



CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.
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Board Meeting Agenda
Tuesday June 25th @ 7pm via Teams

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov	Meetings Attended 2024
Laura E.	A	A	A	A	A	A				6/5
Laura J.	A	A	A	A	A	A				6/5
Terry	R	R	R	A	A	A				3/5
Phil	A	A	A	R	A	A				5/6
Bridget	R	A	A	A	R	A				4/6
Kate	A	A	R	A	A	A				5/6
Jill	A	A	A	A	A	A				6/6
Tess G	A	A	A	A	A	A				6/6
Marieke S.	A	A	A	A	R	A				5/6
Annette Fletcher	N/A	N/A	N/A	N/A	N/A	A				1/2
Nicole Hutchinson	N/A	N/A	N/A	N/A	N/A	A				1/2
Jodi C.	A	A	A	A	A	A				6/6
Amanda S.	A	A	A	R	A	A				5/6
Jeanie P.	A	A	A	A	A	A				6/6
Diane P.	A	A	A	A	A	A				6/6
Heather M.	N/A	N/A	N/A	N/A	A					
Deb A.	A	A	A	A	A	A				6/6
Lillian C.	A	R	R	A	A	A				4/5
LEGEND: A=Attended R=Regrets C=Cancelled										

1. **Welcome**
2. **Approval of the Agenda**

- a) Motion to approve the agenda with the addition of 6c in new business for information for ECE Appreciation Day Apparel - Phil
Second – Kate A Carried

3. **Business Arising from Past Minutes**

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

- a) **Playground Revision’s:** Receive for information: Amanda currently waiting on quotes for playground revision.
- b) Motion to approve utilizing the \$25 000 from the Emerging Application Grant designated to playground revisions as well as an additional \$40 000 of fundraising money to start our playground revision this summer- Laura Jutzi
Second- Phil Carried

- b) Receive for information – Diane answered questions about the Emerging Application breakdown and keeping costs documented for how much in each division will be used.

- b) **CWELCC updates** – Diane explained supporting news from the County was shared that more money will be distributed for staff retention in the coming months.
- c) **Field Trip Policy** – Amanda and Deb explained that walking trips have less liability and risk along with costs. For the summer we will keep walking only trips and in September will review and look back into the bus trip conversation and policy development.
- d) **Summer Construction Projects Clinton and Goderich Sites** – Receive for information.
 - a) Deb to attend bi-weekly construction update meetings during the summer starting July 3rd.
 - b) Per Danielle Holland, Deb must have written documentation from the Fire Chief stating the Fire Alarm System is in working order prior to re-opening the doors to children on August 6th. Deb has communicated this requirement to the Contractors and the Fire Chief and will follow up at Construction Meeting on July 3rd.

- e) **Investments** – motion to approve the investment Sub 18 of \$105,063.84 .00 into a 4-year GIC- Laura

Second- Phil Carried

- f) **Financial Management Policy- Defer** to September meeting to design a committee that will review spending limits and budgets
- g) **Board Member Resignations-** Motion to approve removing Kendal Schlosser and Sharilyn McCullough as signers on our accounts and adding Laura Edgar and Annette Fletcher- Laura Jutzi
Second- Kate A. Carried

- h) **Board Training** – Deb will get more information over the summer and provide the Board with more details via email once receive more details from TJ Solutions about Basic Board Governance Online and How to Work with Your Board of Directors & Supervisors

- a) **Wireless repeater for Sites – a) + b)**
 Motion to approve all internet updates and requirements for both St. Joseph's School and GPS including the costs associated with TCC and Hurontel to complete the transitions – Laura Jutzi
 Second – Annette Fletcher Carried

4. **Consent Agenda**

- a) Approval of Past Minutes
- b) Executive Director's Report
- c) Financial Report

Motion to approve the consent agenda from the May 21, 2024, Board Meeting- Laura Jutzi Second- Terry H. Carried

5. **Policy Review**

- a) **Prohibited Practices – Policy** Please consider the following corrections/additions addition of statement recognizing not all children are able to maintain eye contact. Changed self-regulation to co-regulation. Added Childcare Coordinator to the Prohibited Practices Monitoring Policy. Updated Revision Date. Added the Safe Behaviour Policy and omit the previous Child Behaviour Policy language.

Motion to approve and accept the changes to the Prohibited Practices policy as presented- Laura Jutzi Second- Kate A. Carried

b) **Appendix B Vacation/Personal/Wellness Day Request Form**

- a. Request form updated to include single day and ½ day requests.

6. **New Business**

a. **July 29 Staff PD – Receive for Information**

i. **Team Building at Lions Park in Clinton 930am-300pm**

1. Staff will be participating in several reflecting team building activities in the morning including an icebreaker activity lead by Sheila and Kirsten. We will be completing an "I am unique because ...", a backpack activity and a Start, Stop, Continue activity.
2. We will be having a BBQ ¼ chicken lunch with 4 picnic sides, an ice cream treat. **Motion to approve \$2000 for the booking of Pineridge BBQ to provide food for staff's lunch.** The quoted cost of \$1782 includes approx. 55 meals, \$200 for delivery and 10% gratuity. The meal will be dropped off and Deb will set up. If they cater the cost rises to \$2380. Deb will also pick up fruit and veggie trays and drinks. With the additional hires this month the quoted number may increase.

Motion to approve \$2500.00 for the meal from Pineridge, fruit, veggies trays and anything else involved with the meal- Phil

Second – Laura J. Carried

b. **Safe Behaviour Policy**

i. Information from Deb

1. We are currently several students who are exhibiting level 2 & 3 behaviours. Deb discussed the status of the children and next steps moving forward throughout the summer program. Updates will be sent as needed.

c. ECE Appreciation Day Apparel – Amanda is planning over the summer for the research and planning for ECE appreciation day apparel for staff to be ready in October.

Motion to approve the spending of \$100.00 for each staff for apparel of your choice- Laura Jutzi Second- Nicole H. Carried

7. **Next Meeting Date – September 24, 2024 @ 7pm via [Microsoft Teams](#)**

8. **Adjournment**

Motion to adjourn at 9:12pm Laura Jutzi Second Annette F. Carried

In Cam Session (Minutes recorded)