

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

MINUTES: TUESDAY, FEBRUARY 19, 2019 (revised from Feb 12, 2019)

Location: DURHAM CATHOLIC DISTRICT SCHOOL BOARD

Address: 650 Rossland Road West, Oshawa  
 South Boardroom (Main Building)

Meeting Time: **9:30am** \*\*

Lunch: **12:00pm**

**PLEASE READ OVER THE PREVIOUS MEETING'S MINUTES ON [earndualcredits.ca](http://earndualcredits.ca)**

9:30am	Completion of Semester 1 Data Collection. Please come prepared with data tallied by project
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Participants:

Will Howe	Stephen Hughes	Clare McLean-Wilson
Jennifer Parrington	Sue Hawkins	Adriana McDonough
Edina Cappuccitti	Alex Duketow	Tania Rightmyer
Robert Wager		

**ELRPT AGENDA**

Agenda Item	Discussion Notes
<b>Welcome and Introductions</b>	Co-Chairs –William Howe and Stephen Hughes
Review of Minutes from previous meeting	Previous minutes were accepted.
Agenda Review	Additions to the agenda? <ul style="list-style-type: none"> <li>- Forums and Activities</li> <li>- Data Collection + DDSB Student Survey</li> </ul>
Ministry/SCWI Update -Maureen Shave, MOE -Larry Archibald, SCWI	No updates.
OYAP Update	CDP only has 5 of 20 approved students. Cook only has 13 students out of 24 approved seats. These programs may need to be re-evaluated with seats moving to other possible trades. Applications will go out for 2019-2020 with the comment that the programs may be cancelled if low enrollment. Fleming has moved to block-style programming. Attendance will be very important. OYAP coordinators would like to establish this at Durham College.
SMART Goals	<u>Improve college faculty and high school dual credit teacher orientation:</u> Fleming had a wonderful forum set up but it had to be postponed due to weather. The alternative date also had to be cancelled due to weather. Durham College has had 2 forums but also made available to college faculty some on-line learning regarding dual credits (Zoom sessions). This could be made available to high school teachers as well but Durham doesn't want to duplicate information that is being sent by the boards. Loyalist, being so small in this RPT, prefers face-to-face meetings (college faculty and high school teachers) Forums are great but a lot of information that is provided gets overwhelming. A number of different formats (forum/manuals/1-1 meetings/Zoom

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	<p>sessions...) is beneficial.  A great deal of discussion was held regarding registration of students in a timely fashion.  Materials shared with faculty and high school teachers should be based on Policy/SCWI documentation.  There is a ton of information already in existence. Members to send Adriana the dual credit materials they share with their faculty and high school teachers. This can be a regular agenda item and the team can go through the documents. Jennifer, Sue, Adriana to start the work.</p> <p><u>Improve the percentage of students in the designated target group from our current 77% to 80%.</u>  Part of improved data collection processes and education of faculty and high school dual credit teachers.</p> <p><u>By implementing a new audit process for Cycle changes, we will reduce the number of errors by 50%.</u>  We will continue to monitor the cycle change process as we continue to find errors. Boards and colleges need to check over the spreadsheet after each cycle change approvals.</p>
VSS Update	<p>Fleming and Loyalist: This document is currently with their HR Departments.  Durham: HR has approved the document.  All colleges hold the VSS paperwork.  Boards are continuing to work with their HR departments to finalize the process.</p>
SCWI May Virtual Symposium	<p>ELRPT Presentations were chosen as follows:  #1 Durham College proposed “Engaging the Disengaged Student” to SCWI (which is not on the list as it was submitted late) and they are prepared to present this.  #2 On-campus learning experiences for dual credit students (courses not delivered at the college) – successful strategies.  #3 Alex proposed “Benefits of the Team-Taught at the Secondary School Delivery Model” was accepted by the team. If needed, Alex will work on this presentation with volunteer team members.  Adriana to send Will the form to submit to SCWI.</p>
Eganridge End-of-Year Meeting	<p>-Alternatives?  Given the new government’s fiscal priorities, the overnight at Eganridge was re-considered.  Future ideas can include a morning meeting, followed by a team activity and geographically different from year to year.  For this current year, Adriana to cancel the overnight rooms at Eganridge but keep the day booked for a day-long meeting.</p>
Cycle Change and Budget Updates	<p><u>Cycle Changes</u>  -Cycle 5 : due to Adriana Thursday, February 28, 2019  -Cycle 6: Final cycle change due Wednesday, April 17, 2019. This is the final cycle change. All spring and summer dual credits will need to be decided by this point.  **After Cycle 5 approvals, Adriana will also be sending out a semester 2 spreadsheet asking for start numbers so that project numbers can be</p>

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	<p>balanced for Cycle 6 (with no loss of funding to partners). Colleges and boards will work together to establish these numbers. Colleges will send the final spreadsheet to Adriana once the numbers have been reconciled with the two partners by Monday, April 1 2019.</p> <p><u>Invoicing</u> -Invoicing takes place 3 times a year which relates to 3 payments from SCWI. The purpose of the first two invoices is to simply provide the partners with some money. The final invoice in June is the most important as each partner will be required to record their actual expenditures for dual credits, forums and activities and administration costs for the entire year. The final payment is based on the total monies owed less the first two payments. -To simplify the invoicing process, Adriana is proposing to base Invoice 1 on 45% of approved dual credits, forums and activities. -Invoice 2 will be based on 25% of approved dual credits, forums and activities. -Backup would be provided which is basically the partner spreadsheet from cycle 4. -All partners (except for Loyalist) will get more money in hand than in previous year. Edina and Adriana can tweak this. -Admin funding will be claimed at the end of the year.</p> <p>All partners in agreement to use this process this year. Partners may tweak their amounts if they feel that there is a possibility of future program cancellations. Adriana to send these invoices electronically with instructions and deadlines.</p>
Forums and Activities	<p>-Adriana will now include a Forums/Activities tab on each of the cycle change spreadsheets (approved budget and participation numbers). Under the title of the forum/activity, there is a little notes box in the red triangle in the corner that includes some explanatory comments.</p> <p>-Please note that for the Building Connections with Intermediate students, there is board <u>emergency</u> supply costs only.</p> <p>-How did the invoicing work last year for boards and colleges? Colleges indicated they got the transportation invoices very late (months later). Boards will need to get the bus invoices to the colleges asap. Adriana to send out a template for boards to use to invoice colleges for busses and teacher release for forums/activities.</p> <p>-Durham College asked if we should continue to invite parents to attend the grades 7/8 parents to the student activities. All boards in agreement to not include the parents in the invitations to these student activities, due to poor responses in the past.</p>
Data Collection DDSB Survey	<p>-Will and Jennifer have each come up with a data collection spreadsheet. This will be considered for Semester 2 data collection. -Jennifer shared the DDSB entry/exit dual credit student survey which will be shared with all partners.</p>
Planning Time	Formal meeting will adjourn and members will be available to each other to discuss any logistics, planning details, issues etc.

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Agenda Item	Discussion Notes
<b>NEXT MEETING</b>	TUESDAY, MARCH 26, 2019 at KPRDSB (turkey dinner??)

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