



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

**MINUTES OF MEETING: TUESDAY, FEBRUARY 21, 2017**

Location: **Durham Catholic District School Board**

Lunch: **12:30pm**

Meeting Time: **1:00pm**

Present:

Robert Wager

Sue Hawkins

Adriana McDonough

Trudy Heffernan

William Howe

Edina Cappuccitti

Stephen Hughes

Lisa Vanelst

Kim Stuart

Stephen McBride

Alex Duketow

Margaret Murray

Kelli Chiasson

Larry Archibald

Denise Stirton

Andrea Ellsworth

Tania Rightmyer

Denise Stirton

	<b>Agenda Item</b>	<b>Discussion Notes</b>	<b>Action / Follow-Up</b>
	<b>Welcome and Introductions</b>	Co-Chairs – Trudy Heffernan and Stephen McBride Thank you to Durham Catholic for hosting today!	
1	Review of Minutes from previous meeting	Minutes approved as circulated.	
2	Agenda Review	Additions to the agenda? -Website update: earndualcredits.ca	
3	Ministry/SCWI Update -Heather Hamilton, Ministry of Education -Larry Archibald, SCWI	Regrets from Heather – she is facilitating a Ministry session.  -Larry Archibald: SCWI Symposium update from David Armstrong was sent out. Trudy Heffernan to forward this email to ELRPT members.  The team decided upon the following workshops they would be willing to present: 1 <sup>st</sup> choice: Dual Credit/SWAC Student Mental Health – practical solutions to assist with learning 2 <sup>nd</sup> choice: Tracking Dual Credit Students Who Go to College	-Trudy Heffernan to forward SCWI symposium information.
4	SCWI On-line Registration Pilot Project	-Trudy Heffernan and Stephen McBride presented the outline of the on-line registration pilot being developed through St Clair College with SCWI support.  - The PowerPoint will be distributed with the minutes for everyone to read through. - There is an estimated annual RPT cost of approximately \$15,000  - Please provide feedback to Trudy Heffernan and Stephen McBride by email	-PowerPoint will be included with the minutes -Provide feedback to Trudy Heffernan and Stephen McBride

	Agenda Item	Discussion Notes	Action / Follow-Up
5	OYAP Update	<p>-The OYAP Math forum is planned and the agenda is being sent out to the colleges and boards tomorrow. Participants will need to RSVP to Tania Rightmyer.</p> <p>-Forum is geared to Math instructors (college and high school). A sharing of materials (texts, resources, modules...) will be a part of the day. College faculty will be asked to bring materials with them for this activity.</p> <p>-A separate invoice will be sent out by Adriana McDonough in order to claim these costs through our contingency funds. These costs will not be included in our formal invoices.</p>	
6	Forums and Activities	<p>1."Roadshow" Update</p> <p>-The working group met and advised that the presentation is 90% complete.</p> <p>-Thanks to Edina for collating the PowerPoint</p> <p>-The first roadshow will happen at PVNC on April 26 (approximately 20-25 minutes may be provided).</p> <p>-Other boards indicate they may only be given 10-15 minutes</p> <p>-Roadshow will be ready for the next ELRPT meeting to show everyone.</p> <p>-Colleges and boards are encouraged to book meetings with their Admin teams after April.</p> <p>2. Colleges need to determine if all dual credit teacher forums are running; if not, consider moving leftover funding in cycle 6. If possible, this unused money could be moved to summer school.</p> <p>3. Building Future Connections – Durham College</p> <p>-Durham College did a student survey to obtain feedback on these workshops and activities. Some students were disappointed that they were not able to choose their workshops based on their interests.</p> <p>-The college would like to re-structure this activity with targeted pathway workshops based on student interest.</p> <p>-Parents would be welcome to attend (but not to participate in the actual workshops).</p> <p>-Stephen suggested asking the schools to choose their area of focus –based on a list of choices provided by the college.</p> <p>-Sue Hawkins and Robert Wager to update everyone on the nature of this day</p> <p>-Feedback from Board principals is that these events are always consistently excellent.</p> <p>-Fleming's Building Connections activity will be held at the week of April 24-28. Will Howe to send out information to all board reps</p>	

