

Supervisor's Network Meeting

Monday January 30, 2012

MEETING MINUTES

Meeting Highlights

- Implementing the PAS Tool
- Staffing Needs
- Fundraising Challenges

Information, Ideas and Tips Shared

Information Sharing on Ministry Memoranda

- The following is a list of memoranda highlighted at this meeting
 - November 14 - Upcoming transfer to MEDU (Ministry of Education), New Serious Occurrence Policy Requirements, and closure during bad weather
 - December 19 - Transfer of responsibility MCYS to MEDU, Listing of new Child Care Quality Assurance and Licensing Offices – Niagara's is now London Region
 - December 30 - Memo received with new changes of Administrative Assistant and her contact information

Continuing the Momentum in Niagara – MPCC Grads Update

- To move the PAS (Program Administration Scale) forward we have started with one section on Family Partnerships (pages 40-43). There are two sections: Item 16 Family Communications; and Item 17 Family Support and Involvement. Each network member was asked to take away copies of these sections and to complete them on their program over the next two months and to bring back their results to the March network meeting. Review and answer the questions on the preceding page of the scoring page. Network members will only share what they are comfortable sharing with the group but the intent is to be able to learn from each other and improve the quality of our programs. At each meeting we will review a new section of the PAS to take away and complete on our own program.
- The *Occupational Standards for Early Childhood Educators* will be highlighted at the next network meeting in March. The first work will look at how to introduce the Occupational Standards to staff. All participants are asked to bring your *Occupational Standards for Early Childhood Educators* to the March meeting.
- Increased support to new and/or struggling supervisors. A list of volunteer mentors and skill sets will be developed and maintained by the ECCDC's Program Support Manager. A form identifying individual skills and needs has been developed and reviewed at this meeting. Based on the input received, some minor changes are being made to the form.

Issues and Brainstorming of Solutions

- Supervisors are asking if an email reminder could be sent out a week to three days in advance of the meeting. Reminders are sent out from ECCDC but they are normally with other items and the Supervisor does not always have time to filter through all the information in time for the meeting. A separate reminder is being requested.
- Supply Staffing is a concern for programs; in particular those programs that do not have multiple sites and cannot sustain a supply staff. Discussion took place to review the possibility of the ECCDC having a supply staff registry available. More discussion will take place at our next meeting and recommendations will be developed to put forward to the ECCDC. Francophone Network group has also raised the same issue and will discuss further at their next meeting.
- Fundraising is always a challenge. Everyone is asked to bring their fundraising ideas to the March Supervisor's Network meeting for sharing and discussion of what works, what doesn't, and which fundraising has a better return based on the amount of work to implement.

Resources ECCDC

- Listing of administrative tools to enhance the quality of programs was provided and on display.
- Upcoming training on the tools was also highlighted.

Emerging opportunities and threats (trends in organizations and sector)

- Staffing needs – shortage of supply staff
- Increased pressures in fundraising
- Opportunities to enhance quality of programs through use of administrative tools

Resources required for next meeting

- Network members to bring completed section of PAS from January meeting
- Network members to bring *Occupational Standards for Early Childhood Educators* (if you have one)
- Network members bring your fundraising ideas to share with the group
- New section of PAS copied for all participants
- Revised form identifying Supervisors' Strengths for mentoring others
- Any new Ministry memoranda
- Resource listing
- Continued discussion on supply staff registry potential

Next Meeting date: **Monday March 26, 2012 • 6:30–8:30 p.m. at the ECCDC**

Meeting Dates for 2011–2012 MARK YOUR CALENDARS NOW!

- ✓ Monday September 26, 2011
- ✓ Monday November 28, 2011
- ✓ Monday January 30, 2012

Monday March 26, 2012

Monday May 28, 2012