

**CHILD CARE COMMITTEE ATTENDANCE
TUESDAY, SEPTEMBER 9, 2008**

PRESENT:

Joy Lerman	Chair/TJ Solutions
Nelia Madeira	Vice Chair/Community of Maple CCS
Franca DiStefano	Joy of Childhood Conference Committee
Stephanie McKenzie	Kids Connection Care and Education
Debbie Brauswetter	Regional Municipality of York Children's Services
Stephanie McKenzie	Supervisor's Association
Pat Henry	YPCE
Sandra Sanz	York Region District School Board
Fran Zeppieri	Past Chair/York Catholic District School Board
Diane Taylor	YMCA
Susan Morris	Treasurer
Charlena Harvey	Our Lady of Annunciation
Diane Kashin	Seneca College
Jean Wise	Family Day
Joy Vance	York Child/Communication Committee
Lori Young	Regional Municipality of York Children's Services
Cathy Elliott	Region of York
Marilyn Santaguida	Acting Secretary/Community of Maple CCS
Nadia Waddell	York Region Health Services
Roger Charlesworth	Nursery School Operator

REGRETS:

June Brown	Secretary/Kids Connection Care and Education
Amy Chui	York Region Public Health Services
Marlene Green	YRPSL
Shawna Lee	/Kinark Child and Family
Patti Griffen	Enhanced Funding

ABSENT:

Linda Wheeler	Child Care Professional Development Subcommittee
Pat Hofsepian	EIS
Josephine Mayles	Family Day
Mary Turfryer	YRHS
Marc Marasco	York Region Public Health Services
	School Age Subcommittee
	Supervisor's Association
	York Child/Quality Assurance
Toni Pellicano	AECEO York Branch
Bernice Landry	Early Learning and Care Steering Committee

CHILD CARE COMMITTEE MINUTES
September 9, 2008

1. Approval of Agenda

Motioned by Joy Vance and seconded by Debbie Brausewetter to approve the agenda.

2. Approval of Minutes

Motioned by Stephanie Mckenzie and seconded by Jean Wise to approve the minutes of June 3, 2008.

3. Follow Up Action

Marilyn Santaguida volunteered to fill the secretary role during June's maternity leave, commencing September thru to December 2008.

4. Treasurer's Report

- See report attached presented by Sue Morris.
- Draft format for invoicing also attached.

Action Items: Executive Committee to co-ordinate a meeting with Kinark personnel responsible for the management of Child Care Ctte. funds.

5. York Region Early Literacy Award

Proposal was provided by Terry Kelly and reviewed by the CCC Ctte.

Motion: The CCC ctte. agreed to financially support up to \$500 for this award for this year. Terry Kelly will be responsible to provide the CCC ctte. with a report demonstrating how these funds were used toward professional development.

Motioned by Joy Vance and seconded by Sandra. Sanz, approved.

Action item: Joy Lerman will email Terry to discuss the details.

6. SUB-COMMITTEE UPDATES

a) Communication – Joy Vance

Calendars circulated for input from all members.

Motion: To finance up to \$1500 towards mint boxes to be used at the Joy as a marketing campaign.

Motioned by Diane Kashin and seconded by Franca DiStefano, approved.

b) Childcare Professional Development

Chair is unknown.

Action Item: Marilyn to follow up with past chair for more information.

c) Joy of Childhood Conference – Franca DiStefano

- Next meeting is scheduled for September 16, 2008 at YCDSB, 10:00a.m. to 12:00p.m.
- Conference Workshop #27 is cancelled.
- As of today, one registration received.
- Early Bird deadline is September 26, 2008.
- Early Bird cost is \$80 after this date the cost will go up to \$100.
- Last day to register is October 7, 2008 and the conference is capped at 500.

d) Quality & Accessibility – Shawn Lee

No report.

e) School Age Professional Development

The new chair for this committee is Marc Marasco from Kids Come First.

Action Item: Joy to contact all new chairs and add them to the email contact list.

No report.

f) Emergency Preparedness Taskforce – Jean Wise

Family Day has developed a telephone family tree. These temp plates will be included on the CCC website as resources for everyone to use.

g) Recreative Village – Maura Mckenzie

Trillium representative provided suggestions for a successful funding proposal. The group is going to continue to work towards preparing a proposal to be submitted for the fall of 2009. Some concern was expressed with the workload associate with this project.

Action Item: Further information to follow from Toni Pellicano.

SECTOR UPDATES

➤ **AECEO-Toni Pellicano**

Executive Meeting scheduled for September 10, 2008

Action Item: Marilyn to add the College of Early Childhood Educators to the Community Updates on the agenda.

➤ **Children’s Mental Health**

No report.

➤ **Enhanced Funding-Lori Young**

- Currently, there are 4 groups and 27 individual applications on the waitlist for funding
- The training sub-group of the Enhance Funding Committee is meeting September 12, 2008 to finalize plans to deliver Group Triple P training to Enhance Funding Workers this fall. Invitations will go out this month to programs currently being served by enhancement funding.
- An Enhanced Funding Orientation session is planned for Monday, October 27 at the South Service Centre in Richmond Hill. Further details will come out to Operators via email.
- The next Enhanced Funding Standing Committee meeting is October 24, 2008 from 9:00a.m. to 12:00p.m. at 55 Eagle St.
- The re-application deadline for first term funding 2009 is November 9, 2008.

