

 <p style="text-align: center;">MINUTES</p>	Date:	February 17, 2011
	Time:	10:00 am
	Location:	NWHU-Fort Frances 396 Scott Street
	Chair:	Kim Anderson
	Recorder:	Gail Langtry
Type of meeting:	Rainy River District Best Start Network Meeting	
Participants:	Ann Anderson, Cheryl Bodnar, Deb Cousineau, Kim Anderson, Judy Lindholm, Bill Reynolds, Nicole Cheetham, Kim Gardiman, Carolyn Skirten, Sylvia Parker Via Teleconference – Heather Exley, Kelly Massaro-Joblin, Christina Maltais, Leanne Mineault	
Regrets:	Tammy Faykes, Anne-Marie Armstrong	
Absent:	Sandra Russell, Lauris Werenko	

1) Welcome/Call to Order/Introductions

Kim Anderson called the meeting to order and introduced members in attendance.

Cheryl introduced and welcomed Kelly Massaro-Joblin as the new Child Care Advisor of the Early Learning and Child Care Implementation Branch of the Ministry of Education. Kelly works along side of Heather Exley in Thunder Bay.

2) Our Vision: *“The Best Start for ALL Children”*

Kim Anderson read the vision statement.

3) Approval of & Additions to the Agenda

Additions to Agenda: Aboriginal Template

Approved: Ann Anderson
Seconded: Judy Lindholm

“That the Agenda be approved.”

All in Favour: Carried.

4) Approval of Minutes – December 9, 2010:

Approved: Kim Anderson
Seconded: Deb Cousineau

5) RAINY RIVER DISTRICT BEST START NETWORK:

Best Start is about Community...making Northwestern Ontario a great place to raise a child.

a) Network Structure & Function Template – Deb Cousineau

- Kelly Williamson is drafting a letter that will go out to all potential members of the agencies, asking the executives to participate on the Executive Committee. Debby added that once they hear back from everyone, an agenda will be set for the Executive Committee meeting.
- Cheryl noted that the Structure and Function document has been posted on the Website.

b) Best Start Work Plan – Deb Cousineau

- Once it is all lined up with dates, it will be sent to Sandra Russell for approval. After it has been approved, it will be posted on the website.

c) Strategic Planning – Deb Cousineau

- Deb talked about the last meeting and stated that in order to move forward in the Strategic Planning direction they need a long term goal. It also has been suggested that the Kenora and Rainy River Networks consider the option of amalgamation.
- Discussion ensued regarding each Network's local issues and common issues between both Districts. It was also suggested to perhaps have one main committee and two smaller committees address local issues. There are of course, pros and cons to possible amalgamation.
- Deb asked everyone to consider the pros and cons as there is a Strategic Planning meeting scheduled in Dryden on April 20th. They would like as many network members to attend as possible.
- Deb will let Sarah Stevenson know about the date and place since everyone is in agreement
- Discussion ensued regarding the possible hiring of a facilitator to assist in the direction of the Best Start Network.
- Ann suggested we utilize the recently released EDI data to help direct us. Deb added that it would be helpful to have Bill and Chris attend to assist in direction.
- If possible, Sarah, Cheryl, DACs and Co Chairs to get together prior to the regional meeting March 28th. Leanne offered her assistance, if required.

Action: Pre-planning for Strategic meeting.

d) Letter – Minister Laurel Broten – Deb C.

- A letter was received from Minister Broten regarding the Best Start Child and Family Centres. Deb discussed the different points in the letter and talked about the Ontario.ca/BestStart website and how important it is to give feedback as all of the Round Table discussions are being held elsewhere.
- Discussion ensued regarding what our vision is for the Child and Family Centres and how to move forward as a Network
- The on-line parent survey is not Agency driven

- We are unsure of what the big picture will look like and it was felt that we need to become aware of funding and require guidance
- After discussion it was decided that each member will give their own suggestions on Child and Family Centres at our next meeting
- Involving the Best Start Hubs and having parent input was discussed, Cheryl agreed to involve the Best Start Hubs and to make them aware of the on-line survey
- Nicole indicated she could send home letters with parents who receive child care
- Ann agreed to draft a letter and poster that we could send to families and/or advertise our request for input in the local papers

Action: Contact Sandra for possible template for input

e) Budget Planning & Review – Cheryl Bodnar

- Cheryl reviewed the 2011 Draft Best Start Budget. She noted that the BSN didn't spend all of the allocated money for 2010. \$5,400 will be carried forward into 2011.
- Confirmation of enrolment in their 2nd semester has been received from three of the four students regarding their bursaries. Cheryl will follow up with the fourth individual to determine the status of enrolment.
- The purchase of poster displays for 2011 was discussed. It was suggested that a line be added to the budget for these in particular.

