

Niagara Child Care Sector Executive Meeting

Wednesday September 25, 2019 • 9:30 a.m. • ECCDC

Present: Jackie Kerry, Lorrey Arial Bonilla, Pam McLean-Stubbs, Tracey Murray, Helene Randle, Lindsay Milligan, Christina Carter

Regrets: Candice Penny, Debra Harwood, Kim Cole, Roxane Hendrie,

Item	Discussion	Action	Who
Welcome			
Minute Recorder	<ul style="list-style-type: none"> Julie Thompson, ECCDC 		
1. Welcome			
2. Correspondence	<ul style="list-style-type: none"> Changes to membership list: MaryLouise Vanderlee can no longer attend meetings. Debra suggested another colleague (Sandra). Stacey Wilcox from Strive stepped down – Strive recommended Micki Horton to attend meetings instead. Leah Philbrick has also stepped down. Discussion about Niagara Region attending – if Niagara Region is contacted in advance, they will send updates by email. 	<ul style="list-style-type: none"> Jackie will email Stacey to confirm. Jackie will contact Laura 	
3. Approval of Minutes – May 15, 2019	<ul style="list-style-type: none"> Approved 		
4. Business Arising from Minutes	<p>NCCSE bulk email</p> <ul style="list-style-type: none"> This will advertise the CPL tip sheet that was developed, Interview tip sheet, NCCSE sponsorship of the AOE Administrator Award and CCEYA changes. Before this goes, the website will be updated with changed members, CCEYA link. <p>CPL Changes</p> <ul style="list-style-type: none"> Helene is reporting on CPL changes at Supervisor and ED Networks 	<ul style="list-style-type: none"> Jackie will draft the email, Julie will format it. The draft formatted email will be sent to NCCSE in advance for approval. Lorrey will send Helene Preschool, Infant/Toddler and School Age Networks for her to consider if a presentation to them would be helpful to reach frontline staff. 	

Item	Discussion	Action	Who
<p>4. Business Arising from Minutes continued</p>	<p>Facebook</p> <ul style="list-style-type: none"> Lindsay and Candice have met to go over the Facebook page. Candice is now taking care of its maintenance. <p>Workplan</p> <ul style="list-style-type: none"> Change to new commitment, add the bullet points from new Terms of Reference. Add to goals: reviewing AOE Administrator Award criteria; Emergency Preparedness Forum; bulk email; and Helene’s CPL work with networks. 	<ul style="list-style-type: none"> Lorrey, Jackie, and Christina will revise the workplan via email. Workplan will be added as a perpetual agenda item. We will add items as they arise and update each meeting. 	
<p>5. New Business</p>	<p>Website Stats</p> <ul style="list-style-type: none"> We will review at the next meeting <p>Emergency Preparedness Workshop/Session</p> <ul style="list-style-type: none"> In July Janet spoke to Const. Conroy to describe what we were looking for with regards to sharing information. It looked positive they could do some kind of presentation. Jackie responded in August to assess interest in providing a session and to find out who would be the contact. Const. Conroy was going to follow up with superiors. Janet gave Jackie his phone number. Const. Conroy has SWAT expertise and is a school resource officer. The police can only provide guidelines and tips, not rules and regulations to follow. This sounds applicable to full-day programs, not before and after school programs. Could Jen Smith at DSBN guide us with before and after school programs? Sector Forum with general tips for all programs – would like Insp. Conroy to present to NCCSE before it’s offered to the child care community – maybe have a DSBN rep attend, they may not know the gaps. They could be given the questions ahead of time and the opportunity to present as well. Perhaps have Janet share her story at the same session? Tracey could speak to the Emergency backpack her centre developed. Her centre does 4 lockdown drills each year. Sharon Milne at Niagara Region has developed their Emergency Preparedness Policy – there are a lot of templates available on their website. 	<ul style="list-style-type: none"> Tracey offered to contact Jen Jackie will call Insp. Conroy to share NCCSE’s thoughts and see if he can visit a meeting and give an outline of his presentation. 	

Item	Discussion	Action	Who
<p>5. New Business continued</p>	<ul style="list-style-type: none"> • Insp. Conroy has “runhidefight” – lockdown procedures on NRP’s website. He would appreciate some guidelines and questions that would inform his presentation. Some questions discussed: How do you choose a room when all of them have windows? Ministry doesn’t allow doors to lock from the inside, what do you recommend? How to be “street smart” about visitors. Communications or options for facilitating a lockdown in a child care centre in a school. Communication protocols. <p>AOE Administrator Award</p> <ul style="list-style-type: none"> • Jackie agreed on NCCSE’s behalf to sponsor the Award again this year. When we review submissions this time to choose the winner, perhaps do it in a sub-group comprised of NCCSE members who don’t qualify for the Award. Perhaps review criteria. Prize – Niagara College Benchmark Certificate. 		
<p>6. Next meeting</p>	<ul style="list-style-type: none"> • Wednesday October 30, 9:00 a.m., ECCDC (Jackie will bring additional proposed dates to our next meeting) 	<p>Julie to check room availability and email Jackie</p>	<p>Julie</p>