



early childhood community development centre

Co-op Teachers Network Meeting

Friday, May 13, 2011

9:00 – 3:00

Meeting Minutes

Meeting Highlights:

- ▣ Round Table Discussions
- ▣ Job Descriptions
- ▣ MCYS Update
- ▣ New Supervision Policy for Volunteers & Students

Information, Ideas and Tips Shared: Round Table Discussion

- ▣ New staff has been hired for Beamsville Coop – Marlena Masselink. Marianne will be retiring in June.
- ▣ Beamsville are adding Toddlers to their program 2 mornings per week, starting in September.
- ▣ Grimsby and Thorold Coop's are fine with enrollment for Sept.
- ▣ Kids Kastle – at this time no afternoon registrations for Sept.
- ▣ North End – did not have sufficient enrollment to run an afternoon program this year and the same for Sept. This site has been selected for a site review and inspection regarding the Safe Drinking Water – they are going through the process at this time. In Sept. there will be a completely new Board, there are no returning board members for the fall.
- ▣ Niagara Nursery will be moving to new facilities on June 25th.
- ▣ Power Glen – struggling this year they have a 3 day a week program that consists of all boys sessions are not full and the 2 day a week program is a small group.
- ▣ One of the things discussed was the other Nursery Schools in Niagara that are not a coop. They operate as a non profit entity. It is our opinion that these programs are likely struggling similar to the coop but they do not have a support system in place. Those present agreed that we will expand the Coop Network table to include all Nursery Schools in Niagara, starting in the fall. An invitation will be formulated and sent out.
- ▣ Requests to have J. Arnott meet with new boards in the fall to offer support and training as needed. Teachers can have Board President contact J. Arnott to set date and time.
- ▣ Reminder: all programs **submit** QCCN Statistical data **MONTHLY**.

Overview of Job Descriptions:

- ▣ Discussion about using the standards to prepare good job descriptions
- ▣ Grimsby and Beamsville shared their job descriptions and performance reviews.
- ▣ The group agreed to have Tracey, Sue, Rena, & Joanne work on job descriptions and meet with J. Arnott, at ECCDC new location on June 10th where the group will finalize a job description for coop teachers to present to their respective Board of Directors for approval.

Ministry Update:

- ▣ Review of 2 memorandums received May 12, 2011
- ▣ Child Care Supervision Policy for Volunteers and Students, policy to be in place by Sept. 6, 2011. Each coop teacher will work on own policy and send to J. Arnott by June 10th for review of commonalities among the centres.
- ▣ Launch of Licensing Inspection Findings on the Licensed Child Care Website.

Work produced, actions taken or decisions reached:

- ▣ Task group working on development of job description – meet on June 10th
- ▣ Coop Teachers to develop Supervision policy per MCYS memorandum noted above and submit to J. Arnott to review and identify commonalities for all programs.
- ▣ Invite to be sent to all Nursery Schools to become part of Coop Teachers Network
- ▣ Coop Teachers to inform Board President of opportunity to have J. Arnott to come in and present overview of ECCDC to board related to support and training.

Resources required for next meeting:

- ▣ Job descriptions – finalized by Task Group
- ▣ Review of Supervision of Volunteers and Students Policy
- ▣ MCYS – update
- ▣ Region – update
- ▣ Resources Available

Participants had an opportunity to bid farewell to Marianne Allan. Marianne has been a very active and strong member of this network group. Marianne worked endlessly from the time the Coop Council in Niagara folded, some 15 years or more ago, to keep the coop teachers group together and active, with the support of ECCDC. Thank you Marianne, you will be truly missed by all your colleagues.

Next Meeting date:

Friday, November 11, 2011 9:00 – 3:00 at ECCDC at New Location – 3340 Schmon Parkway, Thorold.