

Regular Meeting of the Management Committee of UWSA Day Care

Minutes for November 13, 2025

In attendance:

Ioulia Berdnikova-Executive Director

Vanessa Wiedman-member/parents

Andrei Hillonov-member/parents

Aleecia Doyle-member/parents

Debbie Froese-member/parents

Nadine Vroom-member/parents

Nathan Laser -member/parents

Matthew Busilla-member/parents

Ted Turner-UWSA Special Project manager

Allan Saji Koshy member / UWSA president

Sheri-Lynn Skwarchuk- Professor, Faculty of Education

Yeojin Lee- UWSA staff

1- Start Meeting

1. Meeting called to order at 4:34PM by Chair – Vanessa W.

2- Agenda and Minutes Approval

1. November 13,2025 Agenda approved by Andrei H and Nathan L
2. October 9,2025 Minutes approved by Allan S and Nathan L.

3- Reports

1. **Daycare's Director report** – please find attached.
2. **Financial Update** – Motion to accept Aleecia D and Andrei H
Ioulia B mentioned that there are some surplus changes for September and October due to 3 payrolls in October.

4- New Business

1. **Genetec Lockdown Project-**

Daycare Management Committee approved and accept the proposal for the “Genetec Lockdown” project in the amount of \$ 94,750.00 plus applicable taxes, and that the total cost be funded from the daycare’s operating surplus.

Moved by: Vanessa W.

Second by: Andrei H.

Outcome: carried

Ted is going to discuss it with Yemi and the UWSA board.

2. Parents handbook– Toilet Training- Ioulia B presented Toilet Training guideline to the board members to see if they had any suggestions that they wanted to add. Aleecia D suggest that if a child requires additional support or need, we should consult with a relevant professional for guidance.

Andrie H said that we should explain more about pull-up diapers and why we don’t want parents to bring pull-up at the daycare. Ioulia B added these suggestions and will send out communication about toilet training guidelines to the board members.

Hours of operation and late charges- Ioulia B said make some changes in relation to hours of operation and late charges. All board members agreed that there will be no late charge. We will be providing parents with 2 weeks notice of withdrawal of their spot after three late pickups. There will be some discretion or cases that will need to be reviewed, like snowstorms or heavy traffic issues downtown. Ioulia B will send out hours of operation and late charges policy to the board members.

5- In Camera –

6- Next Meeting Date and Adjournment

1. Next Meeting January 19,2026 at 4:30PM
2. Adjournment: 5:45PM

Ioulia's Notes November 2025

Enrollment

- As of today, we have 145 children.
- 64 spaces are allocated for the students. As of November 12, 2025 we have 61 children (+1 from October 2025).

Staff update

- There are 40 staff on a payroll now. This number includes 2 ECEs on the long-term disability.
- 2 staff are working part-time, they are U of W students.
- Falilat is retiring on November 28, 2025.
- Proportion of trained staff is 88.26%
- Maria will graduate RRC by January 2026 and Lan will graduate in spring 2026. Both will receive ECE II classification. Both are enrolled in the workplace program.
- 3 ECEs are taking Developmental Studies courses.
- Staff meeting was on November 4.
- We are getting ready for our second PD day on December 23, 2025 (8:00 – 3:30).
- There are several students in a daycare: 2 from MITT, 1 from Louise Riel School division, 1 from Robertson college. We also have 3 volunteers from Mosaic program.

Other items

- Health and Safety meeting is scheduled for November 19.
- Vaccine clinic on October 27 was very successful (125 shots). Due to high demand, I arranged another clinic on November 19.
- We have the first session of GymKyds program.
- A group of children enrolled in the Toybox project.
- Arlene, Julianna and Jin enrolled into mentorship program run by Catherine-Laura Dunnington (Assistant Professor, developmental studies).
- Collegian students visited daycare for observation on October 29.
- We have several high school students for "take the kids to work" day.
- Cathy and Voula visited the center and baked cinnamon buns for the children.
- We started to prepare for Winter gathering in December.

PS 1,2,3 news presented by Arlene T.

PS123 had fun filled October with several diverse celebrations.

First children shared something they love, are grateful and thankful for; in celebration of Thanksgiving. Children participated in making a Thankful tree, sharing who they love, remembering to say thank you, and making a gratitude wreath.

