

 <p style="text-align: center;">MINUTES</p>	Date:	May 20, 2010
	Time:	10:00 am
	Location:	RRDSSAB – 450 Scott St.
	Chair:	Kim Anderson
	Recorder:	Cheryl Bodnar
Type of meeting:	Rainy River District Best Start Network Meeting	
Participants:	Ann Anderson, Mildred Beck, Phyllis Kellar, Deb Cousineau, Kim Gardiman, Kim Anderson, Carolyn Skirten, Anne-Marie Armstrong, Leanne Mineault, Bill Reynolds, Chris Maltais . Via Teleconference - Heather Exley, Tammy Faykes,	
Regrets:	Sandra Russell, Judy Lindholm, Carol-Lynne Oldale,	
Absent:	Lauris Werenko	

1) Welcome/Call to Order/Introductions

Kim Anderson called the meeting to order.

Kim welcomed and introduced Bill Reynolds, Data Analysis Coordinator & Chris Maltais DAC/ ELC to our meeting.

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

Kim Anderson read the vision statement.

3) Approval of & Additions to the Agenda

Mildred Beck requested to discuss moving the start time of the Best Start Network meeting or changing venues as our meeting dates conflict with scheduled Rainy River DSSAB Committee and Board meeting dates.

Add: to Agenda Item # 18 - Next Meeting Date, for discussion.

Leanne Mineault requested to report on the Early Learning and Child Care Conference that was held in April, 2010.

Add: to Agenda Item # 17 - Informational Items.

Moved by: Leanne Mineault

Seconded by: Phyllis Kellar

“That the Agenda be approved as amended.”

All in Favour: Carried.

4) Presentations/Delegation:

None

5) Approval of Minutes – March 11, 2010:

Moved by: Kim Gardiman
Seconded by: Carolyn Skirten

“To accept the minutes from the meeting of March 11/10 as amended.”

All in Favour: Carried.

6) Business Arising From Minutes:

6.1 Eighteen (18) Month Well Baby Visits – Deb Cousineau

- The Kenora Best Start Network has created a sub committee to review the 18 Month Well Baby Screening.
- Rainy River has been invited to participate due to having members from the Northwestern Health Unit who participate on both networks.
- The Ministry of Children and Youth Services (MCYS) website has a press release dated May 13th, stating the 18 month baby checkup can be part of the baby’s visit with their doctor.
- The enhanced visit will identify any concerns the doctor may have and initiate referrals to the appropriate services.
- As a network we need to ensure there is a clear referral pathway for doctors to know where to refer the child for services provided by network partners.
- Leanne Mineault noted that collaborating with the Kenora Best Start Network to develop the same criteria would be very beneficial and could be considered a joint project between the two districts.
- Dr. Jean Clinton connected the Kenora Best Start Network with links to engage physicians in the process.

Action Forward: Appoint a representative from the Rainy River District Best Start Network for the 18 Month Well Baby Screening Committee and assist in developing a referral pathway for district Medical Practitioners to be utilized for referral services for children as part of the enhanced well baby visits.

6.2 Early Development Instrument (EDI) Data Report – Bill Reynolds

- The trend data release for the past three years has been delayed due to provincial setbacks
- Data slated to be released at the end of June 2010.
- Other collected data such as community profiles will be released later into September.
- The three years of data (2005-2007) will include district level data comparatives including down to the neighborhood level, if a sufficient number of children supports the data.
- The Rainy River and Kenora Districts will be using the threshold of 20 children and the province will be using the threshold of 35 children.
- **Example:** profiles will be broken down as Rainy River West, Stratton, Central Emo, Devlin, Fort Frances and Atikokan. Mine Centre is removed from the community profiles as it falls below the threshold noted above, but is incorporated at the district level. Mine Centre could be added in Atikokan’s profile, however this would distort Atikokan’s data. Mine Centre’s data is too low to calculate independently as there are not enough children.

Action Forward: Receive and review EDI Data Report after the release date at the end of June, 2010.

6.3 Confirm use of “Assets in Action” for sharing – Kim Gardiman

Information has not been received from the Search Institute regarding sharing “Assets in Action” document. Kim will call once again and advise Mildred whether or not it is a document we can share.

