



“We will gather, interpret, and share meaningful information and resources that can positively affect the early years in local communities”

UEY Advisory Committee: Agenda/Minutes

Date: January 16, 2007

Place: Esquimalt Health Unit

Attendees: Michele Fryer, Enid Eliot, Jane Worton, Carolyn Vincent, Anita Ferris

Chair: Alison Preece

Agenda Jan 16, 2007

- 9:30 Welcome Back to the UEY group
- 9:40 Developing a Plan for our Local Mapping work (information)
- 10:00 Kitchen Table Discussions- introduce Steve Miekles if he can make it (information & discussion)
- 10:10 EDI & PIDACS Updates
- 10:20 Proposal for help with developing Early Years reports- (decision item)
- 10:30 Research Sub-Committee- Next Steps (discussion)
- 11:45 UEY Task group- regrouping and next steps (discussion)
- 11:00 Childcare action plan project (discussion and decision)
- 11:25 Dates to keep in mind (information via a UEY calendar)

Key Activity	Update – what’s happened since last meeting?	Discussion points	Action planned – what next, by when and with what resources?
<p>Early Development Instrument</p> <ul style="list-style-type: none"> Update 	<p>Stephanie couriered the Offord school level results back to Offord and sent letters to all concerned parties.</p> <p>PLAY is organizing discussion forums between school districts and Early Years groups to discuss EDI and young children.</p>	<p>Offord Centre is sending a follow up letter to all of the parties.</p> <p>Michele informed the group that she sent out information regarding concerns raised about the security of the EDI data in light of HELP linking various data and databases with child information. People are wanting assurances and Michele was able to verify that protocols for securing data are in place.</p>	
<p>PIDACS</p> <ul style="list-style-type: none"> Update 	<p>The PIDACS is now underway in all districts. Assessors are being trained Jan 17th.</p>	<p>Stephanie is receiving calls from parents, kindergarten teachers and principals. So far, the number is manageable and she has been able to address concerns quickly.</p> <p>Carolyn informed the group that out in Sooke there had been a glitch with the Unions and a request from teachers that they be more informed about what was happening in the classrooms. This was quickly resolved and things are good to go.</p>	<p>No Actions</p>
<p>Asset Inventory</p> <ul style="list-style-type: none"> Childcare information action project 	<p>Joanne Cruickshank and Vincenza Gruppuso have agreed to work on contract to pull together childcare information/data. Contract is being drafted.</p>	<p>Joanne Cruickshank was introduced and she presented the proposed plan for the childcare information action project. She reflected that the timing is both good and not so good given the recent announcements of the childcare cuts in the province and it’s impact on CCRR’s. She is not sure what will happen with the CCRR database or who will take</p>	<p>Enid will email childcare report to Joanne and Vincenza</p> <p>Stephanie will work with Joanne and Vincenza to finalize the contracts.</p>

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		<p>over the contracts for the province. CCRR cuts will have an impact on the collection of data. CCRR maintains an up to date map with all licensed childcare facilities plotted by colour code.</p> <p>Discussion points raised:</p> <ol style="list-style-type: none"> a. how will Enid’s childcare report be used- it was recommended this be used a starting place to build from. b. That the project be referred to as “Childcare Information Action Project” not just “Action Project” c. Childcare could be one lens used to examine EDI 	
<p>Mapping</p> <ul style="list-style-type: none"> • Developing a Plan for our Local Mapping work 	<p>Maeve & Charles from LifeCycles are being contracted to develop a plan for our project mapping.</p>	<p>Group had just received the handout Maeve emailed Alison and Stephanie this morning- group requested time to review and submit questions.</p> <p>Initial impressions of handout from Maeve raised a few red flags. Impression left on group was that there was a focus on mapping for mobilization. However, the mapping work of the UEY right now is intended to create data for the project nowt, and mobilizing for action is later.</p>	<p>Alison will receive questions from the group and forward to Maeve.</p> <p>Stephanie will let Maeve know that a small group of us (Jane, Stephanie, Alison, Michele and Enid) are available to meet from 8am to 9am on Monday morning before the PLAY meeting at QA.</p>
<p>Communications</p>	<p>Play met with the web developers to plan for a transition to a content</p>		<p>Stephanie will develop a draft UEY-PLAY newsletter</p>

