

 <p style="text-align: center;">MINUTES</p>	Date:	October 28, 2010
	Time:	10:00 am
	Location:	NWHU-Fort Frances 396 Scott Street
	Chair:	Deb Cousineau
	Recorder	Gail Langtry
Type of meeting:	Rainy River District Best Start Network Meeting	
Participants:	Ann Anderson, Cheryl Bodnar, Nicole Cheetham, Deb Cousineau, Kim Gardiman, Kim Anderson, Heather Exley Via Teleconference – Sandra Russell, Leanne Mineault, Bill Reynolds, Tammy Faykes,	
Regrets:	Chris Maltais, Judy Lindholm, Carolyn Skirten	
Absent:	Anne-Marie Armstrong, Lauris Werenko	

1) Welcome/Call to Order/Introductions

Deb Cousineau called the meeting to order and welcomed everyone.

Congratulations to Nicole Cheetham who is the new Fort Frances Day Care Superintendent.

Cheryl Bodnar is the “Acting Children’s Services Manager” for the Rainy River DSSAB as Mildred Beck is on an extended leave.

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

Ann Anderson read the vision statement.

3) Approval of & Additions to the Agenda

Additions to Agenda: None

Approved: Kim Anderson

Seconded: Ann Anderson

“That the Agenda be approved.”

All in Favour: Carried.

4) Approval of Minutes – May 20, 2010:

Heather Exley requested that Bullet # 7 be removed from Page 9 of the May 20, 2010 Minutes.

Bullet #7 read as: “The operational aspect of Child Care has moved intact from MCYS to MEDU so expertise has remained with the service.”

Moved by: Kim Gardiman
Seconded by: Ann Anderson

“To accept the minutes from the meeting of May 20/10 as amended.”

All in Favour: Carried.

5) RAINY RIVER DISTRICT BEST START NETWORK:

a) Network Structure & Function Template – Deb Cousineau

- Deb discussed the draft template for the Structure and Function of the BSN. This template is in conjunction with Kenora’s BSN. Deb explained the headings of Guide & Advise, System Planning, Project Planning & Projects. It was decided that the “Project Planning” heading would be changed to “Sub-Committees”
- Discussion ensued in regard to the flow and the placement on the template for the DAC’s as to whether they should be placed under Guide and Advise, Projects or across all sections. After discussion, all members agreed to place the DAC’s under Sub-Committees. Deb added that this can be altered in the future if need be.
- The Best Start Executive, under Guide and Advise, is comprised of Senior Administration from the Network partner agencies within the Kenora and Rainy River Districts. This group is a joint committee between the Kenora and Rainy River BSN. This group will provide guidance, advice & support to the Best Start Network. A list of potential participants must be compiled as well as developing the Terms of Reference. The meetings will be very structured and concise to ensure maximum productivity and results.
- Sandra and Heather have offered to assist in facilitating the first meeting.

b) Best Start Work Plan – Deb Cousineau

- Network members reviewed the Work Plan for 2010-11 and gave input for revisions.
- Deb will update the Work Plan based on recommendations agreed upon by the members.
- The updated draft of the work plan will be emailed to members for comment & review.

c) Budget Planning & Review – Cheryl Bodnar

- The BSN year to date budget was shared and discussed. Presently, there is a surplus of funds which is required to be spent by year end. Some of the unused dollars remain allocated for 2010 such as bursaries, network swag, and displays. Cheryl/Mildred will discuss 2010 surplus dollars and the possible carry- over of same with Sandra Russell.

d) Co-Chair Meeting-Dryden (Kim Anderson & Deb Cousineau)

