



**CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.**  
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**Board Meeting Minutes**

**Tuesday January 28, 2025 @ 7pm via Teams**

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov	Meetings Attended 2024
Laura E.	A									1/1
Laura J.	A									1/1
Terry	A									1/1
Bridget	A									1/1
Jill	A									1/1
Tess G	A									1/1
Marieke S.	R									0/1
Annette Fletcher	A									1/1
Nicole Hutchinson	A									1/1
Jessica Pollard	A									1/1
Jodi C.	A									1/1
Amanda S.	A									1/1
Jeanie P.	A									1/1
Heather M.	A									1/1
Deb A.	A									1/1
Lillian C.	A									1/1
LEGEND: A=Attended R=Regrets C=Cancelled										

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

- a) Motion to approve the agenda with the addition of New Business (c) - the purchase of new Laptops- Laura J.                      Second- Terry H.                      Carried

3. **Business Arising from Past Minutes**

a) **CWELCC updates**

- a) Information update from the County provided by Heather

b) **Updates to New Program Space**

- A) information from Amanda- program space will begin work in March

c) **Installation of Server and Renewal of ACCEO Solutions Inc**

- Information from Terry, server has been operational for 2 weeks now and no issues. All management have been onboarded

d) **Board Member Sub-Committees**

- a) Information from Terry formed Board Member Sub-Committees- meetings to be set up for next week to gather for information

e) **Parking Lot**

- a) Information from Deb
  - Plans for Parking Lot to minimize the traffic and difficulties with pick up and drop off during school pick up and drop off times- School and School Board present for meetings and future planning. Change will occur late summer

f) **No Trespass Order**

- a) Deb directing parents to AMDSB to discuss

g) **Vacation Policy**

- a) Defer changes to Vacation Policy to February 2025 Meeting to allow time to complete proposed changes to the policy.

4. **Consent Agenda**

a) Approval of Past Minutes

- o Motion to approve the minutes from the November 26, 2024, Board Meeting December 4, 2024, Emergency Board Meeting-Terry      Second- Laura J.      Carried

b) Executive Director's Report

c) Financial Report

Motion to approve the Executive directors report and the financial report- Annette F.

Second- Terry                      Carried

5. **Policy Review**

a) **Employee Handbook Policies –**

a. **2.0 Classification of Employment**

- i. Clearly defined criteria for each job classification and included paragraph regarding process if employee is unable to maintain the required criteria for their current classification of employment. Added paragraph identifying that Part-Time and/or Casual/Supply staff who fill a full-time contract position will be returned to their previous classification of employment when the contract has ended.

b. **2.13 Seniority**

- i. Revised paragraph to identify how Casual/Supply staff, who do not accrue seniority, are scheduled.
  - c. **Hours of Work**
    - i. Identified the hour of work for part-time and casual/Supply employees
  - d. **5.4 Snow Days/Emergency Conditions**
    - i. Added Goderich and St. Joseph's locations and Executive in front of Director
- b) Parent Handbook Policies – No Updates**

Motion to approve revisions and updated Review Dates to policies (2.0, 2.13, Hours Worked and 5.4) as presented- Laura J.                      Second Terry                      Carried

**7. New Business**

**a) Board Member Vacant Positions**

- a. Motion to rescind the resignation from the Board of Directors from Laura Jutzi and amend it to resignation from the position of Secretary and remain a member at large- Terry  
Second- Jess Pollard                      Carried
- b. Motion to fill Secretary position by Jess Pollard- Terry                      Second- Laura J.                      Carried

**b) Nutrition Specialist Assistant Position**

- a. Information provided from Deb
- b. Motion to approve the proposed Wage Grid for the Nutrition Specialist Assistant Position-  
Defer to February meeting

**c) New Laptops purchase for Goderich and New Financial Administrative Assistant**

A. Motion to approve the purchase of two new laptops as proposed costing a total of \$4,022.56 -Laura J. Second  
-Jess P.                      Carried

**9. Next Meeting Date – February 25, 2025 @ 7pm via Microsoft [Teams](#)**

**10. Adjournment**

Motion to adjourn at 8:35pm- Laura J.                      Second Jess                      Carried