

**Minutes of the OCASC Secondary School Committee**  
**Thursday, November 13, 2008**  
**7:30 to 9:30 p.m.**  
**Fisher Park PS**

The objectives of the Secondary School Committee are to:

- (a) Increase parent knowledge of and involvement in secondary school education in Ottawa-Carleton;
- (b) Promote the development of school councils and parent associations to represent parents of students in each Ottawa-Carleton secondary school;
- (c) Sponsor and encourage research into and study of education issues and concerns in Ottawa-Carleton secondary schools;
- (d) Formulate recommendations regarding secondary school education in Ottawa-Carleton, and to assist in implementing such recommendations.

**Participants:**

Nadine Clarke (SSC Chair, Canterbury), Beth Doubt (OCASC SEAC rep, Lisgar), Eileen Jessop (Colonel By), Farzi Khazai (Earl of March), Susan Klimchuk (OCASC Education Committee rep), Jean MacIsaac (Glebe), Alix MacLean (Nepean), Brenda Packman (Woodroffe HS), Marion Russell-Doreleyers (Hillcrest), Bob Weist (Minute taker, Canterbury), Lorna Rankin Worley (Sir Wilfrid Laurier), Barry Bickerton (OCDSB, Principal Secondary Curriculum), Alan Johnson (Principal, Gloucester), Peter Hojczk (French Teacher, Gloucester, Link Crew Facilitator), Laurie Labelle (Student Success Teacher, Gloucester, Link Crew Coordinator)

**Agenda covered at meeting:**

LINK Presentation  
French Secondary School Program Second Language Review  
Action Register  
Meeting Locations and Dates

**Link Presentation**

**Guest Speakers: Laurie Labelle (Student Success Teacher, Gloucester, Link Crew Coordinator), Peter Hojczk (French Teacher, Gloucester, Link Crew Facilitator)**

- Link is a program designed to ease the transition of Grade 9 students from elementary school to secondary school.
- The program matches two students from Grade 11 or 12 (called “leaders”) with ten entering students. The leaders introduce themselves to the students in September and follow the students

throughout the year to ensure that they achieve academic and social success.

- The program has achieved remarkable success in the United States, where it was first instituted. Schools that have set up Link leadership programs in their secondary schools have reduced Grade 9 truancies, reduced referrals to administrative resources, reduced failures and increased attendance.
- In the Ottawa District School Board, Link Leadership is offered at the following high schools:
  - Gloucester
  - Bell
  - West Carleton
  - Brookfield
  - Ridgemont
  - Osgoode
  - Glebe
- At Gloucester, it is offered as a credit course over a full year of study outside of the timetable.
- Beginning in August and continuing throughout the year, Link Leaders are trained in various management and leadership skills. For example, the leaders are given presentation skills to ensure that they can successfully introduce and conduct an activity. Throughout the year, they are taught about learning styles, the teenage brain, multiple intelligence, and other learning designed to enhance their management and leadership skills. In addition, the Link leaders learn about the supporting resources that are available to them if the need arises.
- At the training, Leaders learn about how to work with different personality traits. They are also taught how to recognize behaviours that may give rise to concern about the student. At the same time, if they have concerns, they are taught about their ability to refer the student to other resources, such as a school guidance counsellor.
- Coordinators match the leaders with students, accounting for the needs of each student and gender differences. The coordinators are attentive to students who are likely to need more attention, informing

the leaders of each student's needs. For example, a relatively frail child might be matched with a leader who is certified to administer first aid. An aboriginal Grade 9 might have needs that an informed leader could assist in addressing.

- After the leaders have met their students, Gloucester provides the Grade 9 students with an Orientation Assembly attended by all of the other Gloucester students. At the Assembly, in the words of the Gloucester HS presenters, the Grade 9s are “treated like rock stars”.
- The purpose of the Orientation Assembly is to ensure that the entering students
  - feel welcomed by the entire high school community, like they are part of the Gloucester family
  - believe that school is a fun place to be, with leaders on hand to help them overcome any barriers that they might perceive to be in place.
- After the initial introductions and the Orientation Assembly in September, leaders periodically meet with their Grade 9 students at events such as movie nights and socials (e.g., potlucks, dances). In addition, they have monthly academic follow-ups where the Grade 9 students are taught different skills to improve their work habits.
- If the student struggles, their Link Leader is one resource that they can access. For example, the Link Leader may be able to personally tutor, or to find another Grade 11 or 12 student to tutor, the Grade 9 student. In addition, Gloucester H.S. has found that Grade 9 students are occasionally willing to confide in their Grade 11 or 12 leader, what they are not initially willing to reveal to Gloucester's teaching or administrative staff.
- A member of the committee questioned the value of the program. She questioned whether all of the Grade 9 students need the “pampering” that the program provides. She asked whether the Grade 11 and 12 Leaders were not expected to do too much (e.g., attending a social night) for the credit offered by Link when they needed the time to spend on their own course work. She questioned why the Link Leader curriculum was still under development when the program was already being offered.