Action: Kim will advise Mildred of use of “Assets in Action” for Website once the information is available.

6.4 Invitation to Data Analysis Coordinators (DACs) to participate/consult with Best Start Network for Planning

- Ann Anderson posed questions to Bill Reynolds and Chris Maltais regarding EDI data that has been presented to the Boards of Education.
- Although this information has been presented, it has not been utilized to develop programming and/or visions with the Best Start Network to date.
- Network members have attended conferences with other Boards who have used to EDI data to develop programs.
- Ann would like the DACs to assist the Best Start Network in developing plans for neighborhoods and Network initiatives for all children. It would be very beneficial when developing our five year or annual plan to use data that has been collected.
- Bill advised that there is significant census data he has access to which will also assist in planning.
- An invitation was extended to the DACs to participate with the Rainy River District Best Start Network to aid in development of future planning that reflects what is happening within our district.
- Deb Cousineau suggested that the role of the DACs be discussed further when the Network Structure is examined as part of the Terms of Reference.
- Leanne noted that utilizing the DACs expertise was discussed at the Kenora Best Start Network as well and also suggested that the discussion be held as part of Item #14 - Terms of Reference, on the Agenda.

Action: Define the Data Analysis Coordinator’s role and membership within the Best Start Network as part of the update to the Terms of Reference.

6.5 Best Start Service Plan -Confirm dates/requirements for update – Deb

- Deb advised that the Network needs to provide an updated service plan but there is no set date other than it must be completed by the end of the school year. Defer to June meeting.

Action Forward: Develop a work plan for update.

6.6 Current Best Start Terms of Reference – Review by all partners

- Mildred informed that Ministry of Education has been added as a partner.
- Community Coalitions mentioned in the Terms of Reference will be left as.

Rainy River District Best Start Network – Structure and Function Template for Terms of Reference – Network Discussion – May 20, 2010

- Utilize those parts of the Sudbury model which reflect our District services as they have been following this system structure and MCYS is encouraging a similar structure.
- Mirror the proposed Kenora model which is based on Sudbury and update to reflect any unique district needs.
- Headings: Guide and Advise – System planning – Project Planning – Projects.
- Best Start Executive – comprised of all CAOs and Early Learning leaders; eg. DSSABs, Boards of Education, NWHU and other Children’s Services.
- Executive would meet quarterly for a half hour meeting, to review and endorse Network planning.

- Project Planning Sub - Committees – Communications, Recruiting Partners, ELP and other. Joint Kenora/Rainy River Committee's where possible. (Communication, ELP, Best Start Hubs).
- Direction will be given from the Ministry of Education to form a sub-committee for the Early Learning Program (ELP). This committee would not be just about transitional planning for September 2010, but planning for future years also. The ELP Committee would be comprised of school board leads, Best Start Network Co-chairs, DSSAB Children's Services Managers, MEDU Education Officer for the ELP and MCYS. The concept of the ELP Sub-committee is about supporting ongoing successful implementation, having individuals who have the authority to resolve common issues and sharing information. This could be a joint Committee which would determine which issues could be joint Kenora/Rainy River and those that need to remain local only. We can propose it to the school boards, have an initial joint meeting and at that table they can decide whether to have joint or separate mtgs. Heather will take the lead to organize an initial meeting with the Rainy River and Kenora Co-Chairs.
- French Language Network, should they be part of the structure? Deb will contact Jose Little, FLN rep for Kenora to aid in determining participation.
- Develop an aboriginal advisory committee as outcome levels are very different from aboriginal families and children to non-aboriginals. Would this group be inserted in the "Guide and Advise" Section?
- Should a "community research network" be established and put in the "guide and advise" section for information sharing with protocols established for releasing data from all agencies. This group would be comprised of a variety of reps with different skill sets, bringing together the public health epidemiologist, school boards, social planning council, health units, EDI/DAC info, etc. Community level profiles with all partners could track community change, behaviour issues with parents and children and try to come up with strategies. Partners may would share experiences and utilize a common data base to get a richer understanding of what is happening.
- Would the development of a community research network group require a "Terms of reference"?
- Network Partners would remain the same.
- Sub-committees would remain the same.
- A joint 18 month well baby clinic needs to be established as a high priority for Projects.
- Child care quality assurance is part of the DSSAB's contract with the Ministry therefore we need to ensure there is no duplication of work. Explore roll of child care quality assurance as developed by other Networks in projects.

