

**Name of Committee: Early Years Community Advisory Committee (EYCAC)**

**Meeting Date: May 13, 2022**

**Notes:**

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**Attendance: via Zoom:**

Pam McArthur (Community Co-Chair/ Runnymede Adventure Club), Jill Oakes (Community Co-Chair/ YMCA Child Care), Patricia Chorney Rubin (George Brown College), Anabela Ferreira (Woodgreen Child Care), Nicola Maguire (LEF), Stephanie Nickle (Woodgreen Child Care), Kim Rogers (Sunshine Child Care), Irena Setnik (Silver Creek Pre-School), Patrina Stathopoulos (Dandyllion Daycare), and Rosemary Stiglic (PLASP Child Care Services).

Also present were: Trustee Manna Wong (Co-Chair, Ward 20), Cynthia Grundmann (Senior Policy Advisor/Manager Early Years and Child Care Services), Karen Guthrie (Early Years Coordinator, Child Care Services), Nadejda Lekosky (Child Care Services Manager-Interim), and Anastasia Poulis (Centrally Assigned Principal, Early Years/English Literacy).

**Regrets:**

Shiromie Ganesh (Heart Beatz Childcare) and Ann Marie Schiraldi (Toronto Children's Services).

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ITEM	DISCUSSION	RECOMMENDATION/ MOTION
Welcome/Introductions/ Acknowledgement of Traditional Lands		
Call to Order / Quorum	<ul style="list-style-type: none"> <li>• Quorum confirmed.</li> </ul>	
Approval of Agenda	<ul style="list-style-type: none"> <li>• The Agenda was approved.</li> <li>• Moved: Patricia Chorney Rubin</li> <li>• Seconded: Rosemary Stiglic</li> </ul>	
Approval of Minutes- March 25, 2022	<ul style="list-style-type: none"> <li>• The Minutes were approved.</li> <li>• Moved: Patricia Chorney Rubin</li> <li>• Seconded: Irena Setnik</li> </ul>	
Declarations of Possible Conflict of Interests	<ul style="list-style-type: none"> <li>• Completed - No Conflicts were declared</li> </ul>	
Co-Chair Report	<p><b>Communication items (Co-Chairs'-Jill Oakes and Pam McArthur):</b></p> <ul style="list-style-type: none"> <li>• Co-Chair Pam is stepping down in this role. Pam shared that since 2016, it has been a wonderful and rewarding experience working as Community Co-Chair for EYCAC. Pam thanked EYCAC members, TDSB staff, Co-Chair Jill Oakes, Colleen Russell-Rawlins (TDSB Director of Education), Cynthia Grundmann (Senior Policy Advisor/Manager Early Years and Child Care Services), and all Trustee Co-Chairs that have been part of EYCAC</li> </ul>	

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	<p>over the years. Pam is thankful for the opportunity to learn and grow professionally within this role.</p> <ul style="list-style-type: none"> <li>• At the last EYCAC meeting, it was mentioned that if any members were interested in becoming a Community Co-Chair for EYCAC to please connect with Jill or Pam. Patricia Chorney Rubin (George Brown College) has expressed an interest and all committee members present nominated Patricia as the new Community Co-Chair for EYCAC. Members welcomed Patricia. Pam and Jill will meet with Patricia before the next EYCAC meeting in October to provide information and ensure a smooth transition.</li> <li>• At the last EYCAC meeting on March 25<sup>th</sup>, FSLAC Trustee Co-Chair Rachel Chernos Lin and Parent Co-Chair Lynne LeBlanc discussed FSLAC members' questions about BASP (access and expansion for French Immersion (FI) families). Pam and Jill asked EYCAC members if they had any new ideas to share in supporting FSLAC needs. Pam and Jill stated that it's a system issue. If a program could accommodate an out of district child, they would but at this current time there are systemic change within the child care field. Operators are not able to continue business as usual as they must follow strict Ministry parameters. Members did not have any further comments.</li> <li>• Jill shared that Claudette Fava sent an email to EYCAC members on March 04, 2022, requesting members to please fill out the Self-Evaluation Template that all CACs are required to complete annually. If members, could please send their responses to Claudette Fava at</li> </ul>	