- Gloucester is confident that the Link Program is successful. The leaders are appreciative of the professional development that they are receiving. Skills such as presentation are easily transferable.
- Gloucester also notes that the number of Grade 11 and 12 students who applied to become a Link Leader approximately doubled this year compared to last year, which was the first year the Link Program was offered.

### **Secondary Phase of French as a Second Language (FSL) Review**

#### **Guest Speaker: Barry Bickerton (OCDSB, System Principal, Secondary)**

- Principal Bickerton reminded us of the 4 objectives of the French as a Second Language (FSL) Review:
  - a) **Quality of Program**-to improve the effectiveness of delivery & instruction for FSL programs;
  - b) **Equity**-to ensure that all students throughout the school district have equitable access to FSL programs;
  - c) **Viability** – ensure that FSL programs have viable & sustainable Enrolments; and,
  - d) **Financial** – ensure that FSL programs are cost effective.
- These same objectives formed the foundation of the FSL Review – Elementary Phase.
- The FSL Ad Hoc Committee – Secondary Phase is comprised of the same Trustees as the FSL Ad Hoc Committee – Elementary Phase: Trustees MacKenzie, Shea and Curry. Mr. Bickerton reported that this provides consistency in the approach taken in both phases of the review and a common K-12 perspective across the district. The FSL Ad Hoc Committee also includes Jennifer Adams, Superintendent of Curriculum and Joan Oracheski, Manager of Quality Assurance.
- The FSL Review Staff Committee is comprised of a wide cross-section of board personnel including:
  - curriculum services
  - Administrators from elementary and secondary (Principal/Vice-Principal)

- secondary school Department Heads
- FSL teachers of core, extended and immersion
- Finance
- Planning
- Quality Assurance
- Human Resources
- Learning Support Services
- Senior Staff

Mr. Bickerton stated that the staff committee is representative of the variety of areas within the district that relate directly to the delivery of FSL programming.

- While the Board is proceeding with secondary phase of the FSL Review, the Ontario Ministry of Education is engaged in a province-wide consultation of FSL (Kindergarten to Grade 12) as part of its seven-year cycle of curriculum review. Through the consultation process, the Ministry will identify strengths and areas for improvement in the FSL curriculum (core, extended and immersion) just as the FSL Review Committee is exploring – as one of its objectives - improving the effectiveness of delivery and instruction. Mr. Bickerton explained the Ministry’s curriculum review process
  
- In addressing the four objectives, the FSL Review Committee will look at a wide variety of central data and addressing FSL program issues. Some examples include:
  - retention rates – e.g., do students who start in early or middle immersion choose to pursue a French Immersion (FI) or French Extended (FE) certificate? If not, why not?
  - FI/FE Certificate vs. Proficiency Test – Given that two students could graduate with very different overall averages (e.g. 51% and 90%) yet receive the same certificate, does it make sense to be considered a test of French proficiency. What implications would there be for post-secondary institutions? Employers?
  - academic achievement – e.g., how do students in FI vs. non-FI perform on large-scale evaluations such as Grade 9 EQAO (math) and Grade 10 Ontario Secondary School Literacy Test (OSSLT)?
  - Grade 9 and 10 Academic and Applied level courses – e.g., what access do FI/FE students have to enroll in courses - other than language courses – at the Applied level?

- Approximately 3 000 secondary school students were randomly selected in English classes – across grade levels as well as levels of instruction – to voluntarily complete an FSL Review – Secondary Phase survey. The surveys were constructed by Quality Assurance with input from the Ad Hoc and Staff Committees. Questions included both open and closed formatting.
- All secondary school administrators and teachers had the opportunity to complete an on-line FSL survey using surveymonkey.
- Members of the OCASC Secondary School Committee (SSC) were given an opportunity to comment on Mr. Bickerton’s report and ask questions.
- Mr. Bickerton provided the SSC with an email address – which can be found on the OCDSB website – in order to provide input via email regarding the FSL Review – Secondary Phase. The email address is FSLreview@ocdsb.ca

