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**MINUTES FROM THE MEETING OF THE KENORA DISTRICT BEST START NETWORK**

held on Wednesday, April 7, 2010  
at the Kenora District Services Board  
Administration Office in Dryden, Ontario  
Commencing at **10:00 a.m.**

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Present:	Kelly Williams	Kenora Association for Community Living, Kenora Family Connection Coalition
	Donna Cutler	Local Services System Management Table Northwestern Health Unit
	Janet Paterson	Patricia Centre for Children and Youth
	Deanna Pacheco	Keewatin Patricia District School Board (alternate)
	Lynn Carlson	Kenora District Child Care Operators, Dryden Children's Resource Centre
	Sarah Stevenson	Kenora District Services Board, Children's Programs
	Nicki Zilkalns	Kenora District Services Board, Recording Secretary
	Leanne Mineault	Lake of the Woods Child Development Centre
	Barb Avanthey	Healthy Generation Coalition-Dryden, Ignace, Wabigoon, Vermilion Bay, Best Start Hubs
	Helen Clark	Kenora District Services Board, Ontario Works
	Arlene Williams	CAP-C Wabigoon
	Shelley Durance	Northwest Catholic District School Board (alternate) (excused self at 12:15)
Teleconference:	Carole-Lynne Oldale	Ministry of Education (signed off at 10:40)
	Heather Exley	Ministry of Education
	Bob Onysko	Kenora Patricia Child and Family Services (signed off at 11:00)
	Murray Delorme	Kenora Catholic District School Board (signed on at 10:30) (signed off at 11:00)
	Trudy Cederwall	Kenora Catholic District School Board (signed on at 10:30) (signed off at 11:00)
Regrets:	Deb Cousineau	North Words
	Kim Gardiman	Healthy Babies, Healthy Children
	Josee Little	French Language Network
	Clarise Henrickson	Waninawakang Aboriginal Head Start, Child and Family Health Network
	Caryl Hron	Keewatin Patricia District School Board
	Al Cesuinas	Northwest Catholic District School Board

**1. Call to Order**

- The meeting was called to order by the Co-Chair, Kelly Williams at 10:05 am.

## 2. Welcome/Introduction

- Kelly welcomed everyone and those members that were present and on via teleconference introduced themselves.

## 3. Approval of Agenda

3.1. Motion No. KDSBN2010-4

Moved by: Janet Paterson

Seconded by: Leanne Mineault

**RESOLVED THAT** the agenda for the Best Start Network meeting scheduled for 10:00 am on Wednesday, April 7, 2010 be approved as amended.

5.1 became 6.7

6.5 became 6.6

6.6 became 6.5

6.7 became 6.8

6.8 became 6.9      Amendments were made due to the scheduling of the webinar.

CALLED: CARRIED

**ACTION: File**

## 4. Approval of Previous Meeting Minutes

4.1. Motion No. KDSBN2010-5

Moved by:

Lynn Carlson

Seconded by:

Donna Cutler

**RESOLVED THAT** the minutes of the February 17, 2010 meeting of the Best Start Network be approved as amended.

Item 6.2.2 Bullet 5 is removed.

The Keewatin Patricia District School board did not hold a parent meeting on February 10.

CALLED: CARRIED

**ACTION: Post to the Kenora District Services Board Website**

## 5. Unfinished Business

- 5.1 deferred to 6.7

## 6. Business

### 6.1. Correspondence – Kelly Williams

- Kelly reviewed the letter received from Jim Grieves with an update of the Early Learning Program, dated March 4, 2010, that was forwarded to the Network.

### 6.2. Update Early Learning Program

#### 6.2.1. Ministry Update – Carole-Lynne Oldale

- Carole-Lynne introduced Heather Exley, who started April 6<sup>th</sup>, and will be the Early Learning Program Regional Lead for the Ministry of Education
- Currently the Ministry is looking at Phase 2 of the ELP.
- Boards are to have their templates into the Ministry by April 16<sup>th</sup>, and a decision will hopefully be made by May 21, 2010
- 1 program has been allocated during the second phase to Keewatin Patricia District School Board.
- \$10,000 has been allocated to each class for start up expenses.

- Capital money will be allocated in year 2 of the ELP.
- The extended day program continues to be an area with challenges for moving forward.
- The boards are unable at this point identify a definitive cost for the extended day.
- Legislated changes to the Education Act have gone through first reading.

