



Eastern Lakeshore Regional Planning Team (ELRPT)

MINUTES OF MEETING: WEDNESDAY, SEPTEMBER 20, 2017

Location: Durham District School Board

Lunch: 12:15pm

Meeting Time: 1:00pm

Present:

Robert Wager
 Adriana McDonough
 William Howe
 Edina Cappuccitti
 Stephen Hughes

Jennifer Parrington
 Laura Wilkes
 Stephen McBride
 Alex Duketow
 Margaret Murray

Kelli Chiasson
 Heather Hamilton
 Tania Rightmyer

PLEASE READ OVER THE PREVIOUS MEETING'S MINUTES ON earndualcredits.ca

	Agenda Item	Discussion Notes	Action / Follow-Up
1	Welcome and Introductions	Co-Chairs –Stephen McBride and William Howe Welcome back and introductions. Thank you to DDSB for hosting today's meeting!	
2	Review of Minutes from previous meeting	Minutes from June 2017 were accepted	
3	Agenda Review	<p>Additions to the agenda</p> <p>-Webinar on ADC and After SWAC/ADC on October 24. Do we do this this at TLD? Kelly to arrange meeting and technology. The meeting at TLD may have an earlier start time.</p> <p>-Contingency fund: Colleges to invoice Adriana for bursaries (\$5,000) and development of activities (\$5,000). Back-up documentation must be provided for the invoice. Contact Will Howe for additional details if needed.</p> <p>-EDCS log-in: Is everyone able to log-in? If unable to log in, please contact Adriana as a waiver needs to be signed by the user and Stephen McBride and submitted to SCWI.</p> <p>-Centre for Success-Robert CFS is very successful with a 93% success rate however there are some governance issues. There are 10 classes within 4 school boards. While school boards "own" the students they are only "college" students for 3 hours a week. Many of these students are in need of support. What is the responsibility of the board vs the college to deal</p>	<p>-ELRPT will participate in the webinar on October 24 at 2:30 after the ELRPT meeting at TLDSB. Kelly to arrange technology.</p> <p>-Further discussion and brainstorming to be held at the next meeting. Board coordinators to be prepared to discuss the protocols and</p>

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		<p>with serious at-risk situations? At the Summer Institute, there will be a provincial committee looking at best practice around mental health supports. The boards will need to follow their own protocols around specific students and situations. Colleges will need to access emergency supports as per any other college student to ensure safety of the student and then immediately call in board resources to assist (dual credit teacher, board coordinator, principal...) The college could hire a central support person and have boards contribute to the cost.</p>	supports available to students at CFS.
	OYAP Update	<p>-Some information nights will be changed. Contact OYAP coordinators as needed -Coordinators need to work on calculating their transportation and miscellaneous (textbooks) costs</p>	Adriana to send out transportation and miscellaneous worksheet to calculate OYAP needs for this current year.
4	Ministry/SCWI Update a. Heather Hamilton, Ministry of Education b. Larry Archibald, SCWI	<p>Heather Hamilton, MOE -A number of announcements will be forthcoming. Stay tuned!</p> <p>Larry Archibald, SCWI -Larry was unable to attend. No updates.</p>	
5	Criminal Reference Checks	All 3 colleges are now official service providers and faculty paperwork is ready to go. (A memo will go to Board directors once the college HR is ready to do this.) The original criminal reference check stays with the faculty and a copy can be submitted to the Principal as per individual board protocols.	
6	Update and Review of earndualcredits.ca	<p>Inform Will of any issues with the website. There are some issues regarding updates; they will be done once the Sem 1 registration process is completed with all the colleges. We have already used up all of the hours of service allotted to us for this year.</p> <p>Discussion about the continuation of the current website. Having colleges host their own registration site is highly improbable. Costs to maintain the site are about \$2,000 a year although there was a cost of about \$7,000 a few years ago due to a problem with the site.</p> <p>SCWI is developing a pilot project which would enable students to register through the D2L platform. This would cost each RPT about \$10,000/year.</p>	
7	Summer Writing Projects (Updates)	Develop a marketing plan: Edina Cappuccitti, Stephen McBride, Stephen Hughes, Jennifer Parrington, Tania Rightmyer	