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	<p><a href="mailto:Claudette.Fava@tdsb.on.ca">Claudette.Fava@tdsb.on.ca</a> by June 3<sup>rd</sup> 2022. It is important to receive your feedback about the committee and plan ahead for the upcoming school year.</p> <ul style="list-style-type: none"> <li>Jill shared at the last EYCAC meeting that she would like committee members and TDSB staff to begin drafting the Terms of Reference (ToR). Further information will be discussed under agenda item 9. It is important to work in a smaller working group to discuss issues, get feedback, and bring information and findings to members for further conversation. This will help the process move along. Cynthia shared that it is important to put a structure in place. Jill asked if any members would be interested in being part of the working group. The following members have agreed to be part of this working group: Jill, Patricia, Pam, Patrina and Nicola.</li> <li>Members can continue to add additional feedback on the google document that was shared with members.</li> </ul>	
TDSB Staff Updates	<p><b>Cynthia Grundmann, Senior Policy Advisor/Manager Early Years, Child Care Services and Nadejda Lekosky, Interim Manager, Child Care Services, and Karen Guthrie, Early Years Coordinator, Child Care Services</b> shared the following updates:</p> <ul style="list-style-type: none"> <li>Nadejda shared that the Ministry of Education has advised school boards that the distribution of rapid antigen tests (RAT) will continue to support both schools and licensed child care programs Covid-19 testing needs. The summer</li> </ul>	

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	<p>supply of RATs will be sent in June as there will be no shipments in July or August. Child care operators will receive communication from the Child Care Services team once more details are available. Principals will be aware of the shipment of RATs that will be coming for the summertime. Child care operators will need to communicate with the principal to see where the RATs will be stored.</p> <ul style="list-style-type: none"> <li>• Nadejda provided an update on the expansion of Before- and After-School Programs (BASP) programs next year. The Child Care Services team has been supporting and working through the process with individual child care operators and school principals. Please be reminded that if there are any changes to your TDSB lease agreements, please reach out to Early Years Coordinator's Leslie Murray and Karen Guthrie by June 3<sup>rd</sup>, 2022, so they may provide support and there is enough time to go through the process and complete all paperwork. Please be aware that any changes will require the principal's signature.</li> <li>• Karen shared that she has been working on a discussion guide to help build and maintain positive relationships between child care operators and principals. The guide will include an introduction of the importance of a shared vision for Early Years which is reflected in the TDSB Early Learning and Care policy, P022. Karen provided a quote from the introduction: "Cooperative and collaborative relationships among staff at the school, child care, EarlyON and other community programs, encourages consistency and continuity for children and families and promotes a sense of belonging and well-being in an</li> </ul>	

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	<p>inclusive, supportive, and welcoming environment”. The guide will include suggested topics to discuss at different times of the year along with reflective questions. While developing the guide, Karen reviewed resources from different sources and met with child care operators to understand key issues and needs.</p> <ul style="list-style-type: none"> <li>• Anastasia Poulis, Centrally Assigned Principal, Early Years/English Literacy, brought together a group of principals and vice principals through the Toronto School Administrators Association (TSAA) so discussions could take place in reviewing Early Years documents and to provide feedback. Some topics included transitions and working successfully in shared spaces, regular communication, scheduled meetings, outdoor space arrangements, and special events.</li> <li>• Karen stated that the guide will be available this fall. A communication plan is being developed on how it will be rolled out. The guide is in its final draft stage.</li> <li>• Co-chair Pam shared that she is excited to hear this news and when collaborative people at the helm whether it be school or child care a lot of positive things can occur.</li> <li>• A member asked if this draft document could be shared with EYCAC members to review and provide feedback before it’s finalized.</li> <li>• Cynthia stated that the next EYCAC meeting is in October and the intent of this document is living. There will be lots of opportunity to continue to engage and provide feedback on this work. This will be important to see how it’s working for principals and child care operators in facilitating</li> </ul>	