Action: Bill will contact his colleagues and report at next meeting re: terms of reference and structure for a Community Research Network.

Action: Ask Judy Lindholm to inquire as to who could be approached to sit on an Aboriginal Advisory Committee.

Action: Deb, Mildred and any other interested Network members will meet to prepare a second draft of the "Structure and Function" document per the Network discussions and further review the Best Start Network "Terms of Reference" to bring back to the membership.

7) Committee Reports

7.1 Communications Committee Report & Action Updates

- Mildred reported that the Communications Committee is getting smaller due to workload of members, and recently only three people had attended.
- As there were not enough members at the last meeting to approve any business, only minutes and deferrals to the next meeting were passed.
- Best Start Network members were asked if they know of anyone would be able to sit on this committee. This person does not have to be a Best Start Network voting member; it could be anyone from your agency.

- The next meeting is scheduled for June 9th from 1 – 3 p.m., and the meetings are most always held via teleconference.

7.1 (a) Children’s Services Fair Update – Kim Gardiman & Deb Cousineau

- Atikokan has been given their budget for their Services Fair, but it will not be held until September.
- Fort Frances Coming Together for Kids Coalition has not yet determined a date, but the budget has been requested.

7.1 (b) 2nd Call for Decal Distribution – Mildred

- Mildred has not had an opportunity to distribute letters.

Action Forward: 2nd Call for Decal Distribution – Mildred.

7.1 (c) Request for representation on Committee – All

Action Forward: Put a call out to our partners to sit on the Communications Committee.

7.1 (d) Budget for 2010 Planning

- Defer to next meeting as not enough committee members available to finish the plan.

Action Forward: Budget for 2010 Planning.

7.2 Recruiting Partners Committee Report & Action Updates

- Ann Anderson reported that the Recruiting Partners is still operating the JK/SK and Early Childhood Educator (ECE) exchange program.
- The Committee will be sending out the request for participants again in September of 2010.
- It was suggested by Deb Cousineau that perhaps a similar program could be set up for a Best Start Hub/Service Provider exchange.

Action: Kim Anderson and Ann Anderson will send out a new call in September 2010 for the ECE/Teacher Exchange Program.

- Ann informed Network members that the Special Needs Transition to School document prepared by the Best Start Network for higher needs students has been very helpful to the schools within the Rainy River District School Board.
- The document has been in use since February of 2009 and teachers are feeling that children are not falling through the cracks as a result.
- Mildred reported that the Kenora Best Start Network Special Needs Transition to School document has been completed.
- The Kenora transition plan has revised a section for “All About Me”, and Deb advised that in the Kenora plan the parent takes the lead.
- It was suggested that perhaps we review our current Transition to School document and ascertain whether or not any updates may be required.

Action: Arrange a review of current Special Needs Transition to School document for potential updates.

7.2 (a) Continuing Education Program – Update Kim Anderson and Ann Anderson

- A template bursary application has been developed and offered through the Best Start Network for secondary students who are pursuing education in teaching or early childhood education.
- Applications were forwarded to all three high schools in the district on May 1st and must be submitted to the Best Start Network by June 1st.
- Applications will be reviewed by Network members to determine recipients. A copy of the template will be attached to these minutes for member's information.