Children participated and observed in the celebration of Diwali which is the Indian Festival of Lights. Antu, Harpreet, Amanjot, Jin and Arlene went around to the rooms to show children some of the beautiful Indian traditional clothing, listened to some Indian songs and created their own paper Diya(s) (candle holders) and enjoyed the colorful Rangoli that Antu created on the table outside of room 1.

And to end the month children participated in Halloween activities leading up to October 31st where they went trick or treating at the Robertson College for Environment and Science Complex in their fun and cute costumes and ended the day with a mini-Halloween party.

PS 4,5,6 news presented by Julianna

In October we focused on Thanksgiving. We talked about being Thankful for the many people in our family and our community and for the many things we have in our homes. We are all very blessed. In each of the rooms we individually wrote down what the children were thankful for.

Room 5 started by going to the University for Let's Talk Science. They had a couple of guests read stories to the children. The children sat at the tables in the library and did a "Life cycle of a butterfly" craft. They gave us books to take back to the center which we shared with PS 1,2,3 and PS 4,5,6. We look forward to having them come to the daycare and have room 4,5,6 all participate.

Room 4 shared their pumpkin with all of room 4,5,6. They cut open their pumpkin, gutted it, then roasted it in the oven, after they watched as Aileen pureed it in the blender. They then assembled some ingredients and made us some pumpkin muffins. They were delicious! Room 5 also got to take a pumpkin and show the children the steps to preparing it for baking. We are saving it in our freezer for a special treat in the future.

We joined together and celebrated Diwali, we each made Dias which are special candles to help celebrate the festival of lights. We also had some of the staff come by and model the beautiful and colorful dresses from India. Antu also makes a beautiful display by the kitchen, showing the vibrant colors, along with small tea lights.

Room 6 had Avidan's father Sam come and show them how to play Chess. The children began by learning the different pieces of the Chess game and how each Chess piece moves on the board. It was a good introduction to the game of Chess.

We did many activities around Halloween. We made pumpkins, monsters, ghosts, and more. We looked at a skeleton and the many bones that they have. Each of the rooms gutted a pumpkin and created a Jack o lantern. Then the day finally arrived, we all dressed up in our costumes, and we went over to the Science building to go Trick or Treating. The children went to three floors and received many treats. We encouraged them to say Thank you. Room 5 also went over the Education building and received some treats which we shared with all of room 4,5,6. Room 5 also received a book from Toy Box and a bookmark.

A big Thank you to all the participants, we really appreciate your generosity.

Infants and Toddlers news presented by Yeojin L.

What a fun and busy month we had in October! October was full of activities and celebrations! Carving and decorating pumpkins were one of MANY Halloween related activities that we did! We also did a spider web toy rescue activity as well as a baking soda and vinegar Halloween science experiment. In the baking soda and vinegar science experiment, the children squeezed black and orange colored vinegar onto baking soda and watched the bubbly reaction. That science experiment was very exciting and educational! Our babies looked so cute in their Halloween costumes!

We made carrot cookies. It was so amazing to see how excited the children were to take part in the baking activity. The children really enjoyed pouring, mixing, and watching how the ingredients changed colors and textures as they came together. The children enjoyed eating their carrot cookies!

We help our babies feel confident and comfortable in lots of ways like how they can try new things that may be scary for them at first. (Their first steps, new sensory activities, or even doing down a slide all on their own for the first time.) We will continue to create

an environment that allows the children to build that trusting relationships with us in November!

Pre-school room presented by Yeojin L.

It's hard to believe how quickly October has flown by. October was full of fun, creativity and celebration. The children learned about Indigenous treaties and how they came up with their own treaties. We all learned and agreed to use our listening ears, walking feet, gentle hands, kind words, and that sharing is caring. Spa day was so fun! The children were so excited to get their feet cleaned, hair done, and relax with some sliced cucumbers on their faces. Our children painted the pumpkin green to make a pumpkin dinosaur and put it on display at the front of the preschool room. It was so popular and all the other children at the daycare were so fascinated with it. We celebrated Thanksgiving, Halloween and Diwali all in the month of October. We celebrated Diwali by dancing and appreciating Indian culture. We celebrated Halloween with colored candles and by trick or treating. October was very fun with lots of special days and celebrations.

