

**THE EASTERN LAKESHORE REGIONAL PLANNING TEAM (ELRPT)**

**TERMS OF REFERENCE**

***As of June 21 2022 (end of year meeting)***

This document contains the terms of reference and job duties and responsibilities for the Eastern Lakeshore Regional Planning Team members and is broken down as follows:

* Introduction
* Role of the ELRPT Chair/Co-chair
* Role of the Financial Services Coordinator
* Role of the Financial Services Institution

**INTRODUCTION**

Sixteen Regional Planning Teams (RPTs) currently operate throughout the province consisting of representatives of school boards, colleges of applied arts and technology and community partners. Each team works collaboratively to deliver dual credits, forums and activities to high school students and adults who are working towards the completion of their Ontario Secondary School Diploma (OSSD).

The Eastern Lakeshore Regional Planning Team (ELRPT) made up of representatives from:

* Durham College
* Fleming College
* Loyalist College
* DCDSB - Durham Catholic District School Board
* DDSB - Durham District School Board
* KPRDSB - Kawartha Pine Ridge District School Board
* PVNCCDSB - Peterborough-Victoria-Northumberland-Clarington Catholic School Board
* TDSB - Trillium-Lakelands District School Board.
* YRDSB - York Region District School Board (While York RDSB is not technically a part of the ELRPT, there are dual credits with this board as they have schools that are geographically closer to Fleming College than with other colleges.)

The School-College-Work Initiative (SCWI) oversees the management of these Regional Planning teams. The initiative is jointly funded through the Ministry of Education (MOE) and the Ministry of Labour, Training and Skills Development (MLTSD); funds are then allocated to Council of Directors of Education (CODE).

The Financial Services Institution (FSI) holds the funding for the ELRPT and distributes the funds as directed by the Financial Services Coordinator (PA). Currently, Durham College is the ELRPTs financial institution (as of May 9 2022).

Board and college partners work together to provide the following programs for students at-risk of not graduating from high school, students enrolled in Specialist High Skills Major programs and students enrolled in Level 1 Ontario Youth Apprenticeship Programs:

* Dual credits (where students take a college course which is also counted as and additional high school credit)
* Teacher forums (professional development opportunities)
* Student activities (where students are provided with hands-on opportunities to experience college)

The bulk of the funding covers the costs of delivery of these dual credits (college faculty and high school teacher costs, student transportation and miscellaneous costs such as materials, texts, consumables, supplies...). The remaining funds are allocated to teacher training forums and student activities as well as some administrative funding.

As of May 2022, the ELRPT is the second largest in the province. We service over 4,000 students and have a budget of approximately 5.7 million dollars. It is an excellent initiative; the ELRPT typically has a 92% success rate!

**RESOURCES:** To find out more, go to

* [www.earndualcredits.ca](http://www.earndualcredits.ca) ELRPT members, students, parents and board and college educators are welcome to go on the site to find out more about this initiative.
* [www.scwi.ca](http://www.scwi.ca) The School-College-Work Initiative also has a website that is open to all to find up-to-date information about the initiative, data, resources…

As of June 21 2022: THESE TERMS OF REFERENCE WILL BE REVIEWED YEARLY AT THE END-OF-YEAR MEETING. THE CHAIR AND CO-CHAIR WILL ENSURE THIS IS ON THE AGENDA.

**ROLE OF ELRPT CHAIR / CO-CHAIR**

* This is a volunteer position.
* The preference of the committee is a co-chair model with representation from one College and one School Board
* A staggered start is recommended for the co-chairs so there is always one new and one experienced person acting in the roles
* These two positions are tied to the person and not the institution he/she represents
* The Senior Chair will be the main liaison with SCWI
* It is anticipated that the co-chair will assume the role of chair when appropriate or as needed

June 21 2022: THE CHAIR AND CO-CHAIR WILL EACH HAVE A TWO-YEAR TERM. EVERY TWO YEARS, AN ELECTION WILL BE HELD TO CONFIRM or DENY THE BOARD AND COLLEGE REP POSITION.

IN ODD YEARS, THE RPT WILL REVIEW THE BOARD CHAIR POSITION AND IN EVEN YEARS THE RPT WILL REVIEW THE COLLEGE REP CHAIR POSITION.