"A motion was made to accept the 2011 Best Start Network Planning budget report"

Approved: Carolyn Skirten

Seconded: Kim Anderson

6) COMMUNICATION SUB-COMMITTEE

a) Communications Update – Leanne

- Last meeting held on December 15, 2010
- Rainy River Network approved the use of the logo by its partners
- The sub committee is making sure that there is no distortion of the screen beans on the document
- Screen Beans Art has been given the approval and the paperwork is being finalized
- Distribution of partner decals will be put on hold until after the strategic planning date.
- Radio ads will be aired beginning around Family Day in February and end in May
- Ann talked about the video for the Early Learning Program. It will give a base, Ann to send it out to all members
- Sylvia looking at something to put on the board website

- Deb talked about “A Day in the Life of a Preschooler” – Nursery/day care
- Judy added that Angela (Aboriginal Head Start) had worked with this and she would ask her for some ideas that Judy can bring to the next Network meeting.

Action: “A Day in the Life of a Preschooler” – Judy to bring ideas from Angela Mihichuk

b) Website – Cheryl Bodnar

- Cheryl advised that the Website has now been updated with the Best Start Network information: The Structure & Function template, Terms of Reference, Work Plan and Minutes
- IT is currently working on a link to all of the service providers for calendars and a section for Network Members only
- Only agendas and minutes that have been approved will be posted on the website.

7) RECRUITING PARTNERS SUB-COMMITTEE

a) ECE/Teacher Exchange Program – Ann Anderson & Kim Anderson

- Ann suggested that we spark up the “Summer Celebration” as it has been three years since it was done last.
- Timing of this was discussed. There was a consensus that it should take place in the summer.
- Ann asked that you email her if you want to participate.
- It was noted that the last PA day in June is Friday the 24th and it should be done after that date
- A discussion took place in regard to “Caring & Sharing”. Deb will ask Sarah S. about this.
- Kim A. to send out a reminder to the teachers and send a quick email to see who would be interested in doing an exchange-Day Care, Kindergarten Teachers & Child development.

Action: Kim A. to send an email to determine interested parties in an exchange program.

8. EARLY LEARNING PROGRAM IMPLEMENTATION SUB-COMMITTEE

a) District School Boards Update – Kim Anderson & Ann Anderson

- Sylvia pointed out that the registrations are slow but they are continuing to receive some.
- DYS registration is way up
- In Atikokan some parents are still unsure
- Look at partnerships with communities, interest and viability

- Preliminary numbers are being surveyed at the present time for Day Care needs for before and after school, PD days and summer holidays.
- Kim noted, Dryden has many registrations being enough for three classrooms of Junior Kindergarten this year.

b) ELP Working Group – Sylvia Parker

Full Day Early Learning Subcommittee Report

Three main areas of focus for the subcommittee:

Professional Development Opportunities

- A variety of opportunities are available throughout the region
 - Save the Day for Play (Thunder Bay Area)
 - Keewatin Patricia District School Board – Mental Health Services Children’s Mental Health Symposium Friday May 6th Dryden Regional training Centre
 - Ongoing professional development on curriculum Thunder Bay Apr 4,5,6th details to follow
 - Webcast Extended Day Friday February 25th 9:00 am.

Transition to School

- Best Start Networks Kenora/Rainy River working together on coming guidelines for transitions to school
- Will also be working on a transition schedule identifying timelines and responsibilities

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- School boards and Daycares continue to work together
- Discussion on the impact of the Day Nurseries Act on third party agreements
- Will be looking at sharing best practices and templates to address extended day, shared spaces, staffing etc.
- The following resources were identified as good starting points:
 - Toronto First Duty Website
 - Toronto District School Board Website
 - Best Practices for Ontario’s Early Learning Program (OCBCC)

9) SPECIALIZED SERVICES COMMITTEE

a) Review Special needs Transition to School document - Deb C. & Ann A.

- Kim A., Leanne & Deb attended with the two networks and went through the two transition documents. A draft of the amalgamated document is in the works

- Deb went through all of the changes that will be included in the new document and stated that it went from 17 pages to 40 - 45 pages. She added that the information is really valuable and pertinent. There is one document for the Kenora, Rainy River District.
- Ann added that she is using the current form for all transitions.
- Deb would like to add transition to the next meeting and have a large discussion in this regard.
- Transition documents for all students will be sent out when the information is compiled

Action: Transition Document Discussion- Deb.

Action: Refocus on the Zero to Three year children. – “Survey”- Deb

b) 18 Month Well Baby Visits & Referral Pathway – Kim G.

