# SFUCCS BOARD MEETING MINUTES  
**Wednesday, May 22, 2019**  
**6:30 PM**  
UniverCity Childcare Centre  
9075 Tower Road  
Burnaby, BC

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Attendance</th>
<th>Name</th>
<th>Position</th>
<th>Attendance</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saaiqa Bhanji</td>
<td>Staff Representative</td>
<td>Present</td>
<td>John Neilson</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Jacky Hughes</td>
</tr>
<tr>
<td>Jamie Cloutier</td>
<td>Secretary</td>
<td>Present</td>
<td>Scott Penney</td>
<td>SFU Representative</td>
<td>Present</td>
<td>Jacqueline Ewonus</td>
</tr>
<tr>
<td>Deborah Cushing</td>
<td>Chair</td>
<td>Present</td>
<td>Mikelle Sasakamoose</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Sera Oh (Minutes)</td>
</tr>
<tr>
<td>Sandi de Domenico</td>
<td>SFU Representative</td>
<td>Regrets</td>
<td>Jennifer Scott</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Donald Lum</td>
</tr>
<tr>
<td>Jolanta Drozdzenska</td>
<td>Staff Representative</td>
<td>Present</td>
<td>Dina Shafey</td>
<td>Parent Representative</td>
<td>Regrets</td>
<td>Shelby Rinaldo</td>
</tr>
<tr>
<td>Sara Eslami</td>
<td>Treasurer</td>
<td>Present</td>
<td>Melanie Simmons</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Pat Frouws</td>
<td>Executive Director</td>
<td>Present</td>
<td>Bev Superle</td>
<td>Community Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Nancy Hawkins</td>
<td>Vice-Chair</td>
<td>Present</td>
<td>Frances Wu</td>
<td>Parent Representative</td>
<td>Regrets</td>
<td></td>
</tr>
<tr>
<td>Tiffany Muller Myrda</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
<td></td>
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**Highlights:**

- Approved 2019 Parent Survey Report for distribution to families
- Approved SFUCCS Infant/Toddler and 3-5 & School Age Guidance Policies
- Reviewed results of 2019/202 Board Intentions survey and noted that 7 Board Directors will seek re-election in September
- Funding was received for summer HRDC positions

Next Board Meeting Dates (Wednesdays): August 28  
AGM: September 18th, 2019
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1. Educator Presentation D. Lum 6:30
   • Engaging Families in the School Age Programs

2. Welcome and Call to Order D. Cushing 6:45
   • The Chair acknowledged and congratulated Staff Representative Saaïqa Bhanji for being awarded a Regional Certificate of Achievement from the 2019 Prime Minister’s Awards for Excellence in Early Childhood Education

3. Consent Agenda (approval) D. Cushing 6:50

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the following items on the consent agenda:
   • Approve agenda
   • March 13, 2019 Board meeting minutes

First, Second, Approved

4. Executive Director’s Reports (information) P. Frouws 6:55
4.1 Executive Director’s Report
   The Board to consider a copy of the circulated report titled Executive Director’s Report to May 22, 2019
   • The Executive Director presented report and noted the following:
     o Information from ED Report is supplied by new bi-monthly newsletter prepared by Program Support Coordinator Sera Oh
     o Information Children has started their coaching sessions; have been using Program Director Jacqueline Ewonus’ office for meetings
     o Installation of the wrap for the emergency container has been completed
     o There is a new design for proposed art project – will still be interactive and able to move to new location; a book of the design and a ceremony to unveil will be planned once project is completed

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the May 22, 2019 Executive Director’s Report

First, Second, Approved

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4.2 Executive Director’s Enrollment Report

The Board to consider a copy of a previously circulated report titled Enrollment Report to May 22, 2019

- The Executive Director presented a review of the Enrollment Report and noted the following:
  - Current enrollment is lower due to open spaces within school-age program that will be filled for September
  - In a recent meeting with licensing officer, noted concerns about retention requests submitted each year; explained importance of having families understand why retention requests are submitted and that they are not necessarily a guarantee; Program Director Jacqueline Ewonus will be sending out a survey to families requesting retentions in order to get more information to support requests; Board members suggested lobbying government to review retention process

RECOMMENDATION

THAT the SFUCCS Board of Directors receives for information the May 22, 2019 Enrollment Report

First, Second, Approved

5. Treasurer’s Report

5.1 Present February and March 2019 Financial Statements

- Treasurer conducted a detailed review of the February and March 2019 financial statement, as listed in the notes section. The following was noted:
  - The cost of the maquette for the original art project was $2000 but as the project has now changed, Society will not be charged for maquette of new project
  - Received funding for summer HRDC positions; MP Terry Beech informed Office Assistant Kathy Hart that Society is on waitlist to receive additional funding
  - Budget was exceeded for office expenses in March; ED will follow up with Accountant to clarify