#### 6.2.2. **Keewatin Patricia District School Board Update – Deanna Pacheco**

- Pinewood currently has 20 registered students from their catchment area with 8 on the waiting list.
- Evergreen has 18 from their catchment area with 7 on the waiting list.
- The board has been allocated one Early Learning Program for Phase 2. The following is a list of schools that the board have selected for consideration :
  - 1) Riverview School
  - 2) Ignace School
  - 3) Lillian Berg School
  - 4) Keewatin School
  - 5) Ear Falls School
- Questions were asked as to the viability of the extended day program in Ignace, Lillian Berg & Ear Falls. The current programs have not been able to operate before and after school programs or are concerned about program viability.
- Kenora area is currently undergoing an Accommodation Review for all its schools.
- It was felt that Riverview School was the logical choice for the Phase 2 ELP as it will be the site of the new school in Dryden.

#### 6.2.3. **Kenora Catholic District School Board Update – Murray Delorme**

- There is no allocation for any ELP in Phase 2.
- 35 students have registered for the ELP. 7 have indicated they would like before school care and 21 have indicated they would want after school care.
- There will be two classrooms of combined JK/SK for the ELP.
- There will be 2 teachers, 1 Education Assistant & 2 ECE positions.
  - The ECE positions would work a flex schedule (ie: 7-1 & 12-6) in order to accommodate the extended day.
- Currently looking at the hiring process for another teacher and the ECE.
- It was asked who would fund the extra teaching and EA position as they will not be funded through the ELP. Murray advised that the school board themselves will be funding this.
- Carole-Lynne & Heather indicated that they will be in contact with Murray this week to discuss their ELP.
- Currently working out the gentle entry process for these students.
- A concern was raised about the effects of the gentle entry process on the Child Care Centres and families. Child Care Programs try to balance taking new enrolments and providing service to families they have been providing service to, however, parents are often left without child care during the gentle entry process. It was thought that even a week of gentle entry would make it easier on the parents and the Child Care centres.

**ACTION: ELP Transitions Committee to discuss the effects of Gentle Entry.**

#### 6.3. **Update from the Ministry of Children and Youth Services**

- None at this time

#### **6.4. Update from the French Language Network**

- None at this time

#### **6.5. Update from the MCYS Regional Best Start Meetings**

##### **6.5.1. Network Structure – Kelly Williams**

- There was a strong message received from the Ministry that the Network is the “venue” for moving forward with ELP and Children Services Collaboration in the district.
- Kelly gave an overview of the Sudbury Network and how it could be adapted to fit in our district.
- The Sudbury Network has an executive meeting twice a year that is held via teleconference and is comprised of High Level Management & Executive Directors of the partners of the Network in order to ensure that they are all on the same page in regards to the Network and the goals and direction of the Network.
- The executive is referred to as the “make it so” committee.
- It is a challenge not having the key people endorsing the work of the Network and the hope would be that by including them in a discussion around the plan of the Network it would be beneficial to all partners involved.
- We need to ensure that we have engaged all the right partners to sit on the Network.
- The Network will look at developing a plan over the next two meetings.
- It was brought forward that the Network needed to develop a common message that would be presented to the “executive”.
- It was felt that by engaging the higher level administration they would perhaps provide greater support for the Network and in turn gain a better understanding of the Network.
- Discussed the Networks “Terms of Reference” and the need to review the sub committees currently in place and whether they are meeting the needs.
- It also was felt that there needs to be some discussion as to where the Coalitions fit into the Network as they are more of an information organization vs. a planning organization.

##### **6.5.2. Data Analysis Coordinators - Sarah Stevenson**

- There was a strong suggestion from the Ministry to invite DAC’s to the Network meetings so that they could provide relevant data towards the development of the Network plan, and support the work of the Network.
- The Network needs to determine what information at a district and community level that we want from the DAC’s and where we go with it.
- There are three sets of EDI “trend” data currently available.
- Leanne also stated that the DAC’s need & want to consult with the Network, and are looking for direction from the Network.
- If the Network is the “venue” for getting information out, we need to better utilize the DAC’s and their time.
- Leanne stated that currently the DAC’s are working to create a community profile template in partnership with the province.

- It was identified that we need to have an education component as the EDI data is challenging to understand and interpret. The language is often a challenge to understand.
- Leanne felt that the DAC's could certainly provide some training to the Network in order to provide a better and clearer understanding of the EDI data.

