



**Eastern Lakeshore Regional Planning Team (ELRPT)**

**MINUTES OF MEETING: TUESDAY, DECEMBER 20, 2016**

Location: **KPRDSB** - 1994 Fisher Dr, Peterborough, ON, K9J 6X6

Lunch: 12:30pm

Meeting Time: 1:00 p.m. – 3:30 p.m.

Present:

Sue Hawkins  
 Adriana McDonough  
 Trudy Heffernan  
 Edina Cappuccitti  
 Stephen Hughes

Jennifer Parrington  
 Kim Stuart  
 Stephen McBride  
 Alex Duketow  
 Margaret Murray

Tania Rightmyer  
 Marg Murray  
 Bob Stones  
 Larry Archibald  
 Denise Stirton

	<b>Agenda Item</b>	<b>Discussion Notes</b>	<b>Action / Follow-Up</b>
1	<b>Welcome and Introductions</b>	Co-Chairs – Trudy Heffernan and Stephen McBride. Thank you to KPR for hosting the delightful festive luncheon!	
2	Review of Minutes from previous meeting	Minutes accepted.	
3	Agenda Review	No additions to the agenda	
4	Ministry/SCWI Update a. Bob Stones, Ministry of Education b. Larry Archibald, SCWI	Larry Archibald: May Symposium is going well. It is in its 20 <sup>th</sup> year! Dr. Greg Wells will be the keynote speaker. Focus will continue to be on mental health.  Robert Stones: Robert has some OYAP updates. See Agenda Item #5.	
5	OYAP Update	-Robert has followed up with OYAP coordinators and key MADSE contacts regarding OYAP issues. As issues are more local rather than provincial, MOE will not get involved. Timetables/key dates from other boards and colleges from the province were shared with Robert to see if OYAP deadlines could be pushed back to accommodate the students school boards. It was suggested to contact the regional manager.  -Tania Rightmyer followed up with regional office (Jennifer Barton) who recommended speaking with Christina (Belleville and Peterborough regional office). Issues with the office processing the student training agreements in due time were resolved. -Students are still expected to have a registered training agreement in place by the first day of OYAP classes. This is still problematic for the school boards to do as recruitment of employers is difficult to do well in advance. This continues to be an on-	

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		<p>going issue.</p> <p>-The different offices within this RPT appear to be handling issues differently and not always equitably. RPT #9 also has similar issues with their regional office.</p> <p>-Regional OYAP forum: Between contingency funds and unused teacher forum funding, the financial requirements to deliver an OYAP Math forum will be covered. Sue Hawkins will be working with the OYAP coordinators to further plan this. Details to be sent to Adriana McDonough and Trudy Heffernan before the next meeting in January.</p> <p>-A reminder to OYAP coordinators to provide Adriana McDonough with the completed OYAP transportation summary by the end of the day <u>Friday, December 23 2016</u>.</p>	
6	Regional ELRPT Forum	<p>-The committee met briefly this morning. Each committee person has committed to an area of presentation. The committee will meet in January to firm up the presentation in its entirety so it will be ready for the February deadline previously discussed. (PVNC has already booked the roadshow for the afternoon of March 22).</p> <p>-A regional forum was discussed but the committee felt we were planning it too last minute. Any unused funds could be moved to dual credits/summer school in semester 2.</p> <p>-Jennifer Parrington suggested an ELRPT video that could be used to promote dual credits. Larry Archibald directed the group to the SCWI website as there are a number of excellent videos already posted.</p> <p>-A short, impactful video could be a part of the Principal/SO "roadshow".</p>	Sue Hawkins to arrange a committee meeting in January.
7	Smart Goals 2017-2018	-Trudy Heffernan updated the Smart Goals and sent them to David Armstrong.	-Smart Goals can be found on the <a href="http://earndualcredits.ca">earndualcredits.ca</a> website
8	Vulnerable Sector Check	-Update deferred from November meeting. Due to some absent members, this item deferred to January meeting.	
9	Proposal Writing 2017-2018	<p>-We have asked for \$508,728 in additional funding representing 359 more seats.</p> <p>-Fresh spreadsheet will be posted on <a href="http://earndualcredits.ca">earndualcredits.ca</a> by first week in January.</p>	-Directors and college Presidents will need to sign off on the proposals. Adriana McDonough will prepare an email to be sent to partners regarding this document.
10	Cycle Changes Updates	<p>-Cycle 4 changes due to Adriana by Thursday, December 22, 2016.</p> <p>-Cycle 5 changes due to Adriana by Thursday,</p>	

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		February 16, 2017.	
11	Budget – ELRPT	<p>-Audit: Dave Earls has been in touch with many of the partners for follow-up questions. He will likely be filing some kind of report with CODE. Concerns and issues will be shared with us as needed.</p> <p>-Invoicing: The first invoice will be based on Cycle 4 approvals and will include all semester 1 dual credits and administration funding. The first invoice will be prepared by the end of January. Adriana McDonough will be happy to meet with any partner to review their invoice.</p>	
12	Planning Time	Standing agenda item to leave final 15-30 minutes of each meeting for members to connect as needed	

**Next Meeting:** Tuesday, January 24, 2016 at PVNC

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