- Kim and Deb worked on the referral pathway and it has been sent to Leanne for comments.
- Document will be sent out to members prior to next meeting date

Action: Bring the draft to the next meeting

10) BEST START HUB OPERATORS

a) Update – Leanne Mineault

- Since the last Network meeting, Best Start Hubs have met by teleconference on December 14th and February 15th.
- Hub work plans except for one have been submitted for 2011. Cheryl and Leanne plan to meet and review the plans together and then respond to the Hubs.
- The template for the Hub brochure has now been updated. Hubs are currently adding their specifics to the template.
- All staff have now completed the Hub Education & Training survey. Bill Reynolds and Chris Maltais have completed an analysis of the data. Cheryl and Leanne will meet to discuss the analysis and next steps.
- Cheryl and Leanne will be sending letters to the school Principals in March instead of February. This will allow extra time for Hubs to update their brochures that will be included with the letters. The letters will provide background information on Hubs and inform the Principals, the Hub Coordinator in their community will be contacting them to arrange for a meeting. The purpose is to discuss how a relationship between the Hub and school can be developed and/or strengthened
- Hubs in the Rainy River District are now collecting their data based on a calendar year as opposed to a fiscal year. Therefore they began their count for children and families attending Hubs starting January 1st as opposed to April 1st.

11) CHILD CARE OPERATORS

a) Update – Nicole Cheetham

- Nicole advised that she will be away February 28th, returning on March 8th. Shauna McRitchie will be standing in for her while she is gone.

12) COMMUNITY COALITIONS

a) Update – Anne Marie Armstrong

- Anne Marie was unable to attend. She will provide an update at the next meeting

b) Atikokan Next Generation – Tammy Faykes

- Tammy was unable to attend. She will provide an update at the next meeting

c) Make the Connection – Leanne Mineault

- The Kenora District Best Start Network will also contribute \$5,000.00 toward Make the Connection training. This matches the contribution made by the Rainy River District Best Start Network. The training is scheduled to take place in Dryden at the Best Western on May 11, 12 & 13th. For the first two days, training will be provided on the baby program (Birth to One). On the third day, training will be provided on the Toddler program (One to Two).
- Registration packages will be emailed to Network members in March to circulate to their contacts.

13) NORTHERN REGIONAL DAC NETWORK:

a) EDI Update – Bill Reynolds

- Bill provided hard copies and an informative presentation on the new EDI reports
- He advised Kelly that one would be sent to her by mail
- Several discussions took place on items that Bill identified throughout the presentation.
- During a discussion, Deb asked if Bill (EDI) could focus on individual groups such as Speech Pathologists, Day Care Superintendants etc. to help realign the abilities and work on the purpose.

14) Ministry Update

a) MCYS – Sandra Russell

None available

b) Best Start Network Regional Meeting – Thunder Bay

- Members discussed the upcoming Regional Meeting in Thunder Bay from March 28 – 30th

- March 28th is for CAOs, Child Care Managers and Chair/Co-Chairs of Best Start Networks with invitation being extended to Directors of Education and their respective ELP leads across the Thunder Bay and Sudbury Regions
- Jim Grieve and Dr. Charles Pascal will be leading the session
- March 29th is set aside for Best Start Network members to work on leadership and partnership development, best practices and develop strategies for moving forward
- March 30th is a meeting of all Best Start Leads from 53 Best Start Hubs across the Region. Child Care Managers and Chairs/Co-Chairs are also welcome to attend
- Gail will send an email out asking members to respond if they are able to attend the meetings
- Once confirmation has been received Gail will forward to Kim Anderson, who will inform Sandra Russell of those who will be attending
- All expenses will be paid by the Rainy River DSSAB via Best Start Network dollars

c) MEDU - Heather

UPDATE from EDU – ELIB

- Heather reported there has been lots of positive feedback for Year 1 implementation
- Spring training for Year 1 & 2 participants will be held on April 4, 5, & 6th in Thunder Bay
- Child care partners can attend these days as well
- EL12 memo released on December 16th, 2010 informing of allowing third party agreements between child care operators and Boards of Education
- Many Boards are in the process of surveying and setting fees for the extended day for JK, K and prospective four year olds
- Northern Rural Reference Group has been established and the first meeting will be held in March in Toronto
- Unique challenges will be discussed at the Reference Group meeting
- Year 3 planning for ELP is underway and submitted for approval

UPDATE from EDU – ELIB- Kelly

- Kelly informed of her new role as Child Care Advisor with the Early Learning Implementation Branch
- Kelly has made a visit to Dryden and will be in Fort Frances on February 28th

15) Next Meeting Date:

- **Next meeting to be held March 24, 2011 and bi-monthly thereafter**

16) Adjournment: Kim Anderson adjourned the meeting @ 1:45 p.m.