#### **6.5.3. Best Start Hubs - Lynn Carlson**

- Lynn gave an overview of the meetings held in Saulte Ste. Marie.
- She reported that the Best Start Hubs need to refocus in order to move forward and plan programs and enhance growth.
- The Network needs to champion change with the Best Start Hubs.
- The Hub Coordinators need to focus on outreach in order to reach those families that they have not yet reached. This may involve coordinating with partners in order to get out more into the community (ie. Offering a class at a local school while the NWHU is running a program in the Hub)
- Lynn reported that a clear message was conveyed that Toy Lending is not a funded service by the Hub.
- Discussion around what could be done in order to maintain the toy lending services, but yet not have the Coordinator responsible for the services. Parental Volunteers & High School Students requiring volunteer hours could be used.
- Concern was expressed that the volunteers would then be responsible to ensure that the toys are up kept and cleaned.
- It was asked if the specialized resources (ie. Parenting books) are considered part of the Toy Lending. It was felt that these are an important part of the Best Start Hub and do not fall under the Toy Lending.
- Lynn discussed the need to be creative when it comes to the Best Start Hubs. She reported that she has been researching the Sudbury Hubs as they have satellite offices within their schools which seem to be working well.
- Concern was expressed over the lack of resources as in many Hubs there is only one Coordinator. This is where partnerships with other community agencies would need to be utilized.

**The teleconference attendees signed off at this time and were invited to rejoin at 12:30 for the continuation of the meeting.**

#### **6.6. Webinar- Investing in Early Child Development -Council on Early Child Development**

#### **6.7. Kenora District Best Start Network Website– Sarah Stevenson**

- A partnership with the Rainy River Best Start Network has allowed the website to be developed in a similar format as theirs.
- An overview was given of the website and the different components of it.
- Links were set up to the various partners of the network; as long as the information was accurate on the websites being linked to.
- The Calendar of Events will list items specific to Network Initiatives and partner events to avoid "cluttering" the calendar.
- Network Partners PD activities can be submitted to Sarah and they can be listed on the calendar.
- Sarah is currently trying to get a network specific email address set up.
- Any suggestions on other links that should be listed can be forwarded to Sarah.

- Information on access to the member's only section will be forwarded by Sarah to everyone.
- It was suggested that under the "member's only" section that draft documents, minutes, etc. could be posted.
- It was thought that twice yearly, the members only section should be reviewed and information can be removed and updated as necessary.

**ACTION: Network Partners are to email Sarah the links they would like to have provided on the Website.**

## 6.8. Sub-committee Updates:

### 6.8.1. Communication - Leanne Mineault

- See Attached Minutes from March Communication Sub-committee meeting.

### 6.8.2. Caring and Sharing - Sarah Stevenson

- The date has been set for this years Caring and Sharing.
- The event will be held on October 2<sup>nd</sup>, 2010 at the Centre.
- An invitation will be sent to Jim Grieves to attend and give the Key note address if he is unable to attend then an invitation will be sent to Dr. Charles Pascal.
- The set up will be very similar to last year in that there will be a call for presenters and there will be vendor/partner displays set up.

### 6.8.3. 18-Month Well Baby/Universal Screening/Parenting - Donna Cutler

- The committee met briefly before the Network meeting this morning.
- The entire focus so far has been on the visit by Dr. Jean Clinton on April 21 and engaging Doctors to attend dinner with her.
- Invitations have been sent to all the Doctor's & Nurse Practitioners in the area.
- 3 Network members will be attending the evening event, Donna Cutler, Kelly Williams and Deb Cousineau.
- The committee has agreed to develop a flow chart that can be distributed to the Doctors that allows them see what resources are available in their communities and the pathways for families to take to access these services.
- Included with the pathways will be a community inventory to share with the Doctors.
- After the April 21<sup>st</sup> dinner with Dr. Clinton, the committee will step back and re focus and expand on their goals.

### 6.8.4. ELP Transition Committee - Sarah Stevenson

- The committee held its first meeting on March 2<sup>nd</sup>, and included Caryl Hron, Lynn Carlson, Teresa Clarke, Colleen Neil, Barb Jackson, Sarah Stevenson and Tammy Johnson, Murray Delorme was unable to attend due to technical difficulties.
- The Keewatin Patricia District School Board hopes to let operators know by May 31<sup>st</sup>, 2010 if they are going ahead with the extended days or not, at Pinewood and Evergreen.
- There was a discussion around Child Care Centres providing meals or snacks to the ELP.
- Sarah arranged for Barb, Tammy & Murray to meet following the teleconference. They met on March 5, to discuss the impact of the ELP and the extended day program on the Keewatin Kids Base Before and After School Program and the

Cameron Bay Day Nursery. Murray shared Kenora Catholic District School Boards plans. It was identified that the Keewatin Program won't be viable without children from St. Louis.

- Everyone agreed to continue working together. Invitations to the meeting will be extended to ELP Principals and Other Child Care Operators.
- The next meeting is scheduled for April 29<sup>th</sup> @ 10:30 via teleconference.

