Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, June 18th at 7:30 pm
Chairperson: Rebecca Koroll
Videoconference (Zoom)

Minutes

*** Please note that all relevant documents listed below for this meeting are located in this month's Board of Directors Meeting folder ***

In Attendance: Rebecca, Michelle, Avery, Elizabeth, Sean, Angie, Matt, Dave, Micaela, Alyssa, Derek, Janice, Maeve, Davene, Stacey, Karen
Regrets: Patrick

Meeting called to order at 7:34PM.

7:34 Approval of Agenda – **Rebecca**
Rebecca - motion to approve, Avery moved, second Matt.
13 in favour, no opposed, no abstentions (Micaela had not yet joined meeting).
Motion carried.

7:35 Approval of May Minutes – **Rebecca**
Rebecca - motion to approve, Janice moved, second Davene.
13 in favour, no opposed, no abstentions (Micaela had not yet joined meeting).
Motion carried.

7:36 Approval of Final 2024 Budget - **Avery and Elizabeth**

- Not in a position for the Board to approve the Final 2024 Budget today due to a funding issue that has come up in recent discussions with the Region.
- At issue is the interpretation of certain rules related to funding and how wage increases for 2024 should be applied.
- Grants are designed to boost lower wages by giving significant wage increase to lower earners (i.e., those with less years of service). However, the Region's interpretation of the rules (as mandated by the Ministry) would result in inadequate wage increases for staff with more years of service and create a flat wage curve/distribution.This interpretation could end up costing BSCELC $50,000 - $100,000.
- There is a way to correct these unintended consequences and other operators/centres have been allowed to do this already by manipulating their base wage, but the Region is not letting BSCELC make this same correction.
- Wage increases are the last piece needed for the final 2024 Budget. Currently contemplating about a 10% wage increase for staff, but need to know what funding the Region will approve before releasing funds in the form of retroactive pay increases. The Finance Committee will need to find a solution and present their recommendation to the Board.
- Avery may need to call an emergency board meeting to approve the Final 2024 Budget once the funding issue with the Region is sorted out. Approval of the budget is urgent as staff wages have been frozen since January 1st. Stacey is expecting staff to be disappointed that wage freeze will be extended longer.

7:51 Executive Director's Report – Stacey

- Back in May applied for one-time funding for play-based materials and equipment grant. Can apply for equivalent of $200/FTE, and requested to apply based on 2024 FTEs. Grant will be used for new bikes, dramatic play furniture, play easels. Should be approved for about $9000.
- Also applied for repairs and maintenance funding for a new kitchen dishwasher, which was previously approved by the board so this would recoup costs incurred. Also applied for a secondary item to remove and replace the play canoe in the preschool yard. Total application was $25,000. Expecting approval letter within the next two weeks.
- The current revenue-replacement approach for CWELCC funding will continue until the end of this year and will be replaced by a cost-based funding approach in 2025. Expecting to hear more details about the funding changes in September.
- Recent Hand-foot-and-mouth cases in some toddler rooms has now passed.
- Kitchen doing summer menu with more finger food options.
- Families were recently reminded about building access policies, which were well-received by parents and there has generally been good compliance. A few parents asked if the reminders were prompted by a specific incident, but Stacey said nothing significant, just a reminder.
- Email reminders were also sent to parents about parking rules.
- An educator recently tripped in one of the playgrounds and fractured their elbow. They did not report the incident/injury to management that day and finished their shift, but then went to the emergency department that evening for medical attention. This prompted a workplace inspection. Inspection went well, no non-compliance issues noted. Staff were reminded of the importance of promptly reporting any workplace injuries.
- A quarterly Public Health inspection was also recently completed and went well. No non-compliance issues noted.
- Enrolment for May/June was consistent. Infant room at 100% capacity. Toddler rooms at 93% capacity based on rooms now operating at capacity of 15 children. T3 increased to 15 in May and another room to increase in September. Toddler room capacity was decreased to 10 during the pandemic but has gradually been returning to 15 in all rooms. Preschool rooms at 100% capacity. July occupancy should remain the same.
- Currently expecting 57 withdrawal letters.
- Position was recently created for a new part-time kitchen and laundry porter. Position has been filled twice but both candidates resigned for personal reasons, so again recruiting to fill this position.
- An educator who was on a 6-month leave of absence following an 18-month maternity leave has requested an additional 6-month leave. The request was denied. The third-party HR firm was consulted and supported this decision.
- Preschool graduation ceremony tomorrow in the Optometry Building. Grad photos turned out great!
- Region of Waterloo Children's Services has announced a 4th Professional Learning Day for Monday, October 28th.

Motion to approve closure of BSCELC on Monday, October 28, 2024 so that staff can attend Professional Learning Day offered by Region of Waterloo Children's Services.

Rebecca - motion to approve, Matt moved, second Michelle.
14 in favour, no opposed, no abstentions.

Motion carried.

- Logo update/refresh is planned. Rebecca will create some options and is open to suggestions from other Board members.

- Grand River Hospital approached Bright Starts last summer about potential partnership for a childcare centre for the hospital. GRH let Stacey know a couple months ago that a RFP would be coming for the proposed centre. Based on review, their financial model would not work for BSCELC as capital costs required were more than Bright Starts could take on, so we had to withdraw from the RFP. Stacey will see if another RFP is released.

Motion to go in-camera to discuss possible expansion opportunity.
Rebecca - motion to approve, Michelle moved, second Derek.
14 in favour, no opposed, no abstentions.
Motion carried.

8:14 Treasurer's Report – Elizabeth

- Elizabeth provided overview of May and YTD financial results.
- May 2024: received retroactive CWELCC workforce compensation funding in May of approx. $61k. Payroll under budget due to vacant toddler spaces, but will increase later in year.
- YTD: Total revenue behind by almost $69k (2%) but slowing closing the YTD gap. Payroll is about in line with budget.
- Balance sheet highlights: Positive cash flow of $55K in May 2024, most of which relates to net income of $62K. No change in investments

Motion to remove "Good news roundtable" from the May 14, 2024 Board Meeting Minutes and remove this as an agenda item starting with the June 18, 2024 Board Meeting.
Rebecca - motion to approve, Micaela moved, second Matt.
14 in favour, no opposed, no abstentions.
Motion carried.

New Business/Items for next agenda (July 16th)

- None

Regrets for next meeting (July 16th)

- Stacey noted that the board does not typically meet in July, August, and December as by-laws on require 9 meetings per year. Instead of meeting on Will need to meet once Avery has final budget numbers, which will likely be in July, but

Motion to cancel regular July 16th and August 20th board meetings and instead hold emergency meeting as needed for board approval of Final 2024 Budget
Rebecca - motion to approve, Davene moved, second Melissa.
14 in favour, no opposed, no abstentions.
Motion carried.

ADJOURNMENT

Motion to Adjourn Board Meeting
Rebecca - motion to approve, Dave moved, second Matt.
14 in favour, no opposed, no abstentions.
Motion carried. Meeting adjourned at 8:26PM