

**Co-op Teachers Network Meeting**  
**Friday, February 18, 2011**  
**9:00 – 3:00**  
**Meeting Minutes**

**Meeting Highlights:**

- ▣ Round Table Discussions
- ▣ Occupational Standards
- ▣ MCYS Update
- ▣ Region Update
- ▣ College of ECE's Update

**Information, Ideas and Tips Shared: Round Table Discussion**

- ▣ A Newspaper article from Dec. 1980 “Changing Times Puts Co-ops in Crisis” was shared with the group. Marianne made the comparison that nursery schools went through a rough time then and are facing similar challenges at this time. Beamsville Coop is currently advertising for a new staff as Marianne will be retiring in June. They are also exploring the option of a toddler program.
- ▣ These are changing times for the nursery schools as more full day early learning is implemented. Programs need to identify any potential for changes or areas that they can strengthen their enrollment base.
- ▣ Niagara Nursery will be moving to new facilities and will expand their program to include full day preschoolers and are exploring the option for toddler program.
- ▣ Other programs are holding their own at this time and working toward the enrollments for September.
- ▣ One suggestion was to look at the advertising and the wording being used and suggested that there was a commonality amongst the nursery schools. It was suggested that the wording of “Learning Through Play” may be used so that parents understand better that children are learning at the nursery school. This also supports the language in the full day early learning.
- ▣ Resource reference lists and display of resources highlighted.

**Overview of Occupational Standards:**

- ▣ Discussion about how to use the standards
- ▣ Using the standards to prepare good job descriptions
- ▣ Supplementary material distributed – Checklists for both the Occupational Standards for ECE and for Administrators.
- ▣ There is one change to the ECE checklist to be noted – please make the change in your copy
- ▣ Page 5, Sub-task 2.4 currently reads: “Develop toddler program” and should be corrected to read: “Protects and respects the rights of children.”
  
- ▣ Developing a toddler program belongs to the ECE version of the checklists!
- ▣ Work will be done at the next network meeting using the standards to develop a job description.

**Ministry Update:** Wanda Westerhof

- ▣ No new changes at this time
- ▣ Review DN Legislation – the process was distributed
- ▣ Emergency replacement “SHORT” duration where no RECE – Notify MCYS Advisor immediately
- ▣ Review - Toddler program requirements distributed

- ▣ January 14, 2011 Letter sent from MCYS all operators should have received it
- ▣ Serious Occurrence reminder
- ▣ Review of annual testing of water for lead – keep dated copy of form faxed to the Ministry of Environment. May 1st – Oct. 31st are the dates for water samples.
- ▣ DNA Process Sheet circulated – every 2 years an independent 3rd party is required for the playground inspection & safety check

**Region Update:** Darlene Edgar

- ▣ Boards need to review their expenses. What is your breakeven point?
- ▣ Region sent notice out in January regarding costs for changing business for viability ie. Adding Toddlers to the program. Look at changes to the physical plant equipment. Make sure that the rates are appropriate.
- ▣ Budget submissions are due Feb. 25th the Region needs the budgets ASAP if you have not already sent it so that they are able to review pressures in Niagara.
- ▣ Continue to complete salary surveys and wage subsidy surveys.

**College of Early Childhood Educators:** Darlene Edgar

- ▣ There is a presentation on the new Code of Ethics for ECE on March 23rd at Regional Council Chamber. Register through the ECCDC. Invite your Board President to attend, it is important for you board of directors to know the expectations & professional responsibilities of the ECE.
- ▣ When signing any documents for your employment it MUST have RECE behind your name.
- ▣ There has been a change to the equivalency process – the College of ECE is now responsible to determine equivalency, it is no longer part of the AECEO.
- ▣ “Otherwise Approved” by MCYS is not part of the College of ECE
- ▣ The elections for the College of ECE will be coming up very soon, watch for the information in your mail. Darlene will be running again for office and would appreciate your votes. Our area covers Hamilton and Niagara so it is important for you to cast your vote if you want to continue to have someone from your community representing you. Expressions of accolades to Darlene for the job she has done in the past.

**Work produced, actions taken or decisions reached:**

- ▣ Region to forward electronic copy of cost analysis toolkit
- ▣ CPR/First Aid for next meeting in October – Marianne will look into this with Lorrey
- ▣ Job Descriptions – sample distributed at previous meeting - bring to next meeting for feedback
- ▣ Occupational Standards for Early Childhood Educators – How to use the document to develop good job descriptions and performance appraisals – next meeting
- ▣ QCCN & Vacancy statistics to be submitted monthly

**Resources required for next meeting:**

- ▣ Job descriptions – bring your job description with you.
- ▣ Everyone to bring their copy of the Occupational Standards and the new checklist
- ▣ MCYS – update
- ▣ Region – update
- ▣ Resources Available

**Next Meeting date:**

**Friday, May 13, 2011 9:00 – 3:00 at ECCDC**