NOMINATIONS WILL TAKE PLACE AT THE MAY MEETING AND VOTING WILL TAKE PLACE IN JUNE (LAST ITEM ON THE FINAL AGENDA).

IN THE EVENT A CHAIR LEAVES THE ROLE, THE ALTERNATE CHAIR WILL REMAIN IN THE POSITION FOR ANOTHER YEAR TO PRESERVE THE STAGGERED START.

JUNE 2023: Stephen’s position will be reviewed.

JUNE 2024: Sue’s position will be reviewed.

**JOB DESCRIPTION**

The Chair and Co-Chair of the School-College-Work Initiative (SCWI) Eastern Lakeshore Regional Planning Team (ELRPT) are accountable to SCWI and to the members of the ELRPT.

The Chairs, in consultation with all ELRPT partners, are responsible for the leadership and administration, the program design and approval, and the budget and accountability of SCWI activities and dual credits.

The Chairs provide leadership for accountability, transparency, and equity of approved projects to the Ministry of Education, Student Success, Learning to 18, SCWI and all ELRPT partners: 3 Colleges and 5 District School Boards.

The Chairs provides leadership in the following areas: proposal preparation and delivery; budget distribution and accountability; and reporting procedures. The Chair/Coordinator communicates the provincial SCWI direction/message, fosters collaboration between the partners to ensure compatibility, and provides an array of integrated supports for delivery of approved initiatives.

**QUALIFICATIONS**

* Knowledge of current education trends and policies geared to maximize participation in secondary education and a smooth transition to postsecondary (College) education
* Good working knowledge of District School Board structures and Ministry of Education policies, priorities and funding envelopes
* Good knowledge of College structures
* Strong presentation, communication and organizational skills
* Demonstrated experience in:
  + Creating and operating projects with diverse stakeholders
  + Meeting multiple demands and needs amongst various audiences (Ministry/College/School Board/Business etc.) and within established timelines
  + Mobilizing and managing diverse teams to gain confidence and agreement amongst partners
  + Networking, building, and sustaining school board/college/business partnerships
  + Providing leadership and direction in budget administration and management of financial reporting to the various partners and stakeholders

**ROLES AND RESPONSIBILITIES**

Leadership and Administration

* Use collaboration and consensus as part of the RPT decision making process
* Coordinate the creation and submission of the annual funding proposal and implement the approvals for annual funding
* Liaise with RPT partners to ensure implementation of the SCWI approved projects including: marketing, partnership negotiation, proposal preparation, contract negotiation, negotiating service level agreements, post-­‐delivery assessments, and client relationship management activities
* Oversee the agenda and action items for the RPT meetings
* Develop and foster strong relationships among RPT members from district school boards, college(s), the community, and others
* Represent the RPT to the SCWI for ongoing communication and operational matters
* Represent the RPT at SCWI meetings and conferences and coordinate annual symposium workshops on the projects of the RPT
* Approve the interim and final reports to the specifications of the SCWI
* Build consensus with partners to develop cohesive strategies, to enable student success, and to address SMART goals
* Establish, plan, organize, and facilitate meetings, as required, with RPT sub-committee teams from the respective partners and ensure appropriate follow-up

Program Design and Approval

* Provide direct input into the development and implementation of existing and new SCWI dual credits and activities
* Manage and facilitate multiple SCWI approved dual credit and activity projects, accountable for timelines and budget
* Review partners' successes and recommend changes to ensure that appropriate standards of operation are established and maintained
* Coordinate communications and marketing strategies for local SCWI projects, including websites
* Provide planning and organizational services related to SCWI that enhance the initiatives and align with the partners' strategic directions; provide advice, guidance, and recommendations to partners who are planning and delivering SCWI projects

Budget and Accountability

* Lead the RPT in SCWI budget planning in compliance with the approved SCWI funding
* Ensure RPT growth is maximized with appropriate accountability
* Provide leadership and direction for the financial management of partners, including budget administration and the management of financial reporting to SCWI
* Oversee and approve the interim and final budget report for SCWI

**ROLE OF PROGRAM ADMINISTRATOR (PA)**

June 21 2022: NAME CHANGE TO PROGRAM ADMINISTRATOR

**Description of Role**

In conjunction with the ELRPT co-chairs, the PA will oversee the general organization and management of the Eastern Lakeshore Regional Planning team. The specific duties are outlined below. The PA will work closely with all members of the RPT, its’ co-chairs and the Financial Services Institution (FSI).