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	management system that will allow PLAY to manage our own website content.		Stephanie will get a UEY page on the PLAY website
<p>Mapping Report</p> <ul style="list-style-type: none"> • Proposal for help with developing Early Years reports 	None	<p>Stephanie shared a one page outline to have a contractor work with her to develop a template for the sub-regional early years reports that would form the basis of our mapping report.</p> <p>Michele referred to past minutes and reminded us that there was a call for the project to have an on-going support person to work with Stephanie.</p> <p>Laura Messer’s work on community indicators out in Sooke was mentioned as a good person to connect with and an example of a useful report.</p> <p>The creation of an electronic database with PLAY and UEY information/data was suggested as one product- this would be a living document that is easy to update.</p> <p>It was recommended that Stephanie have a look at the report prepared by Donna _____. Her report provided a picture of ECD across the country and their scan might be useful to us.</p>	<p>It was agreed by the group to get a framework for the templates done.</p> <p>It was agreed to look for on-going support (ie. A contractor) for the project.</p>

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		<p>The person who will develop the template will not necessarily be the person who populates the database/report or who will map the information- different skill sets required.</p> <p>Recommended that Stephanie revisit PLAY contracting guidelines.</p>	
Community Action Plans	PLAY is hosting a strategic planning session on February 27 th at QA.		
Early Childhood Atlas			

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<p>Appreciative Inquiry</p> <p>A. Kitchen Table Discussions</p>	<p>Stephanie is meeting with Steve (consultant) and Colleen (Saanich Neighbourhood House) tomorrow to discuss questions for the discussions and a strategy for organizing them. Steve is contracted to do the first two in Saanich.</p>	<p>It was suggested that other focus groups could be held in Esquimalt (1), Sidney (1) and possibly Sooke if we do more than 4. We are not discussing EDI research at these forums but are focused on learning about strengths and assets within the community.</p> <p>Principal at Margaret Price school is keen to participate in discussions.</p> <p>It was asked if Steve could do more than 4 focus groups. Steph said she was revising the contract for him to just complete the first 2 and we can bring back what we learned to the UEY advisory to discuss and decide what locations we’d do next, and who would be best to do the work.</p>	<p>The research sub-committee will be sent the focus group format and questions before the work is undertaken.</p>
<p>Other</p> <p>A. Research Sub-Committee- Next Steps</p> <p>B. UEY Task group- regrouping and next steps</p> <p>C. Dates to keep in mind</p>	<p>Daphne MacNaughton has stepped down from the UEY task group. She sent a letter to inform us of her decision.</p>	<p>Alison informed the group about Daphne’s decision to step down from the UEY task group. She indicated in her letter that she had many other projects she needed to give her attention to.</p> <p>We did not have time to discuss next steps for the Research Sub-Committee next steps.</p> <p>Stephanie handed out a calendar for jan/feb of UEY and PLAY activities recorded.</p>	<p>Alison said she would send an email to the research sub-committee to reconvene at time to meet.</p>
<p>Next Meetings</p>	<p>February 20, 2007</p>		



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UEY Advisory Committee: Agenda/Minutes

Date: February 20, 2007

Place: Esquimalt Health Unit

Attendees: Michele Fryer, Jane Worton, Margot Edwards, Enid Elliot, Carol Antoine

Chair: Alison Preece

Agenda Feb 20, 2007

- 9:30 Newsletter (Decisions on Content Items)
- 9:50 EDI (Decision on Content and Data Runs)
- 10:20 PIDACS (decision on some content)
- 10:40 UEY & Mapping Work plans (Decisions)
- 11:10 Kitchen Tables (information)
- 11:20 Research Protocols