	Agenda Item	Discussion Notes	Action / Follow-Up
7	Financial Services Institution – Durham College	<p>The draft proposed revisions to the ELRPT Terms of Reference was discussed</p> <ul style="list-style-type: none"> <li>-Trudy Heffernan reviewed the Terms of Reference and suggested the following for ease of administrative efficiency: <ul style="list-style-type: none"> <li>- extending the terms of the chair, co-chair and AFSC as mutually agreed and voted upon by the ELRPT</li> <li>- maintaining the financial services institution</li> <li>- renaming the FSI to AFSI (Administrative Financial Services Coordinator)</li> <li>- providing Durham College Finances with a stipend of a minimum of \$5,000 with a possibility of an increase if there are remaining funds in the Admin budget.</li> </ul> </li> </ul> <p>Revised ELRPT Terms of Reference were unanimously approved.</p>	Trudy Heffernan to draw up a letter to confirm this with Durham College and to post revised ELRPT Terms of Reference on the website.
8	Vulnerable Sector Check Protocol	<p>Update (Will Howe)</p> <ul style="list-style-type: none"> <li>-Once each college has their draft policy, this will be shared with the Boards. Colleges would then become a third party service provider and will conduct their own “Vulnerable Sector Checks”.</li> <li>-Durham College will have a draft prepared that can be shared with the school boards</li> </ul>	
9	Cycle Change Updates	<p>1. Updates</p> <p>Cycle 5: All changes recorded in EDCS including asking for the summer school transportation and miscellaneous costs not yet approved.</p> <p><b>Cycle 6</b></p> <ul style="list-style-type: none"> <li>-A reminder that Cycle 6 (final) changes are due <b>April 6, 2017</b> (including all dual credit requests that have a late start and summer school)</li> <li>-This last cycle change will also be used to move unused transportation and to balance project numbers where possible.</li> </ul> <p>Please review your Semester 1 and 2 transportation to see if there is any unused transportation that could be moved (e.g. moved to summer school if no other uses.)</p>	
10	Budget – ELRPT	<p>1.Invoicing</p> <p>Invoice 1 due Friday, February 24, 2017</p> <p>Invoice 2 due Friday, March 10, 2017</p> <p>2. David Armstrong has indicated that the Ministry has not yet made the final transfer payment for 2016-2016 to CODE.</p>	

	Agenda Item	Discussion Notes	Action / Follow-Up
11	Data Collection	<p>-Semester 1 data collection completed with the following results:            % seats filled: 92%            Retention: 91%            Success Rate: 96%</p> <p>Data collection process was reviewed:            -All were in agreement that the data collection meeting within the first month of the dual credit start date was beneficial. This is the number we should work with at the time of actual reporting.            -Semester 2 start numbers will be reported at Loyalist on March 21 at 9:30am.            -Board reps are free to decide when they want to collect the ages and student profiles</p> <p>-A one day collection meeting will be decided at next meeting for the end of year data collection.</p>	Adriana to send out a schedule of board times
12	Website update	Will Howe provided an update re earndualcredits.ca. Loyalist C has not made OEN #s a requirement on their registration. Our website developer - Whatever Solutions will need to make this fix. If there are any other issues with the website, please let Will Howe know asap. Otherwise we will be charged for one full hour of work for this simple Loyalist C fix.	
13	Planning Time	Standing agenda item to leave final 15-30 minutes of each meeting for members to connect as needed	

**Next Meeting:** *Tuesday, March 21, 2017 @ Loyalist College*  
*- Semester 2 Data Collection in the morning beginning at 9:30am (# of students who started)*  
*- ELRPT meeting in the afternoon*