7.2 (b) Training for 1.5 hour with Teachers/ECE's for first day of school update – A. Anderson

- Ann informed the Network that she is remaining in contact with Lori Gray, Early Learning Leader for the Bruce School pilot site for Toronto First Duty, regarding potential presentations/training that may be available for this fall for JK/SK Teachers and ECEs.
- Heather Exley informed that decisions are being made locally how to facilitate the training and that some Boards are holding it on the first PD day and it will evolve from the training coming up on June 2 and 3, at the Summer Institute being held in Thunder Bay.
- Further training is being held on July 6, 7, 8, and those are voluntary attendance but a good opportunity. There currently is no brochure available on the Summer Institute as of yet, but Heather is expecting it shortly.
- Heather is available as a resource for the boards for planning training. She will be here May 26th to meet with the Boards of Education and would be willing to meet to discuss this further.
- Kim Anderson has spoken with an ECE from Thunder Bay who has been in the classroom for the past 9 years. She suggested it may be beneficial to have someone such as this to speak with to gather ideas.

Action Forward: Ann and Kim will continue to pursue potential JK/SK Teacher and ECE training opportunities for the fall of 2010.

8) Financial Update:

Mildred presented the YTD financial report as at May 20, 2010.

Moved by: Ann Anderson

Seconded by: Phyllis Kellar

"To accept the current Year-to-Date financial report."

All in Favour: Carried

9) Ministry Update – Sandra Russell:

- As Sandra Russell was not available for this meeting, Deb Cousineau reported on the March 2010 MCYS Regional Meeting with regards to Best Start Networks and moving forward with the Best Start Hubs.
- The Best Start Network, being the main venue for all discussions pertaining to our district planning, needs to ensure that all service providers are represented at this table.
- Ideas and suggestions were presented as a result of review of the Sudbury presentation of the model of their Structure and Function of Best Start Networks/Terms of reference.
- Sudbury's structure model could potentially be incorporated into our Terms of Reference as part of the 2010 update.
- Deb presented a "draft model" for Network members to review and all members liked the structure.

- **Discussion regarding Terms of Reference moved to item #6(f) Business Arising from Minutes – Best Start Terms of Reference**
- The Network should review the service descriptions of the Hubs to ensure our district is providing services parents are requesting. There were many resources available such as parent feedback/surveys which can be one way to monitor services being provided.
- Carmen Ouellette, representing the City of Greater Sudbury at the Regional Meeting, spoke at length about the extended day program for the ELP. The following was noted:
 - no decisions have been made regarding fees or before and after school programs
 - there are many outstanding questions about special needs children and what's available
 - parents will have the option to attend the ELP part days or alternate days, but must register as full-time
 - PD days, non-instructional days and summer holidays are currently the school's option for extended day programs and are not mandatory
 - Due to differing Ministries, no questions could be answered regarding First Nations children and their eligibility for the ELP
 - Student nutrition was noted as day care centres currently provide lunch and snacks and there is no nutrition component for the ELP
 - A document will be released soon discussing relationships between ECE's and teachers. There needs to be much collaboration between the collective agreements.
- Deb and Sarah Stevenson presented on joint ventures between the Rainy River and Kenora District Best Start Networks, decals, website, book coupons, etc., with requests for further information from other Best Start Networks.
- The Coordinator of the Northern Regional DACS, Research and Outcome Measurement Branch, presented on local work plans for Best Start Networks.

10) Coalition Updates

10.1 Coming Together for Kids

- No report available from the Coming Together for Kids Coalition.

Action: Request to Coming Together for Kids re: BSN Rep – Deb

- Kim Gardiman brought this action to the Coming Together for Kids meeting, however has not been contacted with a rep name, defer to June meeting.

Action Forward: Request to Coming Together for Kids re: BSN Rep – Kim.

10.2 Coalition Update – Atikokan Next Generation Coalition

- Tammy reported that the life skills cooking program is coming to an end.
- In June a meeting will be held with Family and Children's Services and the Best Start Hub to discuss possibly hosting a positive discipline workshop.
- Tammy discussed summer and recreation programs and how clients can access programs.
- Concerns were expressed regarding a directive from the Ministry that Best Start Hubs will be phasing out the toy lending program as of September 1, 2010. Coalition members were contacted to discuss as a community how we could keep this service operating such as perhaps having another Agency or volunteer group to take it over. Members felt strongly that if it is working in the community then why take it away. Toy lending attracts the high need clients and it is felt we may lose this client base. It was reported that Hub hours were cut back to do outreach programs.