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<p>Early Development Instrument</p> <ul style="list-style-type: none"> • EDI Content for Newsletter • EDI Data Runs • EDI data to Peninsula Connections • Offord Letter 	<p>a. Research Sub Committee met and have recommendations to share for newsletter content and EDI data runs</p> <p>b. Can we provide the Offord Results to Peninsula Connections for their community event?</p> <p>c. We received a letter from Offord Centre in follow up to our return of school level results.</p> <p>d. EDI data runs</p>	<p>a. Agreement that we want to make a contribution by posing questions about the data we received. Newsletter- give examples as these stick with people. Use citations and references if useful. Many are found in the NLSYC book by Whilms and recent report Michele prepared for VIHA.</p> <p>b. It was agreed that the Offord EDI results would not be shared at this present time outside the UEY Advisory. When the information is to be shared, it should be shared with other information to provide context. We identified a need for a process to discuss possible consequences of data we share. It was asked if one of the members of the committee could use the information during meetings where it would be useful or if we should not mention it at all- eg. Michele has a meeting with an epidemiologist at VIHA. It was agreed that the information could be shared verbally, but no written copy could be given out.</p>	<p>Stephanie will prepare newsletter with input received from Sub-Committee and from other PLAY members contacted.</p> <p>Stephanie will send the newsletter out to committee for review.</p> <p>Stephanie will notify Offord Centre that we want all sub domains completed for Physical, Emotional and Language/Cognitive, as well as the childcare information.</p> <p>Stephanie will draft a letter to Offord and send for review.</p>

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		<p>c. It was agreed we would send a thank you letter in follow up to Magdalena Janus’ to us. Michele shared notes on what we might add to the letter to better explain and differentiate what our concerns are at the community level, not on the Offord end. It was noted by one member that we may need to apologize for any offence our letter may have caused.</p> <p>d. Agreement on the recommendations from sub-committee. Request everything if we can. Prioritize the information on child care but all seem important and useful.</p> <p>Comment- is there a difference in how we look at our results in context of provincial and national standards and cutoffs on the EDI?</p>	
<p>PIDACS</p> <ul style="list-style-type: none"> • Update • Decision on some info to send for PIDACS report 	<p>Information on response rates received. Update from SD 64</p>	<p>Members identified who should be acknowledged in the PIDACS report- UEY advisory, School Districts, School District Administrators and kindergarten teachers, parents, PLAY, Community Council and UEY coordinator.</p> <p>We touched on community</p>	<p>Stephanie will send Doug Whilms our acknowledgements and will prepare information to send specifically identifying some of these main issues.</p>

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		demographics that we might want to highlight in the report, such as: <ul style="list-style-type: none"> a. High housing prices b. Presence of the naval base and military community c. Where development and growth is occurring in the region d. homelessness e. where children 5 and under live f. childcare information 	
Asset Inventory <ul style="list-style-type: none"> • 	Contract with Joanne was finalized. Stakeholder interviews are underway.		
Mapping <ul style="list-style-type: none"> • Review UEY and mapping work plan-discussion/decisions • 	Had to postpone contract with Maeve & Charles as we needed time clarify details of our mapping plans. Community Council wanted more clarity before the contract was signed. A year contract for a mapper is now being posted.	Michele identified VIHA and CRD as possible partners on our early childhood inventory. She will meet with them to discuss opportunities. We wondered if we might be able to purchase the technology or software from CRD to create our own interactive maps on the PLAY website.	Michele will meet with VIHA staff to discuss possible mapping support. Stephanie will prepare a document for the UEY Advisory with just milestones noted to make it easy for members to track key UEY activities, progress and accomplishments.
Communications			
Mapping Report <ul style="list-style-type: none"> • 	Contract for developing a mapping report framework was not followed up as Jane and Stephanie have a proposal for the report to		

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	present.		
Community Action Plans			
Early Childhood Atlas	Stephanie and Jane have a proposed outline for what the Atlas might involve.	The workplans and overview of the mapping report and atlas were shared. There was not a lot of discussion on these two proposals but there was general agreement that we could proceed as outlined.	
Appreciative Inquiry A. Kitchen Table Discussions	Dates for the focus groups have been set for Feb. 23 and 24 th . Outline was circulated to UEY Advisory		
Other A			
Next Meetings	March 20, 2007		