RECOMMENDATION

THAT the SFUCCS Board of Directors approves the February and March 2019 Financial Statements

First, Second, Approved

Next Board Meeting Dates (Wednesdays): August 28
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6. Committee Updates
6.1 Human Resources Committee
   D. Cushing 7:30
6.11 ED Hiring Process
   - Committee Chair Deborah Cushing provided an update on the Executive Director hiring process and noted the following:
     - Committee has short listed their candidates; the first round of interviews are now complete and the committee is currently undergoing the second round of interviews
     - Committee is working on transition planning as the new ED may not be hired by current ED's last day
     - Chair will prepare a letter to the educators from the Board regarding process

6.2 Communication & Engagement Committee
   M. Sasakamoose 7:40
6.21 Update on re-naming of school-age programs
   - Committee Chair Mikelle Sasakamoose provided an update on committee's plan to re-name school-age programs and noted the following:
     - Musqueam, Squamish, and Tsleil-Waututh Bands have been contacted: Office Administrator Shaelyn Johnston sent out email requests and is awaiting follow up
     - Email request is for each nation to provide a name for the new school-age and 3-5 programs; would like for naming ceremony to take place during opening of new school-age space
   - The Board discussed this initiative and noted the following:
     - While Nation will come up with a name for each program, it is important to ensure that the Society's curriculum and philosophy are understood by the Nations and that the children and educators are involved in the naming process
     - Program Director Jacky Hughes will start process of asking for input from children, educators, and families about the name changes before initial meetings with Nations

NOTED: As the School Age renaming process was not previously brought to the Board of Directors for approval, the committee will need to bring forth a proposal outlining the naming process to be approved at the August 2019 Board meeting

6.22 Present and approve the 2019 Parent Survey Report for distribution to SFUCCS families
   - Committee Chair Mikelle Sasakamoose presented the 2019 Parent Survey Report and noted the following:
     - Program-specific feedback goes to Program Directors to review with each program

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- Office Administrator Shaelyn Johnston will work on creating individualized family invitations for survey in 2020, as some families responded twice; also noted that some families completed the survey for programs that their children no longer attended
- As feedback from families indicated wanting to know more about Society updates and policies, will send reminders to families to refer to website for Society information; Shaelyn will also work on ‘Did you know...?’ posts for social media accounts and program newsletters

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the SFUCCS 2019 Parent Survey Report for distribution to the SFUCCS families

First, Second, Approved

6.3 Bargaining Liaison Committee (BLC)  
D. Cushing  
7:50
- Committee Chair Deborah Cushing provided the following updates:
  - At this time, BCGEU is not ready for negotiations; expect that negotiations may start in the fall; any updates will be provided to the Board in camera
  - When there is an agreement on new terms, proposed agreement will be brought to the Board for a recommendation to approve

6.4 Governance & Nominating Committee  
N. Hawkins  
7:55
6.41 Present and approve the Infant/Toddler and 3-5 & School Age Guidance Policies
- Committee Chair Nancy Hawkins presented documents to Board and noted the following:
  - Guidance Policies were a collaborative effort between educators and will assist them in reflecting on their current practice
  - Policy will be included in parent orientation package and displayed in programs

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the Infant/Toddler and 3-5 & School Age Guidance Policies

First, Second, Approved with the addition of approval date to each policy

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6.42 Review results of Board Intentions Survey
- In reviewing results of 2019/2020 Board Intentions Survey, Committee Chair Nancy Hawkins noted that 7 current Board members will seek re-election

6.43 Board Assessment Survey
- Committee Chair Nancy Hawkins noted that committee has edited previous Board Assessment Survey and Office Administrator Shaelyn Johnston will send out to Board members in early June

6.5 School Age Expansion
- ED noted that July 31st is the date expected for occupancy to new school-age program spaces at UHE

7. Other Business
- Governance & Nominating Committee Chair Nancy Hawkins provided update on committee’s work to update immunization policy and noted the following;
  o School Boards will be bringing immunization policies into effect in September; Society will use same language for updates to SFUCCS policy
  o Society will require a record of immunizations from new children enrolling; Society cannot require that children have immunizations, but can request that children who are not immunized leave during an outbreak

8. In Camera

9. Adjournment

RECOMMENDATION
THAT the SFUCCS Board of Directors moves to adjourn the May 22, 2019 Board meeting

First, Second, Approved

Adjourned at 8:38pm

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