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	<p>conversations and improving/enhancing relationships. The guide is to help both stakeholders and stay relevant and helpful. After reviewing the document members can have the opportunity for further discussion at the October EYCAC meeting.</p> <ul style="list-style-type: none"> <li>• A member stated it would have been good for TDSB to ask EYCAC members for their review and feedback before being launched as the core of why the documents are being established is around communication and promising practice and principles.</li> <li>• A member shared that it's a fabulous idea to have a document or resource for principals. It will be helpful and informative in forging partnerships. The member also agrees that EYCAC would be the perfect forum to have been involved in the creation of the document or to have seen it before it being rolled out to principals in the school board. EYCAC members have wisdom and experience and would have liked for this item to have been included on the agenda beforehand. The member suggested that going forward any projects like this should include EYCAC members.</li> <li>• A member asked if it's early years child care focused or Before-and After-School Programs (BASP) as well?</li> <li>• If space is shared, then it's important to have a combined vision.</li> <li>• Anastasia shared that recently a network of principals and vice principals interested in being an Early Years contact and who are part of the Toronto School Administrators' Association presented in being on the Early Years</li> </ul>	

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	<p>Steering Committee. This committee represents the voices of principals and vice principals in the field. Anastasia feels it would be valuable to have EYCACs input on this document and will see if the final document deadline can be extended for further feedback and input until June.</p> <ul style="list-style-type: none"> <li>• Jill asked if all principals are aware of this document and the work that is being done? Principals are not aware of this document but will be in August. Principals are aware of the subcommittee representing principals and vice principals who give input on various documents involving child care and early years. An expression of interest was used for subcommittee recruitment. Principals know that documents will be forthcoming.</li> <li>• Karen will email document to EYCAC members for feedback. Members will provide feedback to Child Care Services directly or via a google doc.</li> <li>• Jill shared that lots of good information comes out at EYCAC and it would be good to share information to all child care operators.</li> <li>• EYCAC minutes are posted after each meeting once they are approved by members on the TDSB website on the EYCAC page: <a href="https://www.tdsb.on.ca/Community/How-to-Get-Involved/Advisory-Committees/Community-Advisory-Committees/Early-Years-Community-Advisory-Committee">https://www.tdsb.on.ca/Community/How-to-Get-Involved/Advisory-Committees/Community-Advisory-Committees/Early-Years-Community-Advisory-Committee</a></li> <li>• A member proposed sharing EYCAC information and minutes with district consultants and at network meetings or district meetings, so they are aware of these updates and the successes of this committee. This will bring more</li> </ul>	



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	<p>visibility to the work that is being done by EYCAC and bring more traffic.</p> <ul style="list-style-type: none"> <li>• Cynthia shared that the EYCAC Standing Committee report is tracked through Program and School Services Committee (PSSC). Representatives from EYCAC are welcome to speak to some of the work as these are public meetings. It would be very important for EYCAC representation at PSSC to showcase the work being done moving forward. There is always room for improvement to bring more visibility on the work being done in EYCAC.</li> <li>• Anastasia clarified that she initiated the EY Steering Committee group through TSAA for recommendations and input on documents for the system. Karen had connected with Anastasia about the guide and thought it would be helpful to have this group of principals and vice principals input as well. Anastasia hears the voices of EYCAC members for the opportunity to provide feedback around this joint representation moving forward. As part of Anastasia's portfolio, she reaches out to principals specifically for documents created for the system and extended that to the work that Cynthia and the Child Care Services team was doing.</li> <li>• Cynthia shared opportunities will continue to grow and engagement will continue. This guide is something that is needed to support relationships. Cynthia stated that this is a living document so feedback will be ongoing. Cynthia thanked EYCAC members for their interest in support of this work and thanked Anastasia for engaging the Child Care Services team. Cynthia looks forward to how this</li> </ul>	