University of Winnipeg Students' Association
Statement of Operations
6 Month(s) Ending 9/30/2025
Day Care 100

Unaudited	Actual Month	Actual Yr to Date	Budget Yr to Date	Variance Yr to Date	Last Yr to Date	Annual Budget
Revenue:						
Student Levy	0	0	12,500	12,500	0	25,000
ts/Donations Staff Replacement Grant	0	20,000	8,500	(11,500)	82,809	17,000
Operating Grant	131,273	784,188	781,216	(2,972)	626,633	1,562,432
Inclusion Support Program	7,276	41,189	38,500	(2,689)	44,627	77,000
Staff Replacement Grant	14,668	14,859	0	(14,859)	0	0
Canada Summer Jobs Grant	19,795	19,795	0	(19,795)	4,810	0
Fundraising/Donations Revenue	1,185	7,975	7,500	(475)	9,316	15,000
Parent Fees	74,633	484,925	437,078	(47,847)	471,679	874,156
Other Revenue	474	16,563	38,000	21,437	14,862	76,000
Total Revenue	249,304	1,389,493	1,323,294	(66,199)	1,254,737	2,646,588
Expenditures:						
Activity Supplies	3,204	13,752	12,250	(1,502)	18,714	24,500
Audit Expense	0	0	1,250	1,250	0	2,500
Bank Charges	12	2,178	3,500	1,322	3,217	7,000
Cleaning/Kitchen Expense	512	4,571	8,500	3,929	7,676	17,000
Computer Software & Supplies	265	1,988	3,500	1,512	4,977	7,000
Annual General Meeting Expense	0	693	225	(468)	432	450
IT Service Expenses	360	2,160	0	(2,160)	0	0
Rent/Lease Expenses	2,750	16,500	16,500	0	16,965	33,000
Membership Expense	0	0	113	113	0	225
Workers Compensation	0	10,301	7,500	(2,801)	104	15,000
Office/Bldg Equipment Furniture	0	2,423	600	(1,823)	0	1,200
Childrens' Programming Equipment	0	392	0	(392)	5,644	0
Food & Food Supplies Expense	5,129	26,549	27,972	1,423	26,870	55,944
Insurance Expense	598	3,586	3,588	2	3,499	7,176
Supply Expense	2,828	4,374	750	(3,624)	810	1,500
Copying/Printing Expense	123	365	2,000	1,635	2,438	4,000
Office & Bldg Repairs Maintenance	269	269	500	231	0	1,000
Repairs & Maintenance Programming	2,059	2,595	500	(2,095)	1,907	1,000
CPP Expense	7,006	46,696	57,500	10,804	43,546	115,000
EI Expense	3,045	19,795	25,000	5,205	18,822	50,000
Health & Post Secondary Education Tax	1,415	1,415	0	(1,415)	0	0
Wages Expense	141,175	886,952	954,425	67,473	860,815	1,908,850
Employer Health Plan Expense	9,149	55,997	67,500	11,503	51,098	135,000
Employer RRSP Expense	8,407	52,314	59,000	6,685	50,531	118,000
Professional Development	1,310	1,750	3,000	1,250	914	6,000
ECE Appreciation	10,186	14,451	13,000	(1,451)	11,713	26,000
Field Trips & Events Expense	3,520	21,585	22,500	915	26,465	45,000
/Gifts Knowledge Keeper Honorarium	0	750	3,000	2,250	0	6,000
Licensing and Permits Fire Inspection	0	0	125	125	0	250
Accounting fees allocation	600	3,600	3,600	0	0	7,200
Other Expenses	0	0	0	0	3,600	0
Security expenses	0	0	25,000	25,000	0	50,000
Total Expenditures	203,921	1,198,002	1,322,897	124,896	1,160,757	2,645,795
Surplus (Deficit)	45,383	191,491	397	(191,095)	93,980	793

University of Winnipeg Students' Association
Statement of Operations
7 Month(s) Ending 10/31/2025
Day Care 100