- Deb and Kim Anderson attended a BSN Co-Chair meeting in Dryden with Bill Reynolds, DAC, regarding the feedback received from the survey of coalition members. The survey included the six community coalitions across both districts. Coalition members were asked if they were interested in participating in a planning process to improve early childhood development outcomes.
- At the coalition sessions, Bill Reynolds & Chris Maltais have shared local EDI information and received their feedback. During this process it was identified that building with the coalitions is needed. It is evident that the coalitions are unsure as to what their role is with the Best Start agenda. We need to empower the coalitions as to what their role should be. Discussion took place regarding membership of the coalitions and what the next step should be, and who would take the lead in the planning process. Bill discussed the “Turning the Curve”; a planning tool to guide people through the process for outcomes and to achieve those outcomes by aligning services by working together.
- At the co-chair meeting, it was agreed that we need to look at how our services are currently aligned and how we would like them aligned. A strategic planning session will be held with the Kenora Best Start Network in early 2011. Part of the day will be a joint planning session and then there will be opportunities for a break out session for each district to look at local planning. The lead of this strategic planning day will be the Co-Chairs of both networks.

6) COMMUNICATION SUB-COMMITTEE

a) Communications Update – Leanne Mineault

- Teleconference held on October 13, 2010.
- Discussed the BS logo and how we can distribute to protect the logo from being distorted by users. Leanne is waiting for direction from the graphic designer. Once it has been determined how best to distribute the logo to avoid distortion, it will be released to partners in an electronic version with parameters.
- Leanne shared with members the success of the Caring and Sharing Symposium held recently in Dryden.
- Deb reported on the Children’s Services Fair held in Fort Frances on October 5, 2010. The theme being “Fall.....Into Children’s Services”. Committee pleased with the success however, discussion ensued regarding the BSN and the lack of promotion in regard to the involvement/funding from the network. Discussion took place regarding the purchase of poster display kits to help promote the BSN.
- The communication committee will also examine further in November the issue of licensing and the usage of the Screen Beans art on our logo.

b) Assets in Action for Website – Kim Gardiman

- Kim advised we can place the document on the Best Start website.

c) 2nd Call for Decal Distribution – Cheryl Bodnar

- Leanne stated she will provide Cheryl with a template letter to be sent to potential partners. Cheryl will contact Sarah Stevenson to assist in the call for distribution.
- Decals will not be provided until the licensing issue with the logo is rectified.

7) RECRUITING PARTNERS SUB-COMMITTEE

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

- Ann reported this request had been sent out in the spring however, no responses were received. Will send once again in the spring of 2011.

b) Review Special Needs Transition to School Document

- Special Needs Transition document was discussed and it was felt that perhaps this subject should be moved from the Recruiting Partners to the Specialized Services Sub-Committee. It was suggested this would be a good idea if school board representation was included on this committee. Currently, no members sit on the Specialized Services Sub-Committee as it is new to the structure and function of the Network.
- Nicole of the FF Day Care informs they have been using this document for two years. She states that in their experience there needs to be more communication back and forth between the day care and the school. She also noted this document should be completed in conjunction with the parents.
- Heather Exley informed of the May 6, 2010 memo that went to the Directors of School Boards informing of Services for Students with Special Needs. This document outlines local practices and guiding principles and protocols. Members agreed to review the May 6th Special Needs memo, along with our transition document to determine if there are areas which can be improved to ensure a smooth transition for the child.
- **Action: Nicole and Ann to review both documents and report at our next meeting.**

c) Bursary Awards – Kim Anderson

- Four bursaries were awarded, 1 - Rainy River High School, 3 - Fort Frances High school in the amount of \$400.00 each No response or feedback was received from Atikokan.
- Asked for second semester confirmation before bursaries are paid out.

- Kim to forward emails to Cheryl re: bursaries

8. EARLY LEARNING PROGRAM IMPLEMENTATION SUB-COMMITTEE

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

- Both Ann and Kim reported the ELP Year 1 implementation is going well.
- Collaborative learning is welcomed by the J/K, S/K and Grade one teacher
- Everyone is working with a goal to have a seamless transition.
- A meeting was held with the Boards of Education and key partners to discuss implementation of Year 3.

b) ELP Working Group – Heather

- ELP working group sub-committee comprised of Best Start Network Co-Chairs, Managers of Children’s Services, School Board ELP S.O. leads, Program Supervisor MCYS and Education Officer ELP Division EDU. All members are comprised from the Kenora, Rainy River and Thunder Bay District. The intent of this sub-committee is to share information across all three regions
- To date, two meetings have taken place
- Need to identify a local “Lead”, who could take on the leadership. The Rainy River representative will be a co-chair along with a member from the Thunder Bay & Kenora networks.
- Thunder Bay using a Program Logic Model which identifies key activities
- Implementation needed locally and committee will decide on how often to meet and set the agenda.