**Remuneration**

The PA will be paid a yearly salary of $45,000 to perform the duties and responsibilities as outlined below. The financial institution will provide the contract (as per their pay scale system) and ensure that the total salary cost is within reason of $50,000 (inclusive of all employment costs: EI, CPP, taxes, fringe costs…). Cell phone costs (typically half the cost of the monthly fee) and mileage will also be reimbursed. These costs come from the ELRPT’s Admin budget.

June 21, 2022: THE PROGRAM ADMINISTRATOR POSITION WILL BE A PERMANENT, PART-TIME POSITION UNTIL SUCH A TIME THAT THE PROGRAM ADMINISTRATOR LEAVES THE ROLE.

**Accountability**

The PA is accountable to the ELRPT, its’ co-chairs, the Financial Services Institution and SCWI. The ELRPT is responsible for the hiring of the PA.

**Qualifications:**

* Good working knowledge of District School Board structures and Ministry of Education policies, priorities and funding envelopes
* Good knowledge of College structures
* Good presentation, communication and organizational skills
* Detail-oriented
* Demonstrated experience in:
  + Creating and operating projects with diverse stakeholders
  + Meeting multiple demands and needs amongst various audiences (Ministry/College/School Boards) and within established timelines
  + Mobilizing and managing diverse teams to gain confidence and agreement amongst partners
  + Networking, building, and sustaining school board/college partnerships
  + Providing leadership and direction in budget administration and management of financial reporting to the various partners and stakeholders

**DUTIES AND RESPONSIBILITIES**

1) General Organization and Management of ELRPT (August/September/Ongoing)

- welcome new members and offer transition assistance

- ensure ELRPT contact list is accurate and up-to-date

- maintain calendar of ELRPT important dates

- ensure all RPT members can access EDCS

- assist co-chairs and RPT members as required

- coordinate and invoice for summer writing projects for board coordinators

-complete a cheque requisition for each member

-provide FSI with both (original) signed copies. If audited, auditor will require both pieces

2) ELRPT meetings (Ongoing/Monthly)

- prepare agenda (and send to co-chairs for approval)

- ensure follow-up items from previous meeting agenda are included

- include and discuss cycle changes and budget updates at all meetings

- attend meetings

- record minutes of meetings

- ensure accuracy and distribution of minutes

- ensure archiving of all meeting minutes

The final June meeting is a full day meeting with a (nicer) year-end luncheon. Ensure the following:

-Book venue as needed

-Set up a calendar for the upcoming academic year. Get Board and College important dates to insert beforehand (start dates of dual credits by college, Board PA Days, College reading weeks…)

-At the June meeting, establish the following dates for the next year: ELRPT meetings, data collection meetings and proposal writing meetings

3) Cycle Change Requests (Ongoing/As per cycle change due dates)

- work with board and college partners to review, confirm and process cycle change requests (dual credits, forums, activities and administrative costs)

- input requests into spreadsheet and EDCS

- reconcile spreadsheet with EDCS

- respect the SCWI deadlines for change requests

- work with senior co-chair to sign off and correct errors as needed

- maintain records of completed sign-off and notes for SCWI

4) Cycle Change Approvals (Ongoing/As per cycle change due dates)

- examine all approvals in EDCS and copy SCWI comments to spreadsheet

- input approvals into spreadsheet from EDCS

- reconcile spreadsheet with EDCS

- sort by college and board

- update summary chart of each partner’s dual credit seat numbers and funding

- ensure course codes are correct and/or have been requested

- distribute cycle approvals spreadsheet to the RPT members

5) Budgeting and FSI Liaison (Ongoing)

-routinely update FSI with current Approvals

-submit initial SCWI approval letter for FSI files

-submit to FSI the Financial Certificate that outlines the balance of funding owing from the previous year. This certificate is signed by the Chief Financial Officer and submitted to the SCWI Accounting firm (as per the instructions on certificate)

- provide ELRPT financial summary as per initial approvals (provide details per partner)

- maintain up-to-date budget records to share with FSI Finance as required

6) College Year End Financial Statement (February/March)

-Durham College is the FSI and their year-end accounting is March 31. To that end, the PA will provide a budget from April 1 of the previous year to March 31 of the current year (which differs from the SCWI fiscal term.)