Unaudited	Actual Month	Actual Yr to Date	Budget Yr to Date	Variance Yr to Date	Last Yr to Date	Annual Budget
Revenue:						
Student Levy	0	0	14,583	14,583	0	25,000
ts/Donations Staff Replacement Grant	0	20,000	9,917	(10,083)	82,809	17,000
Operating Grant	131,273	915,461	911,419	(4,042)	734,027	1,562,432
Inclusion Support Program	5,949	47,138	44,917	(2,221)	60,755	77,000
Staff Replacement Grant	0	14,859	0	(14,859)	0	0
Canada Summer Jobs Grant	0	19,795	0	(19,795)	4,810	0
Fundraising/Donations Revenue	1,550	9,525	8,750	(775)	11,001	15,000
Parent Fees	69,153	554,077	509,924	(44,153)	538,142	874,156
Other Revenue	19,363	35,926	44,333	8,407	16,774	76,000
Total Revenue	227,288	1,616,781	1,543,843	(72,938)	1,448,318	2,646,588
Expenditures:						
Activity Supplies	1,989	15,741	14,292	(1,449)	20,263	24,500
Audit Expense	0	0	1,458	1,458	0	2,500
Bank Charges	604	2,782	4,083	1,301	4,011	7,000
Cleaning/Kitchen Expense	253	4,824	9,917	5,092	8,085	17,000
Computer Software & Supplies	259	2,247	4,083	1,837	6,327	7,000
Annual General Meeting Expense	0	693	263	(431)	432	450
IT Service Expenses	360	2,520	0	(2,520)	0	0
Rent/Lease Expenses	2,750	19,250	19,250	0	19,715	33,000
Membership Expense	0	0	131	131	0	225
Workers Compensation	0	10,301	8,750	(1,551)	104	15,000
Office/Bldg Equipment Furniture	284	2,707	700	(2,007)	0	1,200
Childrens' Programming Equipment	806	1,198	0	(1,198)	5,644	0
Food & Food Supplies Expense	4,899	31,448	32,634	1,186	34,041	55,944
Insurance Expense	784	4,370	4,186	(184)	4,097	7,176
Supply Expense	618	4,991	875	(4,116)	810	1,500
Copying/Printing Expense	192	556	2,333	1,777	2,498	4,000
Office & Bldg Repairs Maintenance	0	269	583	315	0	1,000
Repairs & Maintenance Programming	(414)	2,181	583	(1,598)	2,981	1,000
CPP Expense	10,964	57,660	67,083	9,423	49,703	115,000
EI Expense	4,672	24,467	29,167	4,700	21,506	50,000
Health & Post Secondary Education Tax	9,344	10,759	0	(10,759)	2,679	0
Wages Expense	217,549	1,104,501	1,113,496	8,995	984,755	1,908,850
Employer Health Plan Expense	14,077	70,074	78,750	8,676	62,724	135,000
Employer RRSP Expense	13,099	65,413	68,833	3,420	58,177	118,000
Professional Development	556	2,306	3,500	1,194	1,134	6,000
ECE Appreciation	170	14,621	15,167	545	11,713	26,000
Field Trips & Events Expense	4,575	26,160	26,250	90	28,885	45,000
/Gifts Knowledge Keeper Honorarium	250	1,000	3,500	2,500	0	6,000
Licensing and Permits Fire Inspection	0	0	146	146	0	250
Accounting fees allocation	600	4,200	4,200	0	0	7,200
Other Expenses	0	0	0	0	4,200	0
Security expenses	0	0	29,167	29,167	0	50,000
Total Expenditures	289,239	1,487,240	1,543,380	56,140	1,334,483	2,645,795
Surplus (Deficit)	(61,951)	129,540	463	(129,078)	113,835	793

Daycare Genetec Upgrade - Scope of Work

1) Project Overview & Objectives

Provide a turnkey upgrade of the Daycare's access control, lockdown sequences, alarm integration, and Aiphone intercom systems, fully integrated to Genetec Security Center (Security Desk). The solution will implement defined Exterior Threat and Interior Threat behaviors, expand field hardware, and deliver testing, documentation, and training.

2) Systems in Scope

2.1 Access Control & Life Safety Power

Provide and install access control and life safety hardware, including mounting, terminations, labeling, and commissioning.