- The Coalition is asking for our assistance and support and we should be working together to ensure our community is receiving the services they require.
- Mildred clarified that base hours were not cut at the Hubs; it was the additional outreach hours funded by the OEYC in prior years that ceased. She also explained that toy lending can stay provided that volunteers or other arrangements are made to administer the program. Hubs can still house the toys as long as the coordinators are not using their hours to clean and catalogue. Toys will also be kept in the centre to be used for programming, play stations and resource kits. It was clarified that this is a Ministry directive as contained in the Service Description Schedule for services provided by Best Start Hubs.

11) Best Start Hub Update:

- Mildred and Leanne informed that a teleconference was held on May 11, 2010 to provide information to Hub coordinators regarding service description changes and the transition phases of removing toy lending by September 1, 2010.
- The message provided to Hub Coordinators was the need to continue moving forward to meet the requirements of the Ministry directive and to raise the profile of Hubs in the community.
- There are four criteria that must be met; phase out of informal child care (completed September/09), phase out toy lending (scheduled for September/10), cessation of informal child care for other agencies holding a workshop at the Hub, and the expansion of outreach services to schools.
- Best Start Hubs must put a plan in place to phase out toy lending by September 1/10.
- Hubs can continue to provide high chairs, playpens, other safety equipment, etc.
- Resource kits will remain available to families and toys kept in Hub inventory to provide outreach services, special events and toys in rotation for their environments.
- Hubs will need to identify surplus toys and make them available to another agency to take responsibility, or donate to a group which will remove all liability for Hub staff. Toys can remain at the Hub but will become the responsibility of another organization.
- Lengthy discussion ensued among network members regarding the ending of toy lending and as a Network should we be supporting our community if they feel the need for this service?
- The removal of informal child care from the Hub has also been felt as Anne Marie Armstrong has seen a negative impact since removal of child care/respite with the loss of families who attended programs when child care was provided.
- Sandra Russell had also informed Leanne and Mildred that service partners need warning for September 1, 2010 that they will be responsible for the provision of child care, if required, when providing workshops or services at the Hub. It was noted that some flexibility will be given when programs/workshops are offered to parents and their children jointly.
- The June 10th and 11th Best Start Hub Coordinators Face-to-Face meeting will focus on these issues and open discussion for possible solutions and program modifications to meet community needs. A list will be forwarded to all Hubs as to what they can keep for toys/books/resources.
- Alternative ways to provide service to our community while following Ministry guidelines needs to be explored further.

12) Website Update:

Mildred reported that at this time, the Video/Slideshow from the Communications committee has been moved to the 2011 Activity Plan.

Updates to the Website have been delayed. Carry forward to June Meeting.

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13) Full Day Learning Update

Rainy River DSSAB (Mildred Beck)

- Mildred advised that the Rainy River DSSAB was informed of the reinstatement of Federal money to Children’s Services in the amount of \$63.5 M to be funded Provincially.
- The Rainy River District share of this allocation will amount to \$90,438 for 2010.
- The Rainy River DSSAB will have a change in Ministry contracts for 2010 as the Province transfers Child Care funding to the Ministry of Education (MEDU) from the Ministry of Children and Youth Services (MCYS).
- The policy division has already moved to the Ministry of Education with management of Service Contracts to be transferred in the fall.
- Licensing will remain with MCYS for the time being.
- At present, we have been advised that Best Start Planning dollars and Best Start Hub funding will remain with the Ministry of Children and Youth Services.

Rainy River District School Board (Ann Anderson)

- Robert Moore School in Fort Frances has been submitted to the Ministry of Education for year 2 of the Early Learning Program (ELP).

Northwest Catholic District School Board (Kim Anderson)

- St. Michael’s school in Fort Frances has been submitted to the Ministry of Education of Year 2 of the Early Learning Program.