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	<p>guide will be received across the schools and the impact of this work moving forward and in building relationships. Cynthia and the Child Care Services team will send the draft guide to members. This is not for the public however at this time.</p> <ul style="list-style-type: none"> <li>Anastasia shared that The Centre of Excellence for Black Student Achievement, Early Years, and MSIC will be hosting Pre-Kindergarten and Kindergarten programs at 12 locations across TDSB. This unique program focuses on Africentric principals and culturally relevant and responsive pedagogy. It is very intentional programming with kindergarten educators both teachers and ECEs. The voices of families and parents and part of the process allowing them to experience the program along with their children. The program will be face to face. Working with community partners as part of the learning process. Students and staff have opportunities to learn from community artists that represent the black communities. A specific partnership that has been developed through the Center to be able to expose the educators in this type of learning experience and see the students benefits. Many of our educators, both ECEs and teachers have reported that they've taken these learnings with them.</li> <li>Anastasia shared that TDSB is looking at ways to enhance the Welcome to Kindergarten and the kindergarten transition for students. For most of incoming JK students their experiences were through lockdown and different health and safety measures. Educators and Principals need to focus on the type of conditions that have to be set within that school space to truly welcome</li> </ul>	

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	<p>students and families into the schools. There is no expectation for students to be “ready for school”, but rather staff and educators being ready for students, as articulated in the Early Learning and Care policy (P022). A principal has to think about connections with child cares and other early years spaces in schools when it comes to supporting incoming JK students.</p> <ul style="list-style-type: none"> <li>• Link to The Centre of Excellence for Black Student Achievement <a href="https://www.tdsb.on.ca/CEBSA">https://www.tdsb.on.ca/CEBSA</a></li> <li>• Cynthia shared there are bold statements in P022, the Early Learning and Care policy specifically the language about schools, staff, teams, educators, and leadership being ready to receive students in every way post pandemic rather than using the “school readiness” frame of mind.</li> <li>• A member would appreciate a presentation so the committee can engage in discussion on anti-racism in Early Years.</li> <li>• A member shared the importance of the transition from JK to SK and the exchange between principals and child care leadership in the school. This is a shared priority and working together for the family and student.</li> <li>• Anastasia shared that this is an intentional look at the JK entry to help administrators and educators realize that there is a curriculum prior to kindergarten; That learning doesn’t start in kindergarten. Engaging in dialogue so conditions around school’s/educator’s readiness are around the four frames of How Does Learning Happen?</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Cynthia shared an update that the Out of Area Admissions policy (formerly the Optional Attendance Policy) was approved at Governance and Policy Committee on April 27<sup>th</sup>. It is now tracking to Board of Trustees on May 25, 2022, for final approval.in June. A corresponding revised procedure (PR545) is in the final stages of development and will include communications and recommendations specific to child cares, including an Out-of-Area Admissions and Withdrawal from Child Care sample letter, and a best practices section. Child care partners will be an important part of the communication plan. The Child Care Services team, who have been involved with this policy and procedure work, will continue to support the communications the system will send out to different stakeholders. There was lots of good discussion and support for the changes in the policy pertaining to supporting minimal transitions and better continuity of care, environment, and relationships for young children.</li> <li>• Cynthia provided the following staff related updates:               <ol style="list-style-type: none"> <li>1. Pam, as you step down from a very important role in this committee it has been an absolute pleasure to work with you in different capacities. On behalf of staff and the entire committee, thank you for your continued leadership on this committee and in the sector. We have been able to challenge each other in a respectful way, always focusing on productivity and resolution. Looking forward to having you continue on the committee.</li> </ol> </li> </ul>	