2.2 Lockdown Sequences (Programming & Behavior)

Exterior Threat: Staff and children remain indoors. Activation via outdoor panic button or Security Desk. Sequence: Lock all exterior doors, allow access only to Supervisor and Security FOBs, trigger horn/strobes and notifications.

Interior Threat: East side exits via playground; west side hides. Activation via interior panic buttons or Security Desk. Sequence: Horn/strobes indicate HIDE or EXIT BUILDING to muster points.

2.3 Intrusion/Alarm System Options

Option 1: \$2,500.00 - DSC Alarm – Add glass-break sensor and integrate with Genetec LifeSafety panel. Option 2: \$ 3,500.00 - Bosch Alarm Upgrade – Replace DSC panel, reuse wiring, add glass-break sensor, integrate with Genetec.

2.4 Aiphone Intercom System

Install IX-MV7-HB master stations, IX-DVF door station, SBX-IDVF enclosure. Provide CAT6 data drops and 18 AWG/6 conductor cabling as required. Separate license required for integrating IX Phone with Genetec (GSC-Sipelia-1sp Qty 4)

3) Bill of Materials (BOM)

Description	Quantity	Model / Part #	Notes
Access Control Parts:			
Cloudlink	1	SY-CLOUDLINK-G2	
Mercury LP1502 ISC	1	LP-1502	
Mercury MR52 RIM	1	MR-52	
Dual Freq Readers (00)	2	HID 40NKS-00-000000	
Dual Freq Readers - Mullion (00)	2	HID 20NKS-00-000000	* THIS STYLE READER IS REQUIRED FOR MULLION INSTALLATION
Camden CX-33 Logic Relay	2	CX-33	
REX	4	T.REX-LT	
Rex Backplate	4	T.REX-PLATE	
FPO150	1	FPO150	
C8 8 Out Lock Ctrl board	1	C8	
D8 8 channel DC Dist	1	D8	
Life Safety Network monitoring module (NL4)	1	NL4	
LifeSafety Enclosure - Empty (SML.)	1	E4M Enclosure - Empty	
Von Duprin Door Strike - Recessed	2	6400 US32 12/24 VDC FSE	
HES Door Strike - Surface	3	HES 9600-630	* THIS STYLE STRIKE IS REQUIRED FOR CRASH BAR DOORS
Door Contacts white 1"	5	184-12WG-W	OR SIMILAR DOOR CONTACT
Magnet Pucks	5	0E-STLDRMAG	
Resistor Blocks (2-1K)	19	6644-T	FOR INPUT LINE SUPERVISION - REX, DOOR CONTACT, PANIC BUTTONS
DSC Intrusion Parts:			
DSC GLASSBREAK SENSOR	1	DG-50AU	OR OPTIONAL BOSCH GLASSBREAK - DS1101I
Aiphone Devices:			
Stainless Enclosure	1	SBX-IDVF	

(MED.)			
Master Station - IP	3	IX-MV7-HB	
Door Station - IP	1	IX-DVF	
Miscellaneous:			
Outdoor Panic Buttons	2	TBD	Weatherproof w/ cover
Indoor Panic Buttons	7	TBD	c/w see through cover
12V7A BATTERIES	2	UT-1270	
Provo - All in One Cable (300M) CMP	TBD	998915R1	
Strobe	5	TBD	
Horn / Strobe (Combo or Separated)	11	TBD	
Door Operator	1	TBD	

4) Installation Scope & Execution

Includes pre-construction coordination, cabling, head-end setup, field device installation, programming, and integration.

5) Testing, Commissioning & Acceptance

Verify device operation, lockdown sequences, alarm integration, and provide documentation.

6) Deliverables

As-built drawings, programming backups, O&M manuals, and staff training.

7) Assumptions & Clarifications

Genetec environment and licensing are existing; TBD items finalized before procurement.

8) Exclusions

No structural modifications or network upgrades beyond scope.

9) Schedule & Working Hours

Coordinate with Daycare operations; announce testing in advance.

10) Pricing Structure

Base scope lump sum; separate pricing for DSC add-on and Bosch upgrade options.

11) Close-Out

Final walkthrough, acceptance, and delivery of documentation and training records.