## 6.9 Best Start Partners Updates

### Best Start Hubs – Leanne Mineault

- Reminder of The Early Learning and Child Care Conference, April 22<sup>nd</sup> & 23<sup>rd</sup> in Kenora
- Registration is currently at 94, so space is still available.
- Members are invited to contact Leanne to register if they have not already done so.

### Infant Development – Kelly Williams

- A 3 day attachment workshop was hosted by the Kenora Association for Community Living hosted. Currently there is a plan to hold the second part in October, which will be a more tool based approach.
- Kelly reported that she has heard that the results from the Infant Development Review will be released within the next two weeks.

### Ontario Works – Helen Clark

- Caseloads are continuing to increase.
- Currently there are 580 children between the ages of 0-17 receiving Ontario Works benefits, of those 62% are between the ages of 0-6
- Deanna reported that the Riverview School has partnered with the Ontario Works Life Skills Trainer in order to provide parent sessions to those parents who are receiving Ontario Works and have children attending School.
- The purpose of these sessions is to help the parents become more comfortable with schools and how to support their children's learning.
- Three parents attended the first session, and Deanna reported that although that may seem low, it is 3 parents she had not had prior contact with. The parents with the Life Skills Trainer developed a plan of what they hoped to get out of the group and Deanna provided information on Student Led Conferences and what it entailed.
- The next session is scheduled for April 29<sup>th</sup> at Riverview School, during which time there will be two teachers available to talk with the parents about Reading Strategies to use at home.
- The Network members felt that this was an excellent idea for a program and wished it could be incorporated into other schools.
- Helen advised that although OW has taken the initial lead in this program, she only has one Life Skills Trainer whose time is stretched as it is, further ways to discuss the development of programs and working together can be discussed.

### Healthy Babies/ Healthy Children – Donna Cutler

- A Preschool Speech Meeting was held in Toronto.
- There was discussion around redesigning services for 0-3 and a change in governance as per Dr. Charles Pascal's report
- Reminder that April is Dental Health – SOS (save our smiles)

## 7. Best Start Network Financial Report

### 7.1 Kenora District Best Start Network YTD Financial - Sarah Stevenson

2010 Best Start Network Financial Report February 17, 2010

Total 2010 Budget	\$28,800
Best Start administration cost to Kenora District Services Board	<b>\$10,000</b>
Early Learning and Child Care Conference	2,500
Caring and Sharing	5,000
Dinner with Dr. Jean Clinton	1,500
Q-104 Radio Spots	600
RRDSSAB (Website Costs)	494
Co-Chair Travel Costs	Sault Ste Marie regional Meeting airfare 2,096
Best Start Network Meetings	(based on 2009) 1,200 (approx.)300
Tele-conferences	(based on 2009) 600 (approx.)150
Best Start Communication	??

23,990

Uncommitted Funds **4,810**

### 7.2 Best Start Network Budget Request for 2010

- There are no budget requests to report.

## 8. New Business

### 8.1. Development of a meeting summary

- Sarah suggested that instead of doing a meeting summary, the minutes can be posted on the website in their Draft form for review once she has received them from the recording secretary. This will provide the Network members a chance to review the minutes.

## 9. Next Meeting

- The next meeting of the Best Start Network will be held in Dryden at the Kenora District Services Board off on May 19<sup>th</sup> commencing at 10:00 am.

## 10. Adjournment

- As there was no further business, the meeting was adjourned at 2:15 p.m.

*Minutes Approved May19, 2010*  
*Co-Chair Lynn Carlson*

**Attachment 1**

**6.8.1. Communication Minutes from March 10, 2010 meeting**

	<b>Date:</b>	March 10, 2010
	<b>Time:</b>	1:30 – 3:30 p.m.
	<b>Location:</b>	Teleconference
	<b>Chair:</b>	Leanne Mineault
<b>Type of meeting:</b>	Communications Sub-Committee	
<b>Participants:</b>	Mildred Beck, Lynn Carlson, Leanne Mineault, Sarah Stevenson, Barb Avanthey (in part)	
<b>Regrets:</b>	Laurie McIvor	
<b>Absent:</b>	Deb Cousineau	
<b>Call In #:</b>	<b>1-866-276-0948</b>	
<b>Access Code #:</b>	<b>6949052</b>	

**1. Welcome & Review of the Agenda**

**2. Review of Minutes:**

**(i) February 10, 2010**

The February 10, 2010 meeting minutes were reviewed and approved as submitted.

