

**Quality Assurance and Accessibility Subcommittee  
Minutes  
Wednesday September 17, 2014  
300 Harry Walker Parkway, Newmarket 9:30 A.M.**

**Present:** Mary Sharifzadeh, Heather Arbour, Jacquie Gill, Anna Iocono, Colleen Pakkidis, Deborah Lavoie, Sandra Sanz, Mary Turfryer. **Present for last part of the meeting:** Sharon Smith  
**Regrets:** Betty-Jo Cabell, Christine Schmidt, Cathy March, Tammy Nucci

**Chair:** Mary Sharifzadeh      **Recorder:** Mary Turfryer

<b>AGENDA ITEM</b>	<b>DISCUSSION/OUTCOME</b>	<b>ACTION PLAN</b>
<b>1. Welcome and Announcements</b>	Mary S welcomed all committee members.	
<b>2. Review and Approve Agenda</b>	Agenda approved.	
<b>3. Review and Approve Minutes of last meeting</b>	May 13, 2014 Minutes reviewed and approved by Anna and Colleen.	
<b>4. Membership</b>	Membership list was reviewed and updated.	Mary S will email the updated list to committee
<b>5. Work Plan</b>	The 2014-2015 Work Plan was reviewed and updated.  Need to look at our processes for maintenance. There is \$25 maintenance fee. Need to include an expiry date on the certificates for centres.	Jacquie to update the Work Plan and email to committee  Mary S to get all the key York Region RTB certificates/documents from Betty-Jo  Mary S to request key documents regarding maintenance from Peel
<b>7. Terms of Reference</b>	Briefly discussed and made changes to the Terms of reference.	All to email additional comments/changes to Mary S.  Terms of Reference will be brought to October meeting for approval
<b>6. Gold Mock Review</b>	The mock review scheduled for today was postponed. The new date is October 8. Binders are due Oct 31st and the Peer Review is on Nov 12th.	
<b>5. Key Dates/Update</b>	New dates for upcoming intakes, celebrations, network meetings were discussed.	Mary T to update the Key Dates chart and send to the committee  Discussion and fine-tuning to continue at next meeting

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<b>6. Bronze and Silver Intake/Symposium</b>	<p>At least six centres/sites and a few school-age programs have indicated interest in participating in RTB.</p> <p>It is overwhelming for the committee to plan and host separate events for each level. Decided to coordinate all the intakes, networking events and reviews for all levels on the same schedule.</p> <p>On Nov 19 at 6:30-8:30 at 130 Carlson Dr, Newmarket, will host a symposium/celebration event to include:</p> <ul style="list-style-type: none"> <li>• Intake for Bronze (year 3) and Silver (year 2) presentation.</li> <li>• Presentations for Bronze (year 2) and Gold (year 1)</li> <li>• May get a speaker. Will ask participants to bring their completed binders and there can be lots of sharing.</li> </ul>	<p>Mary S to send invitation to Bronze year 2 recipients on Mary S to invite new centres to participate on the C&amp;FC website and to invite all centres already participating in RTB to event</p> <p>Anna to bring flyers</p> <p>Christine to get a quote for 5 plaques for Gold recipients</p>
<b>7. Policies and Procedures Intent</b>	<p>Jacquie revised the Policies and Procedures Intent form that can help centres create policies and procedures for Section 8 and also help with the peer review. The form still needs information for the newer policies.</p>	
<b>8. Centres Participating in RTB/Level of Achievement</b>	<p>Mary T has been asked by public health to report on the number of centres participating in Raising the Bar.</p> <p>Christ Church is not maintaining Bronze. It is not known if the two Bronze (year 1) centres (Moppett and 16<sup>th</sup> Avenue) are maintaining Bronze. The Committee needs to confirm with them.</p> <p>St. Bernadette CC has not yet achieved Silver (year 1).</p>	<p>Mary T to create and email a chart with the centres in York Region implementing RTB</p> <p>Mary S to contact Moppett, 16<sup>th</sup> and Christ Church to see if they are maintaining the Bronze level</p> <p>Heather to connect with St. Bernadette regarding their extension</p>
<b>9. ECERS-R Third Party Raters (Gold)</b>	<p>There are only two Raters at Kinark and there a multiple rooms at each centre to do for Gold. It takes 3-4 hours to do each room. The decision was that two rooms and 20% staffing per site will be rated by the Gold participants.</p>	<p>All centres working to achieving Gold to arrange visits</p>
<b>10. Binder Review/Extension Request Form</b>	<p>The form does not have a place to include the name of the centre being reviewed.</p>	<p>Jacquie to revise and send to the committee</p>

**NEXT MEETINGS:**

**Wednesday October 8, 2014** at 9:30 am to 2:30 pm - **Committee meeting and Gold mock review**  
Community Education Centre North, 130 Carlson Dr, Newmarket, Room 104  
Minute Taker: Sandra Sanz

**Wednesday November 12, 2014** at 9:30 am to 3:00 pm **Committee meeting and Gold review**  
300 Harry Walker Parkway, Newmarket, Room 104  
Minute Taker: