



**CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.**  
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**Board Meeting Minutes**  
**May 21, 2024 @ 7pm via Teams**

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov	Meetings Attended 2024
Kendal	A	A	A	A	A					5/5
Laura E.	A	A	A	A	A					5/5
Sharilyn	A	A	A	A	A					5/5
Laura J.	A	A	A	A	A					5/5
Terry	R	R	R	A	A					2/4
Phil	A	A	A	R	A					4/5
Bridget	R	A	A	A	R					3/5
Kate	A	A	R	A	A					4/5
Jill	A	A	A	A	A					5/5
Tess G	A	A	A	A	A					5/5
Marieke S.	A	A	A	A	R					4/5
Jodi C.	A	A	A	A	A					5/5
Amanda S.	A	A	A	R	A					4/5
Jeanie P.	A	A	A	A	A					5/5
Diane P.	A	A	A	A	A					5/5
Heather M.	N/A	N/A	N/A	N/A	A					1/5
Deb A.	A	A	A	A	A					5/5
Lillian C.	A	R	R	A	A					3/5
LEGEND: A=Attended R=Regrets C=Cancelled										

\*Also in attendance Nicole Hutchinson, Jessica Pollard, Shelia Matthews, and Annette Fletcher

1. **Welcome**

2. **Approval of the Agenda**

Motion to approve the agenda with removal of 6C and addition of 6G-6K –Laura Jutzi  
Second- Kate Carried

3. **Business Arising from Past Minutes**

a) **Emerging Application and Start Up Grant –**

a) **Playground Revision's:** Amanda is gathering quotes for grass replacement and other items in the playground. Updates to be continued

b) **Volunteer Policy –** Phil discussed the volunteer policy with Danielle from Licensing. As the policy stands we have all items covered for VSC and immunizations

Motion to approve the volunteer policy as drafted – Phil  
Second – Kate Carried

c) **Field Trip Policy –** with volunteer policy carried the field trip policy can be drafted for review

d) **Summer Construction Projects Clinton and Goderich Sites –** Receive for information.

a) Deb attended Contractor meeting on May 7<sup>th</sup> will co-ordinate times with contractors for testing the new fire alarm system to not be done during sleep times. Children will be relocated to other play places when outdoor work being done at GPS

b) We are running 2 JK/SK program at with 26 children each and a school age program with 30 children for a total of 86 children at St. Josephs. CCCC staff will do all the cleaning to help offset extra work for their Custodial team.

c) Summer PD July 29 – Staff are voting on a team building exercise to be held on this date

e) **Financial Management Policy-** Defer to next meeting

f) **Board Member Resignations and Board Positions Under Review –** New members have attended this meeting with interest of joining the board.

Currently Laura Edgar has put forth her name for Chair, Terry Hogg for Vice chair and treasurer for Annette Fletcher. Kate has formal sent in her resignation for the Fall so an HR position will need to be filled. AGM positions will be voted on.

g) **Board Training –** Deb has contacted TJ Solutions requesting information about Basic Board Governance Online and How to Work with Your Board of Directors & Supervisors. She is going to connect with TJ solutions to determine costs as well as breakdown on online milestones.

h) **Wireless Repeater for Clinton Site –** The Clinton site needs a wireless repeater at the entrance of the gym that would cost \$ 1111.11 to purchase. Currently the Lillio app works if the staff go to the gym doors to update daily activities. For now, the program will only run another 6 weeks at the gym. The Board has

decided to wait on this purchase and to try and seek a possible grant for this upgrade.

Diane is also going to prepare a complete breakdown of the grant money spending so far to see if any amounts are left to cover this as well.

4. **Consent Agenda**

- a) Approval of Past Minutes
  - o Motion to approve the minutes from the April 30, 2024, Board Meeting
- b) Executive Director's Report
- c) Financial Report

Motion to Approve the consent agenda as a whole- Sharilyn

Second- Laura Jutzi Carried

5. **Policy Review**

- a) **Employee Handbook Appendix Financial Administrator 2.5 Recruitment and Selection of the Financial Administrator** – correct spelling mistake – currently says 5.2 Recruitment and Selection of the Executive Director.

Motion to approve the Employee Handbook Appendix Financial Administrator 2.5 as presented - Laura E.

Second- Kate A. Carried

6. **New Business**

- a. **Updates to Education Incentive** – Motion to approve adding an additional \$500.00 to be paid to graduate upon receipt of registration with the College of ECE and the amendment to the education incentive 2.14.05 - Sharilyn

Second- Laura Jutzi Carried

- b. **Summer School Age Letter for Temporarily Qualified Staff** - Motion to approve temporarily wage enhancement for Summer (July and August) Staff who meet criteria set out by Ministry of Education **Regulation 137/15 Part 8.2 Qualified Employees 54(2)** - Laura E.

Second- Laura Jutzi Carried

- c. **Training Opportunities** – Removed from the Agenda
- d. **Goderich Internet** – Receive for information. Deb and Terry visited GPS and measured the amount of wiring and number of access points that would be required to install the internet in September. A quote of items to be submitted in June meeting to allow time for installation over the summer.
- e. **AGM**- Jeanie has groups assigned for tasks and there is approximately 150 attending at this time.
- f. **Annual Photo Day** – Annual Photo Day is June 17 & 18<sup>th</sup> in the morning.
- g. **Revision of Program Statement**- Amanda drafted a new program statement after attending a meeting about updated program statements annually.

Motion to approve the new program statement as drafted – Sharilyn

Second- Laura Jutzi Carried

- h. **Program Assistance Job Description** - Amanda and Deb discussed constructing a PA specific job description to post when looking to hire program support staff who have behaviour experience that would benefit all children who require additional support to be successful in program. The board has reviewed the drafted job description and support Deb and Amanda posting this position for summer staffing as well.
- i. **Capitla Grant Application** – Laura Edgar has found information that Diane is going to contact for possible grant money for an expansion of the centre in the future.
- j. **CWLECC break down for 2024 and Update**- Diane has noted changes in the workforce dollar amount that will adjust the amount provided for the centre. Diane is going to contact a few other centres to see if they have noted any other changes, we need to be aware of and prepare for.
- k. **GIC Term Expiring**- Diane has brought forward that the smaller of the two GIC's is coming due in June. Diane proposed some money from the savings account be in addition to GIC total for more investment. Diane is going to get a quote from Libro that can be guaranteed for 30 days to allow for a motion on our next meeting for the decided term for this GIC.

7. **Next Meeting Date** – June 25, 2024 @ 7pm via Microsoft **Teams**

8. **Adjournment** motion to adjourn 9:01pm – Laura Jutzi                      Second – Terry