Results of the student and administrator/teacher surveys will be collated and analyzed by Quality Assurance and discussed at a joint meeting including the FSL Ad Hoc and Staff Committees November 19. A report of the findings to date of the FSL Review – Secondary Phase is scheduled to be presented to the Education Committee in December 2008

**Next Meeting**

**Thursday, January 8, 2009, 7:30 p.m.**

**Canterbury HS**

**900 Canterbury Ave.**

**Ottawa**

**<http://www.canterburyhs.ocdsb.ca/#>**

**For Google Map and Directions from downtown:**

**<http://maps.google.ca/maps?hl=en&tab=wl>**

Subsequent Meetings for 2008-2009  
(at Fisher Park unless otherwise noted)

February 12

March 12

April 9

May 14

June 11

ID	Actions	Assigned to	Date Raised mm.dd.yy	Target Date mm.dd.yy	Status
<b>ITEMS OPENED as a result of this meeting</b>					
A11	Send link for student University Choices and S. Carleton Newsletter	Nadine	11.13.08	ASAP	Sent 11.14.08
A12	Send link to Board website for FSL and Gifted Review	Nadine	11.13.08	ASAP	Sent 11.14.08
<b>CARRY-FORWARD actions</b>					
A1	Record locations and numbers of students enrolled in focus programs for secondary school (T&T completed)	Anne	09.11.08	11.13.08	Anne reported on the Trades and Technology. Will update after the SS Steering Team meeting
A3	What are schools doing to help students transition to post-secondary education. Consider school councils hosting sessions in which guidance counsellors present options. Check and ask Board to consider preparing a booklet or web based outline for transitioning help	Nadine and Anne	09.11.08	11.13.08	Anne updated that the staff is interested but overloaded now. Follow up with timing later
A4	What is the Board position on students taking a 5 <sup>th</sup> year. What are the schools authority to allow or limit	Nadine and Anne	09.11.08	11.13.08	Answered than additional questions asked for clarification
A11 of 2007-2008	Check at the end of the SSC term to see if any change to Action # 6 on consultation	All SSC Reps	2007.10.11	2008.06.12	OUTSTANDING
A24 of 2007-2008	Action items 12 and 13: update SSC on gifted centres and mandate at SSPR. Define issues and decisions	Juliet	2008.03.06		uncertain
A06 of 2007-2008	Check whether consultation on program changes occur with their school council	SSC reps	2007.09.13	2007.10.11	Responses that the consultation varies across the board. Some councils are asked for input, some consultation and some no request.
A12 of 2007-2008	Form discussion group to focus on Secondary Gifted Centres issue.	Chairs	2007.12.13	asap	Revised

<b>ID</b>	<b>Actions</b>	<b>Assigned to</b>	<b>Date Raised mm.dd.yy</b>	<b>Target Date mm.dd.yy</b>	<b>Status</b>
A13 of 2007- 2008	Write, get email okays and send feedback on Secondary Gifted under SSPR mandate to Education Committee	Juliet?	2007.10.11	2008.01.22	Revised
A31 pf 2007- 2008	Invite principal(?) from Gloucester HS to speak about LINK pilot project	Chair	2008.05.08	2008-2009	
<b>CLOSED ITEMS as a result of this meeting</b>					
A2	Record those exams which are board wide exams	Nadine and Anne	09.11.08	11.13.08	Sent 10.16.08 and again 11.13.08
A5	What options are there for students and parents to follow up the evaluation and final report for students (after the school year ends and summer starts)? What options to close the feedback loop for students at the end of the school year? Is there a Board process, policy or protocol?	Nadine and Anne	09.11.08	10.09.08	No policy or protocol
A6	What is the credit recovery option?	Nadine and Anne	09.11.08	10.09.08	Credit recovery, credit rescue and upgrading explained
A7	Send link to the elementary phase of the FSL Review	Nadine	10.09.08	11.13.08	Sent 10.16.08
A8 from A4	Can you be on school teams if you are in the 5 <sup>th</sup> year of secondary school? If you graduate after 4 years, how does your average calculated with the additional courses?	Nadine	10.09.08	11.13.08	Reported 11.13.08
A9	What new curriculum is expected next year which will require new textbooks? Who's going to pay; province or board?	Nadine	10.09.08	11.13.08	Reported 11.13.08
A10	What is the Sir Robert Borden presentation date?	Nadine	10.09.08	11.13.08	Sent 10.16.08
A11	What is the school policy on parents' choice of class timetable for siblings of the same age?	Nadine	10.09.08	11.13.08	Reported 11.13.08