**3. ECE & JK/SK Teacher Collaboration Presentation for March Regional Best Start Meeting**

Sandra Russell requested Best Start Networks in the Kenora and Rainy River Districts make a presentation on the variety of ways collaborations between ECE & JK/SK Teachers have been further developed. Sarah volunteered to make the presentation on behalf of the Kenora District Best Start Network.

**ACTION: Mildred will ask someone from the Rainy River District Network attending the regional meeting to co-present with Sarah.**

**ACTION: Sarah will start to work on the presentation in the interim.**

**4. Review Application Process for Partner Decals**

After some discussion it was determined the majority of most Best Start Network member's organizations have applied for decals. However not all organizations affiliated with local Community Coalitions have. Coalition representatives will be asked to resend the decal application packages to their respective groups and encourage application submissions during their next meeting.

It was further determined a large number of decals will still remain after the second call for applications. It was decided a letter and/or email would be sent out to organizations that already applied to inform them that they are welcome to request additional decals. Many organizations when originally applying for decals only ordered enough for their main entrances. The letter will explain a variety of other ways the decal can be used i.e. applied to portfolios, equipment, resources and vehicles use to mobile services etc.

***ACTION: Sarah and Mildred will send either a letter and/or email inviting organizations to make requests for additional decals.***

***ACTION: During the next Network meetings local Community Coalition representatives will be asked resend the decal application package to their respective groups.***

## **5. Update of Projects:**

### **(i) Poster Campaign**

During the last Kenora District Network meeting the poster entries were displayed. The Network decided all students in grades 1 & 2 from St. Louis School that participated would receive a prize. Sarah required further direction from the subcommittee on how to award prizes for the 4 and 5 year old participants. It was decided prize packs would be awarded to 4 of the 4 yr old participants and to 4 of the 5 year old participants.

During the last Rainy River District Network meeting the poster entries were displayed. The Network voted on the top 5 in three categories and prize packs have now been awarded. The Network will request a press release on the poster campaign and the prizes awarded. In addition posters and names of the winners will be on display in a store front window downtown Fort Frances.

Leanne requested the posters be made available to display during the April Early Learning and Child Care Connection Conference.

***ACTION: Sarah will arrange for the award of the prizes for the 4 and 5 year old participants.***

### **(ii) Radio Ads**

Sarah reported the radio ads started to air on February 22<sup>nd</sup>. For \$600.00 she also arranged for the ads to air on Q104.5 FM.

### **(iii) Book Coupon**

During the February Best Start Hub Coordinators meeting it was reported not many coupons have been redeemed, however it was only the 2<sup>nd</sup> week into the campaign. It was noted some programs have distributed the coupons to their families all at once such as North Words. Others have been providing them as services are accessed by families such as Ontario Works.

### **(iv) Children's Service Fairs (Best Start Events)**

Update deferred to next meeting.

### **(v) Website Development**

Mildred and Sarah received training from the Fort Frances Times on how to update/maintain the website on February 26<sup>th</sup>. They both have made remarkable progress on posting information to date.

A newspaper ad to announce the websites will be postponed until such a time the websites are more fully developed and firm decisions are made in terms of items to be posted on the members only and public sections of the websites.

Further direction is required from the Kenora District Network in terms of how programs and services are listed.

Thus far the Rainy River District Network decided information posted on the member's only section will be reviewed at each Network meeting to determine which items can then be posted on the public section of the website.

***ACTION: Further input required on website development will be requested during the next Kenora District Network meeting.***

**6. Develop Best Start Communication Activity Plan & Proposed Budget fro 2010-11**

The 2009-10 Activity Plan will be updated with notations indicating what has been completed and those items to be carried over. The group also started to work on the plan for 2010-11. This work will continue during a special teleconference set for April 1<sup>st</sup> so the plan will be ready to present at the next Network meetings for their approval.

***ACTION: Leanne will notify members not in attendance today of the special meeting date.***

**7. Other**

Concern was expressed that the number of Communication Subcommittee members are dwindling. It was noted that further representation from the Rainy River District Network was especially required. Committee members do not necessarily have to be a Network member it could be someone from a partner organization with a keen interest in communication work.

***ACTION: Mildred will make a request for additional representation on the subcommittee during the next Rainy River District Network meeting.***

**8. Next Meeting Date & Chairperson**

A special teleconference will be held Thursday April 1<sup>st</sup> at 1:30 p.m. to complete the communication activity plan for 2010-11. Leanne will chair this meeting and the KDSB call number will be used.

The next regularly scheduled meeting will be held on April 14<sup>th</sup> at 1:30 p.m. Sarah will chair this meeting and the RRDSSAB call number will be used.