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		<p>-Still to be developed. Stephen McB to coordinate a meeting to put this in place. -DDSB has developed a SCWI/dual credit banner</p> <p>Review of resources on earndualcredits.ca: Will Howe, Lisa Vanelst, Stephen McBride -This review was completed and updated on the website</p>	
8	Potential Job Action by College	<p>The 3 college representatives updated the team regarding potential job action. Media indicates that job action could occur at the end of September but they are still negotiating. Boards and colleges to maintain lines of communication.</p> <p>Durham C: There are both local and provincial issues. Governance issues (for example, the establishment of a Senate) are the sticking points. Contracts expire at the end of September but there will still be opportunities for negotiating. Job action may not happen immediately. Dual credits will continue as much as possible. CFS classes would be closed. Students and high school teachers would not be crossing the picket lines and entering the building.</p> <p>Fleming C: Job action could happen by the end of October. The majority of college strikes last about 3 weeks. At Fleming, all dual credits would be cancelled/postponed. The completion of dual credits would need to be determined.</p> <p>Loyalist C: All dual credits would likely be cancelled/postponed. School buses, part-time faculty would not want to be in a position to cross the picket lines. The completion of dual credits would need to be determined.</p>	
9	SCWI Summer Institute Update	<p>Data Update and General Announcements from SCWI</p> <p>-SCWI provided a USB with a number of resource documents which will be posted on earndualcredits.ca once the update has been done (summary data, EDCS data reports, Pathways to Apprenticeship document, updated course codes...)</p> <p>-Funds are still available for further adult dual credits as well as grades 7/8/parent activities -Adult DC Funding is sweated and thus any unused funds cannot be requested to be transferred to other DC programs. Any funds not used will remain/be returned to the provincial funding body.</p>	Will to send the resources to everyone as a zip file.
10	Administration Budget	<p>Phone costs for Stephen/Adriana to be covered with Admin funds -ELRPT approved these costs.</p>	

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		<p>Supply days for Stephen/KPR as required to be covered by admin costs --ELRPT approved these costs.</p>	
11	Cycle Changes Updates	<p>Updates (including Adult Dual Credits and After SWAC/ADC and activities).</p> <p>-Cycle 2: All of our proposals for dual credits and activities were accepted. All adult dual credit sections were capped at 18 students.</p> <p>-KPR and TLD shared details of their approved activities</p> <p>-Cycle 3 changes due to Adriana by Thursday, October 19 2017. All Semester 1 changes or tweaks should be cleaned up by this point.</p> <p>-New proposals for adult dual credits and activities will continue to be accepted within the cycle changes. If applying for an adult dual credit program, be reminded of the selection criteria. If interested, contact Adriana for the template to use for proposals.</p>	<p>Cycle 3 changes due to Adriana by Thursday, October 19 2017</p> <p>-Contact Adriana for the proposal template if interested in applying for a new adult dual credit or activity.</p>
12	Budget – ELRPT	Update of Final Report expenditures and data for 2016-2017	Adriana sent the report to all members to review for the next meeting
13	SMART Goals - 2016-2017 - 2017-2018	<p>2016-2017: 2 smart goals still to be reviewed - Review data (# of seats filled, retention...) - Pathways documents: Colleges to present</p> <p>2017-2018: Breakout discussion for ideas</p>	-Postponed to the next meeting. Stephen McB to send out a framework for this discussion.
14	Review of ELRPT meeting structure	<p>Format? PD Opportunities? Frequency of Meetings?</p> <p>-Why afternoon meetings? This has been historical but can be changed. Starting at 10am would allow a lunch break, an opportunity to meet, network and discuss issues and to Learn about the host institution (a tour of facilities, meeting admin...)</p> <p>-A PD component would be an asset to the group as needed.</p> <p>-Being such a large RPT in the province, time is needed to discuss and work through issues.</p> <p>-Meetings will continue to be once a month. In case of inclement weather, we can use Skype as needed.</p> <p>-The February meeting that was to be held at Loyalist will now be at KPRDSB.</p>	-TLD meeting on October 24 will begin at 10am or 10:30am (depending on length of agenda). Kelli to re-arrange meeting space and time.
15	Fall Planning Time	Formal meeting will adjourn and members will be available to each other to discuss any fall start-up planning details, logistics etc.	

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Next Meeting: TUESDAY, OCTOBER 24, 2017 at Trillium-Lakelands District School Board

Meeting will begin at 10am or 10:30am depending on the length of the agenda.

Lunch will be at 12:30pm

Formal meeting will continue after lunch.

SCWI webinar regarding Adult Dual Credits and After SWAC activities will take place at 2:30pm.

2016-2017 ELRPT SMART GOALS

- Share best practices across Boards with regard to recruitment and selection processes for each of the target groups, with a view to ensuring that each dual credit program seats are filled on par with provincial averages – which is 89%.
- Identify and implement strategies to build awareness of the services and programs for dual credit students toward successful transition to College.
- Complete - and publish the 'pathways' resource/document that clearly identifies the various college program(s) that each of our dual credits is connected to.

IDEAS FOR 2017-2018 SMART GOALS

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