- ensure all ELRPT funds are rolled over via a formal email to Finance (to be requested at the beginning of March each year)

7) ELRPT Year End Financial Statement (June/July)

- Reconcile the final budget with FSI in preparation for the final SCWI report well before the deadline, typically July 31

-Ensure salary adjustments are made for the PA as benefits and pension are not part of the salary

8) SCWI Liaison (Ongoing)

Assist co-chairs as follows:

- ensure SCWI correspondence is shared and that action items are followed up on

- provide requested data,

- oversee and edit newsletter submissions,

- ensure dual credit course codes are current (and remind partners of upcoming due dates for new requests),

- share webinar information,

- participate in SCWI webinars,

- attend the SCWI Summer Institute, Provincial Meetings and the SCWI Symposium

- collate information regarding forums and activities for SCWI website

9) SCWI / EDCS Data Collection and Reporting (March/July)

-ensure accuracy of all EDCS reports (due March and July of each year)

-coordinate a data collection meeting in September to look at semester 1 start numbers. Boards and colleges to participate. These numbers will be a basis for the first data collection report due to SCWI. It also helps to balance out project numbers in time for cycle changes

-coordinate a data collection meeting in March to look at semester 2 start numbers (see above)

-ensure EDCS information is correct (name of partners, phone and email information)

-before initial Semester 1 data collection in EDCS, verify that the names and contact information for all board and college participants are correct *in each project*

-work with college and board partners to input data correctly into EDCS

*a. March Report includes:*

- accurate listing of all participating board and college reps in each project with contact information (email and phone number) for each project. This needs to be done before any inputting of data can occur.

- coordinate Semester 1 data collection meetings

- send out data collection template

- input Semester 1 dual credit success data into EDCS

- forums and activities (financial details as well as participation numbers)

\*Sonja Vandermeer will prepare a data summary with any errors that were detected in EDCS (missed information, inaccurate data…). With the assistance of the board and college partners, identify and correct all errors.

*b. Final July report includes:*

- dual credit financial reporting (benchmarks, transportation, miscellaneous) by project, by college and by board

- forums and activities financial reporting by board and by college

- forum and activity participation numbers

- administrative costs broken down by board and by college as well as by the 6 categories of spending in EDCS

- summary of total spending broken down by college and by board

- Semester 2 dual credit success data, including summer programs

After the July report is completed, create comprehensive data report from EDCS for ELRPT, boards and colleges

- include: approvals vs actuals/%age of filled seats, success rate, %age of target group, and retention

- prepare report by project, board and college (as this will be used for proposal writing)

- ensure accuracy and distribution

10) Invoicing (February/March/June)

- prepare individual college and board invoices 3 times per year: February, March, June

- distribute invoices and assist members as required

- collate completed invoices

- arrange to meet with the appropriate college Dean and the VP of Academics to sign invoices

- meet with FSI Accounting to process invoices as required

- ensure cheques have been distributed through the FSI

Invoice 1: based on 45% of the approved budget (as of Cycle 3) for dual credits (Admin costs and forums and activities to be invoiced in June)

Invoice 2: based on 25% of the approved budget (as of Cycle 3) for dual credits (Admin costs and forums and activities to be invoiced in June)

Ensure that both Invoices 1 and 2 are completed in time for the college’s year end financial statement – well before the deadline of March 31

Invoice 3 (Final): Based on Cycle 6 approvals less the amounts of Invoices 1 and 2. The final invoice will include all costs for dual credits, forums and activities and administrative costs.

11) Smart Goals (Ongoing/As per SCWI deadlines)

- work with RPT to design Smart Goals

- update Smart Goals as per discussions at all ELRPT meetings

- complete Smart Goal forms for SCWI and ensure they are submitted in time

12 Request for Proposals (November-January/As per SCWI deadlines)

-organize SCWI’s RFP materials, resources and due dates in order to share with ELRPT at November meeting

-include data report

-determine timelines and due dates

-coordinate proposal writing meetings with all partners (typically two days in the first or second week of December)

-ensure project descriptions are accurate

-coordinate the collection of rationales for dual credit proposals that are below provincial data targets

-input into EDCS all proposals, rationales, courses, transportation, miscellaneous and notes for all proposals: dual credits, forums and activities and administrative budget

-ensure RFP deadline is observed (usually the last Friday before the Christmas holiday)