Action: Deb will email to determine if anyone is interested in becoming the “Lead” for the Working Group.

9) SPECIALIZED SERVICES

a) Specialized Services Committee – Deb Cousineau

- This will be a joint committee of the Kenora & Rainy River networks.
- It was previously called the “18 month and universal screening committee)
- Deb asked if anyone was interested.

Action: Deb will email to determine if anyone is interested.

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

- Donna C was on an advisory committee that started off adapting the Red Flags Guide from York region. Ultimately, the project changed considerably and they are now developing a resource, complementary to the Red Flags Guide. The online On Track guide supports professionals working with children from 0 – 6 in

supporting healthy child development and early identification. MCYS has been funding and supporting the development of this guide.

- The guide is now nearly completed and prior to completion, Dawson Hiltrud, Health Promotion Consultant from the Best Start Resource Centre is checking with each region/municipality or Best Start Network to access existing 18-months flow sheets.
- Dawson Hiltrud is now following up with all areas to see if any flow-sheets have been completed or if there is a similar good source of local information for service providers working with young children.

Action: Leanne, Kim and Deb to draft for next meeting

10) BEST START HUB OPERATORS

a) Update – Leanne Mineault

- Coordinators from across both districts had a two day meeting which was held in Kenora.
- Ministry level discussions are occurring regarding the Child and Family Centres
- Coordinators had an opportunity to learn more about services in their surrounding communities via presentation from outside professionals.
- Hub operators will develop a work plan based on the needs of their community.
- Discussion on delivering programs in local schools for programs such as parenting courses, Mother Goose, etc. Ann suggested that the principals be contacted to explain the types of services being offered.

11) CHILD CARE OPERATORS

a) Update – Nicole Cheetham

- Child Care Supervisors from both districts and for the first time included Supervisors from First Nations. The meeting was well attended with over 30 participants.
- Nicole discussed what took place at the meeting. Transportation issues with the District School Boards were brought forward.
- Ann asked Nicole to include the Early Learning Program on their agendas so that Nicole could bring feedback to the Best Start Network meeting.
- With the implementation of the ELP, Child Care Operators would like to expand their services to offer infant care. In order to offer infant care completing environmental scans, surveys and capital money was discussed.

12) COMMUNITY COALITIONS

a) Coming Together for Kids – Kim Gardiman

- The representative will be Anne Marie Armstrong

b) Atikokan Next Generation – Tammy Faykes

- Tammy reported on the Committee
- Programs for children 0-6 are starting again
- Hub staff training has been identified as a priority
- Best Start Hub Coordinators are being assessed as to what the training needs are and Bill indicated a survey will be sent out before Christmas
- “Make the Connection” is being explored as to the costs.
- Tammy inquired as to whether funding would be available at the Network level to assist with the costs of “Make the Connection”
- Ann A. suggested to develop a letter that entails the cost of the training
- Members noted it is not the role of the network to evaluate parenting programs however,
- Members are interested in what is currently being utilized throughout both Districts

Action – Leanne & Tammy to create a request for funding to support “Make the Connection” training.

13) NOTHERN REGIONAL DAC NETWORK:

a) EDI Update – Bill Reynolds

- Bill update members on the EDI data
- Chris has been involved with the Kindergarten parent survey that will be implemented with the next round of EDI in 2011-12
- Link information of the parent’s circumstance & EDI result for each child
- Getting information from different data points
- Census & EDI all in one package
- EDI in Kenora and Rainy River changes in the data with minor refinements has slowed down the release of the initial report
- Data used with child care staff by taking out the EDI data with what pertains to the community
- “Turning the Curve” tool to be utilized with the six coalitions throughout both Districts.
- Members are very interested in using the tool in their community to increase scores, but will require support and assistance.
- Strategic planning with the coalitions is recommended