Ministry of Education (Heather Exley, Education Officer)

- Bill 242 has passed with legislation for Full Day Early Learning for Junior and Senior Kindergarten, as well as the Extended Day Component for 4 and 5 year olds.
- The Province is currently working on regulations which will apply to this bill and they should be forwarded very soon.
- There is a fair amount of detail in the regulations which will apply to existing Third Party child care agreements and provision of Extended Day programs
- It is recognized that numbers may be low for the extended day component and Boards are encouraged to explore all other possibilities including to possibly offer extended care to 6 and 7 year olds.
- Viability tests will be available to help Boards to determine when a program viability.
- Per Bill 242, CMSMs/DSSABs will continue to administer Fee Subsidy as is currently provided for Child Care.
- The Full Day Early Learning Document is posted on Ministry website in draft and consultation will take place over the next year to further refine this document.
- Year one participants from the Thunder Bay Region are invited on June 2 and 3 for this curriculum review.
- There will be a three day Summer Institute from July 6-8 and information will be forwarded as it becomes available.

Preschool Speech and Language (Deb Cousineau)

- A teleconference with Ministry Representatives was held to discuss preschool speech and language’s roll in the Early Learning Program.

- Participants were advised that they don't provide school based services, however, next year junior kindergarten children will continue to receive service in the school. These are not school based services.

Healthy Babies/Healthy Children (Kim Gardiman)

- Teleconference was held with the Ministry and there was no new information other than to advise that the integration piece is being reviewed.
- Family Health Managers have had a meeting to review Dr. Pascale's report with regards to the transition to integration/single point of access and how it will impact service.
- Staff have been made aware of the Transition to School documents and will be introduced to the document with further discussion in June.

14) New Business:

14.1 Establish Working Group for ELP Transition

- As noted in the "Terms of Reference" Update, a working group for ELP Transition Planning is to be established.
- An initial planning meeting will be coordinated by the Rainy River and Kenora District Best Start Network Chairs in consultation with Heather Exley of MEDU.

Action: Heather will send out an email to school boards, to suggest an initial meeting for an ELP Committee meeting. Heather will work with Lynn Carlson, Kim and Deb on composing a message and "Agenda" for these meetings and issue an invitation for a teleconference with the school boards, DSSABs and Best Start Network Co-chairs.

14.2 Special Needs Resource – May 6th Memo

- A memo for the provision of special needs resourcing for year one of the Early Learning Program from the Ministry of Children and Youth Services, Ministry of Education and Ministry of Health was received.
- It was noted by members present that a substantial part of the planning as required in the memo has been met with our current Special Needs Transition to School Document.
- As recorded in the Recruiting Partners reports, Section 7(iii), the Special Needs Transition to School Document will be reviewed at a later date for potential revisions.

Action: Combine further review of the May 6th Memo with review of current Special Needs Transition to Schools Document.

14.3 Minute and Agenda Formats

- Kim Gardiman had inquired as to whether or not all of the "Action" items in the minutes should not be moved to "Business Arising from the Minutes" rather than being addressed in the section from which they originated at the meeting.
- Mildred advised that it was more consistent for the minute taker to have Action items remain within their section, where possible; i.e. Action items realized under the Communications Committee, be addressed after/with that Committee report. Action items from "Presentations/Delegations, New Business and Informational Items" will move to Business Arising.
- There was no decision made by members on a format change at this time. Membership can review this issue at the next meeting, if required.

15) Informational Items

15.1 Early Learning and Child Care Connection Conference (Leanne Mineault)

- Leanne updated members on the full day workshop on “Understanding the Challenges of Children”, with guest speaker Dr. Jean Clinton.
- 181 participants attended the April 22-23/10 conference including teachers, Health Unit staff, Best Start Coordinators, and Child Care workers.

15.2 Turning the Curve Exercise (Bill Reynolds)

- 5 Community Consultations have been held with Coalitions
- Turning the Curve Exercise was completed with focus of turning talk to action.
- A survey of local coalitions revealed that two thirds of coalitions support a Turning the Curve Exercise in the fall.

Action: Bill will report in the fall on progress with this exercise with possible referral to the Best Start Network for Planning.

16) Next Meeting Date:

The next Best Start Network meeting will be held at the Northwestern Health Unit, 396 Scott Street, June 17th, 2010 – 10 a.m. – 3 p.m.

17) Adjournment: Kim Anderson adjourned the meeting @ 2:50 p.m.