➤ **Region of York – Cathy Elliott**

- Anytime operators are making changes to their license capacity, this must be communicated in writing to Cathy Elliott requesting that your contract with the Region be amended. Contracts will only be amended with written confirmation from the Ministry.
- Health and Safety approvals are complete. Schedule C must be completed before funds are released. Due date is mid-November 2008. Funds may only be used towards repairs that have been approved by the Region.
- The Region received additional funds totally 1.6 million to be used for Fee Subsidy only. This is one time funds to be used to cover the period of April 2008- December 2008. The Region has been very busy trying to place families in child care programs

➤ **Seneca College – Diane Kashin**

- Just started a new semester, a total of 4 sections are offered. Presently, finalizing student placements.
- Diana Kashin is the co-ordinator of BCD – Bachelor of Child Development, first class started this semester with a total of 25 students. January intake will included a limited # of part time students.

➤ **Supervisor's Association**

- No report – new chair -
- Next meeting is scheduled for Thursday, September 18, 2008.

➤ **York Catholic District School Board –Fran Zeppieri**

- Meeting space is limited.
- Advisory meeting is scheduled for September 11, 2008.

➤ **York Region District School Board-Sandra Sanz**

- Calendar resources available at the meeting for members.
- Changes to lease agreements – if supervisors have questions about supplies contact the school custodian
- New School in Thornhill this tender is now closed.
- Upcoming Event – Early Learning and Care & Numeracy
 - Two sessions (PM and evening)
 - No charge
 - Tentative date is November 6, 2008

➤ **Community & Health Services**

- Still working on the Red Flags updated.

York Region Preschool Speech and Language – Marlene Green

- Co-ordinator's position has been extended until December 2009.

➤ **EIS Report – Linda Wheeler**

- Presently undergoing an accreditation process.

COMMUNITY UPDATES

➤ **Pre-Natal – 6**

- Created a list of all screens available – this will be shared electronically, parent will also be included.
- Linguist Workshop scheduled for November 15, 2008.
- Kits have been translated into different languages.

➤ **Best Start – Joy Vance**

- New report was submitted to the province with focus on linkages. Electronic copy is available. The network is in existence.

➤ **Early Learning and Care Steering Committee**

- No report.

New Business

➤ **Full Day Early Learning**

Action Item – Working committee to formulate a draft response to Charles Pascal – “Share Your Thoughts” document to be reviewed by the committee members for additional input. Joy Lerman will schedule a working meeting. Diane Kashin to provide a copy of the AECEO's response, to be use as a resource.

**Next meeting is scheduled for Tuesday, October 7, 2008
1-3pm at the Catholic School Board on 320 Bloomington Road**

Treasurer Report
September 2008

Total in the Bank requested an up date but had not received any by noon today.

Up and coming events budgeting requirements: I have been trying to figure out how to get our committees and vendors paid in an expedient manner.

One thought is to carry a large petty cash or *invoice* Kinark Child and Family Services. Before the event because we usual have a ball park figure as to what and how much we need with in a few dollars.

I would like to try invoicing ahead of time. That way I'm not carrying around a large petty cash or committee members are not carrying around petty cash.

Petty cash over the years, money for CCC business has been used for the business of the committee but receipts have been lost or saved for over a year before they are handed in so petty cash no longer balances. Chairs of committees change and money is not handed over in a timely fashion, training for the dispensing of the petty cash is few and far between. Timing is every thing.

What I propose is when plans are made for the coming year. A budget sheet is made up, with an Estimation of the cost of each event that will be happening. An invoice payable to the person running the event will be made out. (Including your address) 8 weeks before the event. Send the invoice to me so that I will have a copy of what has been asked for and can do a better job at following up.

Speakers will invoice

Committee will invoice for Food, Materials etc.

Sold to: <u>Kinark Child and Family Services</u> . 24 Orchard Heights Blvd. Unit 101A Aurora, ON L4G 6T5 <u>C/O the CHILD CARE COMMITTEE OF</u> <u>YORK REGION</u> Subcommittee: _____
--

Example we know we will be using Nellas for the Joy; I want to send an invoice for 60% for the cost of food now. So Nellas has its money.

On the day or few days before the conference I want to have the rest of the cost in an invoice so Nellas is not waiting for its money. We have had issues here.

For smaller committee meetings. When you know what you are getting send an invoice to me so I will start the process. (It seems to take two months to get accounts paid so I want to be proactive.

Once an event has pasted I want to see all receipts etc. attached to a copy of the invoice. It means more planning on you part, but better checks and balance of the money and better relationship with our vendors.

If invoices are incorrectly submitted it takes twice as long to get them paid.

I will work on an invoice, if the committee agrees to try this method of getting payment out.

REMINDER

Cheques that are coming in from events need to be payable to Kinark Child and Family Services with a notation in the Memo Child Care Committee