

Niagara Child Care Sector Executive Meeting

Tuesday November 28, 2023 • 9:30 a.m. • Zoom

Present: Melissa McLauchlan, Kim Cole, Candice Penny, Tracey Murray, Micki Horton, Lindsay Milligan, Helene Randle, Christina Clark, Pam McLean-Stubbs

Regrets: Lorrey Arial Bonilla, Sarah Maragoudakis, Sandra Della Porta

Item	Discussion	Action	Who
Minute Recorder	• Julie Thompson, ECCDC		
1. Welcome & Intros			
2. Correspondence	• None received		
3. Minutes Approval: September 26, 2023	• No changes		
4. New Business	<p>Salary increase as of January 2024</p> <ul style="list-style-type: none"> • There is a lot of confusion and questions around this. It might be a good idea to request a community consultation on the topic from Niagara Region. It was suggested that accountants/ bookkeepers attend this meeting along with administrators. <p>Safe Arrivals/Departures Policies January 2024</p> <ul style="list-style-type: none"> • Need to have policies and procedures in place as of January 2024. • Shared by committee members: Digibot takes care of this with low effort. Setting alarms on iPads are being considered. This is covered in our Code of Conduct policy. Action levels (1-3) were discussed. • Good documentation will be necessary. Communication and roll-out with families and staff will need to take place. 	• Melissa will reach out to Niagara Region	

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	<p>Information shared from PAC Meeting</p> <ul style="list-style-type: none"> Niagara College using “On My Way” and “Gearing Up” documents in their course. These documents are geared toward school age child development and are similar to ELECT and HDLH. 		
<p>5. Business Arising</p>	<p>Halton Handbook for Before and After School programs in Shared Spaces</p> <ul style="list-style-type: none"> This was shared by Sarah and distributed to committee. It was decided to put this topic aside for now and if the subject comes up again, the committee will look into the Niagara handbook. 		
<p>6. NCCSE Goals and Objectives Discussion</p>	<p>Emergency Preparedness</p> <ul style="list-style-type: none"> It was decided to look at this again in January. The committee decided to start from scratch with this topic. 	<ul style="list-style-type: none"> Melissa asked committee members to look for any information they have from the Emergency Preparedness planning session in February 2020. 	
<p>7. Connections to Sector</p>	<p>Facebook update (Candice)</p> <ul style="list-style-type: none"> Candice is putting a plan in place for further posts. <p>Website stats (Lorrey)</p> <ul style="list-style-type: none"> Stats for January-October 2023 were shared by Julie. The stats will be sent to Melissa with the minutes to be distributed. 	<ul style="list-style-type: none"> Candice asked if the NCCSE social media accounts could be linked to NCCSE website. Julie requested Candice send SM links and Julie will ask Darlene if she can do this. 	
<p>8. General Discussion</p>	<p>International Employees Requesting Leaves of Absences to Visit Family</p> <ul style="list-style-type: none"> Committee member discussion – a member said she was receiving a lot of these requests and asked how others were handling them. Having a conversation with staff is important. A member shared that they require a request for unpaid leave in writing in advance and ask for as much notice as possible. Another member shared they have had to turn such requests down as it would mean closing rooms. 		

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	<ul style="list-style-type: none"> • Raising rates in January for school age children was discussed. 		
9. Round Table Updates	N/A		
10. Potential events & media opportunities	N/A		
11. Next meeting date(s)	<ul style="list-style-type: none"> • Tuesday January 30 (Zoom), Tuesday March 26 (ECCDC or Zoom, depending on weather), Tuesday May 28 (ECCDC) – all meetings to start at 9:30am 		