13) OYAP Liaison (Ongoing)

-attend OYAP meetings as requested

-prepare budget worksheet for board coordinators to assist in determining budget needs (transportation, texts and miscellaneous costs)

-work with Durham and Fleming Colleges OYAP contact to ensure accuracy of textbook and miscellaneous costs

-collate all information from Board coordinators to determine if benchmark and transportation funding is adequate to meet the needs of the program in semester 2

-as needed, request additional funding in time for Cycle change requests

-work with college and board OYAP coordinators to ensure accurate data collection (use of data templates, confirmation with colleges…)

**ROLE OF FINANCIAL SERVICES INSTITUTION (FSI)**

Sixteen Regional Planning Teams (RPTs) currently operate throughout the province consisting of representatives of school boards, colleges of applied arts and technology and appropriate community partners. Each team works collaboratively to deliver dual credits, forums and activities to high school students and adults who are working towards the completion of their Ontario Secondary School Diploma (OSSD).

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The School-College-Work Initiative (SCWI) oversees the management of these Regional Planning teams. The initiative is funded jointly through the Ministry of Education (MOE) and the Ministry of Labour, Training and Skills Development (MLTSD); funds are then allocated to Council of Directors of Education (CODE).

Funding flows from CODE to the financial institution in 3 installments as follows:

* 50% of approved funding – as early as possible following receipt of overall SCWI funding by CODE and finalization of the previous year’s accounts - based on the approved amounts on EDCS at that time
* 30% of approved funding – following sign off on the online interim report (due March 2, 2020) – based on the approved amounts on EDCS at that time
* Balance of approved funding up to actual expenditure level following receipt and approval of the Final Report (due July 31st, 2020) including actual student participation numbers and specific final expenditures, and the signed CODE Financial Certificate.

Typically in December, the ELRPT partners propose dual credits, forums and activities for the upcoming academic year. SCWI reviews the proposals provincially and announces approvals via a formal letter that is submitted to College Presidents, Board Directors of Education and RPT chairs. This initial approved budget amount fluctuates over the course of the year as 6 opportunities are provided to the RPTs to make changes to their original proposals. These are called cycle changes. Request for changes include adding or deleting programs, making seat adjustments, requesting additional funding for transportation or miscellaneous needs…The EDCS website (https://edcs.tcu.gov.on.ca/Main/) is used by Regional Planning Teams to propose and report on the School College Work Initiative.

The Financial Services Institution (FSI) holds the funding for the ELRPT and distributes the funds as directed by the Program Administrator (PA). Currently, Durham College is the ELRPTs financial institution (as of this draft – June 2022).

June 21, 2022: The ELRPT will compensate the FSI in the amount of $10,000 annually. This amount will be reflected on the final June invoice. This service is indefinite unless the ELRPT or the Financial Services Institution chooses otherwise. The FSI provides an invaluable function for the RPT and the continuity and consistency of this role are appreciated.

**RESPONSIBILITIES AND TIMELINES**

Ongoing:

* Verify and process expense reports, cheque requisitions, invoices…as submitted by the PA
* Stay appraised of the ELRPT budget via updates provided by the PA
* Process CODE/SCWI cheques and pay out board and college partners as per invoices submitted by PA

\*Note that the FSI does not pay out board/college invoices until sufficient funds have been received by SCWI.

February-March (College year-end) and June-July (ELRPT year-end)

* Process 3 sets of invoices as per RPT timelines (February, March and June)
* Invoice signatures are required from the Dean of the School of Justice & Emergency Services and School of Interdisciplinary Studies and Vice President, Academic
* Reconcile ELRPT budget two times a year
  + March (for college year-end)
  + June (for ELRPT year-end)

January (typically)

The Chief Financial Officer of Durham College must sign-off on the CODE Financial Certificate indicating confirmation that the accounts in the SCWI Final Report are in accordance with the RPT’s FSI records for the funding year.

Please note that CODE will conduct audits for a minimum of two regional planning teams each year. The chairs of the RPTs selected for the annual audit will be given advanced notice by the SCWI Project Officer. Regional Planning Teams should retain copies of receipts and invoices for audit purposes to confirm the amounts reported on the SCWI Expenditure Reports.

The ELRPT was last audited in 2015-2016 by Whitley Wodehouse and all was found to be in order.