14) Ministry Update

a) MCYS – Sandra Russell

- Sandra updated members re: the development of Best Start Child & Family Centre
- Dr. Pascal will be working jointly with MCYS developing the Best Start Child & Family Centre

- The Minister of Children & Youth Services and Dr. Pascal will be doing community round table consultations which will be by invitation only. These communities will have the opportunity to share input
- An internal reference group has been established which includes the Assistant Deputy Ministers of 10 Ministries that work to support healthy child development. These Ministries include:

Ministry of Education	Ministry of Health & Long Term Care
Ministry of Aboriginal Affairs	Ministry of Health Promotion
Cabinet Office	Ministry of Housing
Ministry of Citizenship & Cultural Affairs	Ministry of Tourism
Ministry of Community & Social Services	Ministry of Children & Youth

- An External reference group has also been developed to provide information and guidance to Dr. Pascal. The members of this group include:

Lynne Gregory, Director, George Hull Ontario Early Years Centre
Kira Heineck, Executive Director, Ontario Municipal Social Services Association
Kim Hiscott, Executive Director, Andrew Fleck Child Care Services
Paul Johnson, Executive Director, Wesley Urban Ministries
Linda Kenny, Chief Executive Officer, Ont.Assoc. of Children's Rehab. Services
Dr. Mario LaJoie, Directeur, Planification stratégique, imputabilité et concertation communautaire, Conseil des écoles catholiques du Centre-Est
Lynne Livingstone, Director, Neighbourhood & Children's Services, City of London
Medhat Mahdy, President & CEO, YMCA of Greater Toronto, President, YMCA
Lois Mahon, Executive Director, Child Care Resources Sudbury
Ratna Omdivar, President, Maytree Foundation
Dr. Janette Pelletier, Director, Institute of Child Study
Dr. Janet Smylie, Public Health Researcher, Keenan Centre. St. Michael's Hospital
Dr. Robin Williams, Medical Officer of Health, Niagara Region

- Looking for comments and advice in the future from networks
- Opportunity to send in commentary and feedback on line, however timelines will likely be short
- Based on consultations, a framework for Best Start Child & Family Centre's will be developed.
- Once the framework is developed, it will roll out in phases
- Best Start initiative is the foundation to build on
- MCYS working on the transfer of Child Care to the Ministry of Education
- Financial flow for BS Hubs and BS Planning will remain with MCYS
- The Best Start Network table is the venue for all discussion regarding all phases of the Early Learning Program and Best Start initiatives, including Child & Family Centre's.

b) MEDU - Heather

- Heather updated members in regard to the ELP
- 14 Schools involved in implementation of the ELP
- 468 allocated spaces-getting the program off the ground.

- There has been positive feedback along with challenges
- Commitment to listen carefully and collecting the implementation stories
- Seamless integrated “one-stop shopping” for families in communities with positive impacts to families
- Training will continue to be offered for all Early Learning Teams
- Question and Answer Link to www.ontario.ca/kindergarten
- Put forward site- external evaluation
- Stakeholders meeting Northern Rural Reference Group
- Submit representatives – Direct Representation for the Rainy River District and Thunder Bay area
- EL 11 Memorandum October 5th , indicates the breakdown of ELP implementation and Year 3 planning is currently underway
- Year 1 – 15%
- Year 2 – 5 %
- Year 3 – 29%
- Boards of Education are working with their DSSABS and Licensed Child Care Programs

16) Network & Sub-Committee membership

- Do we have all of the people that we need at our Best Start Network table. Also, do we have the right people in our various sub-committees? This agenda item will be discussed at our next network meeting.
- Please review the list of sub-committees to see if there is any that you are interested in participating in.

17) Terms of Reference:

- Please review the terms of reference that were attached with the agenda for today’s meeting. If there are no further revisions, then this will become our approved version of the terms of reference.

18) Next Meeting Date:

Deb will send a Doodle Calendar for dates available in November.

17) Adjournment: Deb Cousineau adjourned the meeting @ 2:40 p.m.