

 <p><b>MINUTES</b></p>	<b>Date:</b>	March 6, 2008
	<b>Time:</b>	10:30 am
	<b>Location:</b>	NWHU Board room
	<b>Chair:</b>	Donna Cutler
	<b>Recorder:</b>	Phyllis Kellar
<b>Type of meeting:</b>	Rainy River District Best Start Network Meeting	
<b>Participants:</b>	Judith Lindholm, Donna Cutler, Phyllis Kellar, Teresa Larson, Ann Anderson, Anne Marie Armstrong, Leanne Minneault (by teleconference)	
<b>Guests:</b>		
<b>Regrets:</b>	Carolyn Skirten, Kim Gardiman, Kim Anderson, Sandra Russell	
<b>Absent:</b>		

### 1) Welcome and Introductions

2) **Review of January 24, 2008 minutes:** First page 2<sup>nd</sup> last line was amended. Accepted as presented

### 3) Old Business

- *Action items form January 24, 2008*
  - ✓ The Rainy River District work plan for the Year 2008 was part of the minutes and was captured accurately. It is a working document that can be amended
  - ✓ Kim Gardiman requested a Municipal Rep to sit on the committee. This will be discussed at our next meeting on April 17, 2008.
  - ✓ Kim Gardiman will give a financial update at the next meeting.
  - ✓ Sandra Russell stated there is some flexibility with the capital dollars deadline. Kim will notify us of this extension date at the next meeting.
  
- *Committee Reports*

Recruiting Partners: Ann Anderson

  - ✓ A Transition planning meeting was on March 3, 2008 with Kim Anderson, Phyllis Kellar, Ann Anderson and Leanne Minneault (teleconference) in attendance.
  - ✓ Tentative membership for the transition planning was discussed. The committee could consist of Day Care Supervisor – Phyllis Kellar, Day Care Resource Teacher – Neva Carlson, Day Care Program Teacher/Nursery School, Child Care Resource and Training Coordinator – Wanda Gordon, NW/HBHC – Ann Anderson, ED Coordinator – Kim Anderson and Ann Anderson, Special Education – Carol Derksen, K Teachers, Admin-UNFC – Angela Mihichuk, Atikokan (?) and FACS (?)
  - ✓ Discussed at the meeting what exists in Day Cares – Resource Teachers visit K Teachers and other grades. Posters are posted in Day Care of school registration dates. What exists in schools – other agency protocols, North

Words transition plans and registration/open house/info sharing. Our main task will be protocols, information sharing, communication, awareness of each other's programs and specific special education children.

- ✓ The ECE/K Teachers exchange will be with childcare and the schools and we will then look to strengthen the link with Best Start Hubs and schools.
- ✓ ECE/K Teachers exchange – pilot it with the Fort Frances Day Care and NWCDSB and RRDSB and bring the results to the Summer Celebration. Kim, Ann and Phyllis will bring the idea of the exchange to their Supervisors and see if they would be willing to have their staff participate and will bring this back to the April meeting. The pilot exchange would take place in April, May or June.
- ✓ The next meeting of the Transition Planning Committee will be on April 21 in the Media Room at St. Francis School. Wanda Gordon will be unable to attend this meeting. Ann Anderson will do a slide presentation of the summer celebration for this meeting.

Monitoring and Evaluation:

- ✓ No update

Communication: Leanne Minneault

- ✓ Both networks are working together. The Best Start Network press release and the Best Start Backgrounder was forwarded to network members for review and recommendation
  - ✓ The Atikokan Hub opening celebration will be on March 12, 2008 from 10:00 a.m. to 5:00 p.m. and 11:00 a.m. will be the cake cutting ceremony.
  - ✓ Requested that the chairperson of the committee provide a quote for the press release.
  - ✓ The Best Start Hub brochure was finalized and completed and all Best Start Hubs received the brochure and they will have the brochures ready for their celebration openings.
  - ✓ The fact sheets for front line staff were finalized and sent to Best Start programs. Leanne will send out reminders to front line staff and attach the fact sheet.
- *Best Start Hub Development Update* – Leanne Minneault
    - ✓ Leanne will be meeting with the Coming Together for Kids Coalition in Fort Frances and the Coalition in Kenora.
    - ✓ Atikokan Best Start Hub opening celebration will be on March 12 and Leanne extended an invitation to all network members. D. Cutler will attend to speak on behalf of the committee
    - ✓ Other Hub openings will take place in April and May. Leanne by March 17 will mail out all dates for Hub openings to the Network members. Rainy River Hub opening will be delayed until they move into their new location. The Aboriginal Hub in Fort Frances will open at a later date after May 31. Fort Frances Hub opening is April 19, Stratton the first week in April and Emo in April.

- ✓ The OEYC will be giving \$300.00 to each Hub to assist with their Hub openings.
- ✓ Parent focus groups – ask parent and caregivers what is working in Hubs and what changes they want to see in their care-giving role. This was to happen in April/May but will be in March/April. There will be information packages available for parents at the Hub and outreach sites. Posters will be placed at the Hubs and outreach sites.
- ✓ \$6,000 must be spent by the end of March for parent information sessions. Provide information on license childcare and benefits for parents in early learning and childcare. Lunch and dinner will be offered and childcare costs. Parents will receive a book to take home.
- ✓ OEYC received \$10,000 for Health and Safety funds. The \$6,000 and \$10,000 funds are for the Rainy River and Kenora Districts.
- ✓ Atikokan will have temporary signage for their Hub opening celebration. Leanne will have finalized costs for signage the week of March 10. Leanne will do in-service visits to all the Hubs and bring their promotional items for their Hub openings.
- ✓ Donna informed the Network that the Health Unit would do training in engaging high-risk families for Hub Coordinators and childcare staff. They will do part of this training at the summer celebration.

#### 4) New Business

- ✓ The Best Start network press release was reviewed and revised. Service Plan update 2008/2009 - each organization is to have their information prepared for their agency for the plan at the April 17 meeting. Sandra Russell wants 10 to 12 pages for the service plan, an update, what accomplishments to date and what plans to do the year ahead. Plan further service integration, evaluation and childcare key accomplishments and update.
- A draft of the network newsletter will be sent out after March 17 for comments and suggestions. The newsletter will have dates of the Hub openings, province moves forward with Early Learning full day programs for JK and behind the scenes of Best Start Hubs.
- Donna updated the network committee on the Blind/ low vision program. CNIB have an ECE Consultant that the Health unit is contracting and the program is for the Rainy River and Kenora District. They will transition children 0 to 6 years from CNIB to the blind/low vision caseload. Roles, protocols, procedures, flow charts and baseline for the program has been completed. \$26,000 has been allocated for start up cost to train staff, purchase toys for families and introductory bags. They applied for funds to purchase kits of toys that will be housed in the health unit office. Donna will bring a kit and hospital package to the next meeting. Referrals will be to the Health Unit and Family support worker. CNIB can go to First Nations and Blind/low vision cannot go to the First Nations. The program will be up and running in the next two months

#### 5) Other

- No other business

**6) Correspondence**

- No correspondence

**7) Next Meeting Dates and Adjournment:**

- April 17, 2008 10:30 am and June 5, 2008 @ 10:30 am