence of not making quorum? You can't technically pass any motions without quorum.
- A few ideas to help boost attendance:
 - o Consider polling/surveying families to see why families aren't attending (to be done in August, alongside email where parents are reminded about the membership charge)
 - o In comms out to families, present attendance as an expectation rather than an invitation – (i.e., you are part of a co-op and you're expected to come, what can we do it make attendance easier?)
 - o Offering a hybrid option
 - o Introducing a raffle draw (Stacey notes they've done this in the past and offered one free month of childcare)
 - o Board staffs a table in the run-up to the AGM that promotes attendance at the AGM and for parents to volunteer for the Board
 - o Discussed idea of charging a fee for families who don't attend; however, Board notes that might make it easier psychologically for parents to opt out, so this will be a last resort
- Next steps will be for the Nominating Committee to consider these options in 2023 AGM planning

Janitorial services discussion

- Bright Starts has some concerns with their current custodial company, JDI
- Currently paying \$40,000 per year for JDI custodial services
- JDI has had a lot of staff turn-over and are hiring subcontractors; haven't been giving adequate notice about the change in personnel and Stacey notes Bright Starts is unhappy with the quality of their work

- Stacey investigated the cost of hiring UW custodial services, as it's in our lease agreement that we can use the university's services if we are willing to pay for it
- After an on-site tour, UW came back with a quote of \$70,000 / 1 year contract for the following services:
 - Consistency in staff – assigning a dedicated custodian to Bright Starts
 - Quality – indicating they would do more frequent deep cleans than the current provider, and have more speciality equipment for higher quality every-day cleaning (i.e., matching the standards set for all UW buildings)
 - Cost-cutting in other areas – UW's custodial service would include some services or supplies we're paying for separately (i.e., toilet paper, housekeeper budget - \$7,500)
 - Emergency services for spills or accidents
- One con of going with UW - Stacey worries that if we're not happy at the end of our year contract, we won't be able to get cleaning services again at \$40,000.
- Emily notes that as treasurer, she's not concerned with the increased cost for custodial services based on the cost savings we'll receive in other places
 - Does UW have any indicators on what good custodial performance would be? Stacey – yes, the overall custodial standard at UW is higher than JDI
 - Have you shown the current cleaners what they've missed to see if they'll improve? Karen – yes, we take pictures and call when there are issues, but we haven't seen any improvements
 - Have you considered hiring cleaners as Bright Starts staff? Stacey – yes, but we worry about how to cover custodial services when vacations or sick days pop up
- The Board notes this increased cost can be considered an additional investment in health and safety

Motion to terminate custodial service with JDI and sign a one-year contract with UW, effective August 1, 2022.

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

New business for next meeting

- Discussion about bringing Board meetings back to in-person

Good news roundtable

- Edwin's Emerson is graduating from Bright Starts!

Motion to adjourn

- Moved by Michelle
- Seconded by Edwin
- All in favour, none opposed, no abstentions

Meeting adjourned at 9:18pm