

## Early Learning and Child Care Executive Director's Meeting Minutes

Thursday June 7, 2018

In attendance: Lorrey Arial Bonilla, Micki Horton, Barb Tronzo, Melissa McLauchlan, Tracey Murray, Kaitlan Yeatman, Tracy Cameron, Angela Carter

Regrets: Valerie Chase, Kim Cole

Item	Discussion	Next Steps	Timeline
<b>Welcome and Round Table Introductions</b>	Network participants were welcomed, and Directors introduced themselves and the organizations they represent.		
<b>Review of Minutes from Last Meeting</b>	Minutes were reviewed with no additions recommended.		
<b>Business Arising from Last Meeting</b>			
<b>Feedback Next Steps from the Hiring Business Session</b>	The session was well received and lots for Ed's to consider. There was talk about the network reaching out amongst one another to share hiring templates although letters of agreements need to be specific to organizational policies and are best crafted through legal counsel to ensure all legislative requirements are being met. The templates that folks found to be very helpful were the resume evaluation checklist and the example of interviewing scoring sheet. Please see attached examples. There was also conversation about how far is appropriate for fair and equitable accommodations for staff. This is a topic which will be explored at a future Human Rights based Business Series Session.	It was noted that Child Care Sector Executive are currently working on interviewing questions that could be shared with this group once finalized.  Lorrey will keep everyone aware of the upcoming date for the accommodations/human rights session.  Lorrey has attached the scoring sheet samples	Questions to be shared once completed  Flyer to be shared once completed.
<b>Front Line Session around Grief</b>	Discussion took place around the possible of pursuing either further conversation around the HUGS program or staff specializing in grief counselling through Pathstone Mental Health. Questions arose such as "what is our role as employers with staff and/or in supporting families. Should we be worried about crossing the line". It was decided to go ahead and connect with Pathstone about the possibility of two	The first session would be a brief overview to the ED Network and the Fall Network meeting regarding possible steps that Administrators/Owners/ED's could consider in supporting both children and their families suffering with grief but also from a policy development perspective. The second session could be an evening session for front line staff providing strategies for supporting children with grief but also	Lorrey to follow up with Pathstone Staff about the ideas and also their availability for attending an upcoming Ed Network meeting.

	beginning sessions and then possibly a third. The other idea was perhaps to work with the Pathstone Team to create a tool kit that could be distributed or available for other child care centres to benefit from with templates, best practices, policy suggestions etc. This could be given out at a community wide session for Supervisor's, Managers and ED's to take place after some further planning.	offering a self care component that they may consider for themselves and also with their colleagues. The third session could be a community wide session for ED's/Managers etc to be offered in a morning depending upon the conversations with the Pathstone Team at the ED Network session. We thought the front line session could be called Empowering Children, Families and Colleagues through the Grieving Process.	Students working with Angela might be able to support policy template piece.
<b>Staff Morale</b>	<p>Conversations took place about the various programs, events, incentives etc that organizations are offering to support staff morale. Some organizations offer health and wellness incentives, retreats, special staff networking days etc. These included nutrition speakers, meditation and mindfulness, fun staff getaways for the day or weekend.</p> <p>Lorrey shared a few resources available for borrowing through the ECCDC lending library;</p> <p>"I'm Juggling as Fast as I Can"</p> <p>"From Burned Out to Fired Up"</p> <p>"The Thinking Teacher"</p> <p>"Inspiring Early Childhood Leadership: Eight Strategies to Ignite Passion and Transform Program Quality"</p> <p>"Finding Your Smile Again"</p> <p>"Managing Your Workplace Stress"</p> <p>"Taking Care of You"</p> <p>"Stress and Burnout for Teachers"</p> <p>"Managing Workplace Stress"</p>	<p>Lorrey mentioned some of the types of staff retreats ECCDC has helped organizations develop as part of the training services and that she is in the early stages of conceptualizing a leadership retreat. Further information to follow.</p> <p>Lorrey to find out if the author of Inspiring Early Childhood Leadership offers speaking engagements.</p>	Update at future meetings
<b>Issues and Concerns Needing Support</b>	<b>Staff Burnout and Staff Resiliency</b> This topic arose through the conversations related to grief and while it was noted that it was a significant occurrence, the topic was put on the backburner to explore further at a future meeting after we see what the grief session "self care" components will look like	To be followed up following further information about the grief session.	Further conversations
<b>Prioritizing Meeting Topics for Upcoming Sessions</b>	Angela offered to share information about her newly revised performance management/evaluation system. Barb noted she could share information related to the Safe Talk at a future meeting if desired	<p>To be planned for Fall meeting</p> <p>For discussion at next meeting</p>	Lorrey to arrange with Angela

	Round Table Sharing at Future Meeting related to the AODOA Act and it's impact on programs and examples of policies/sharing that programs have been faced with.	For discussion at next meeting	All
<b>Next Meeting</b>	To be planned based on upcoming Business Series Workshop as the group likes the idea of meeting following the ED/Leadership related sessions.		Lorrey to send out date