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	<ol style="list-style-type: none"> <li>2. Karen Murray is the new System Superintendent for Equity, Anti-Racism, Anti-Oppression and Early Years. Karen will work with some of the Early Years portfolios.</li> <li>3. Audley Salmon is the new Associate Director, Learning Transformation &amp; Equity. Audley oversees Early Years as one of his many portfolios. Early Years is happy to have two new amazing leaders to work with in various capacities.</li> <li>4. An update will be provided to this committee as to who the new Senior Resource Person will be to lead in Cynthia's absence. Claudette Fava will share with members once confirmed.</li> <li>5. Cynthia shared that this will be her last EYCAC meeting until October 2023. She will be on maternity leave and wanted to take the opportunity to thank everyone for their ongoing contributions to this committee, the important Early Years work we do, and notable progress in TDSB. This committee will be an important advisory table for TDSB on important topics moving forward. Thank you, members, for your engagement in this committee and for making it a positive and collaborative committee for the TDSB.</li> </ol> <ul style="list-style-type: none"> <li>• Members thanked Cynthia for all her contributions and wished her well.</li> </ul>	

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Other Business:	<p><b>EYCAC Terms of Reference (ToR)</b></p> <p>Members discussed:</p> <ul style="list-style-type: none"> <li>• Established ToR working group to draft the EYCAC Terms of Reference (Jill Oakes, Patricia Chorney Rubin, Pam McArthur, Patrina Stathopoulos and Nicola Maguire).</li> <li>• A meeting will be set for the working group for May/June.</li> <li>• The working group would like to invite Michelle Munroe to discuss the ToR process and help guide the group with drafting the ToR.</li> <li>• Members can continue to add additional feedback on the google document reflected on these issues:               <ol style="list-style-type: none"> <li>1. What do/should members bring to this CAC?</li> <li>2. Do you feel current membership accurately captures the stakeholders who should be at this table? If not, who's missing? What membership structure would make sense to ensure TDSB system/geographic representation?</li> <li>3. What do you feel are the key areas of our CAC mandate?</li> <li>4. What is your organization's vision for this committee?</li> </ol> </li> <li>• Claudette sent out the google doc with EYCAC questions to support ToR review discussion and the current Terms of Reference to members again.</li> <li>• What type of membership/stakeholders is needed for this committee? Children's mental health, diversity and inclusion, parents, etc.</li> <li>• What key issues need to be included and focused?</li> </ul>	

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	<ul style="list-style-type: none"> <li>• How often does the ToR need to be reviewed and updated?</li> <li>• Think about opportunities and challenges.</li> <li>• What is the direction moving forward?</li> <li>• What is the importance/purpose of this committee?</li> <li>• What is the scope that needs to focus on? What are the Board's needs? New initiatives, funding changes to school, and changes to the system curriculum.</li> <li>• What are the priorities?</li> <li>• Where are the gaps?</li> <li>• Canada Wide Early Learning and Child Care (CWELCC) plan mean to child care operators?</li> <li>• Committee would like a Superintendent who can consistently attend EYCAC meetings and understands the conversations that are taking place at EYCAC. This would be valuable so they can participate in dialogue and decision making with members.</li> <li>• Orientation of new members.</li> <li>• How is the Board structured? An overview of Community Advisory Committee.</li> <li>• Different contributors who could attend EYCAC for presentations and discussions.</li> </ul> <p>Community Advisory Committees webpage:  <a href="https://www.tdsb.on.ca/Community/How-to-Get-Involved/Advisory-Committees/Community-Advisory-Committees">https://www.tdsb.on.ca/Community/How-to-Get-Involved/Advisory-Committees/Community-Advisory-Committees</a></p>	

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	<p>CAC- A Practical Handbook for Committee Members:  <a href="https://www.tdsb.on.ca/Portals/0/Community/Community%20Advisory%20committees/Community_Advisory_Committee_Handbook.pdf">https://www.tdsb.on.ca/Portals/0/Community/Community%20Advisory%20committees/Community_Advisory_Committee_Handbook.pdf</a></p> <ul style="list-style-type: none"> <li>• Co-Chairs need to represent EYCAC at PSSC meetings and speak about the work of the committee.</li> </ul>	
Next Meeting Date	<b>October 14, 2022</b> , from 10:00 a.m. to 12:00 p.m. via Zoom	
<b>Adjournment</b>	May 13, 2022, at 12:16p.m. Moved by Jill Oakes	