

**Minutes of the OCASC Secondary School Committee
Thursday, May 12, 2011
Fisher Park PS**

The objectives of the Secondary School Committee are to:

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

Participants:

Bessie Giovanopoulos (Sir Robert Borden), Rong Sun (Lisgar), Erma Cassie-Richard (Earl of March), Jean MacIsaac (Glebe), Dan Burke (Colonel By), Nadine Clarke (Canterbury) (Chair), Guest Speaker: Jennifer Adams, Executive Superintendent, OCDSB

Agenda covered at meeting:

Introductions

Agenda and Minutes

Presentation and Discussion: Secondary School Review

Chalk It Up

Reports

Other Business

Secondary School Review

PDF copies of the Education Committee Reports No. 11-009 (February 15, 2011) and 11-074 (April 19, 2011) were sent electronically and available at the meeting.

The genesis for a big picture review came from the recommendations of Beacon Hill-Ottawa East Accommodations Review Committee in 2009. Last spring the secondary school review was part of the annual cyclical review of programs. With the new board in place, the February report to the education committee outlines the preliminary thoughts on a secondary school review.

Referencing Item 6 of the February Report, it was noted that the review is not the result of something that needs to be fixed. Our secondary school system is strong; the performance is good in Grade 10 OSSLT (Ontario Secondary School Literacy Test) and Grade 9 Academic Math (EQAO). Our district conducts testing in Grades 10 and 12 for Math and English which is not common in other districts. We do well by international standards and delegations from around the world ask us how we do it. In response to a question about performance metrics, Jennifer Adams referred to the annual student achievement report which has been attached to the Board Improvement Plan every October for the last 4 years. In addition EQAO provincial assessments in Grades 3, 6, 9, and 10 and the District-wide compulsory testing in Grades 10 and

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12 were highlighted. In the OCDSB, 70% in report cards is equivalent to a level 3. This information is available to each school to be used in the school's improvement planning. The Board is moving to add qualitative measures as indicators for student satisfaction, safety and comfort which will come from the student survey.

Item 21 in the February Report lists those processes that are outside the Secondary School review:

- Enhancing instructional and assessment practices
- School Improvement Planning
- Accommodations review
- Ministry initiatives
- Day-to-day operations

An Action Item to update the status of the comprehensive plan to address long-term enrolment issues noted in Item 3 of the Report.

The April Report to the Education Committee sets out a summary of the discussions to date which included Senior Staff and Principals.

Item 2 of the April report identified three reports to be made to the Education Committee: the February report with preliminary information, the April report with staff's proposed decision-making framework and a final report in June with recommendations for a secondary review including timelines, decision-making framework and consultation plan. In March the secondary school principals participated in an input-gathering session on the work that needed to be done in secondary school over the course of the next four years. We have 26 secondary schools in the system and a few alternate sites.

The objectives of the review are similar to those of previous program reviews, namely; a) explore the nature of program delivery and instruction b) ensure equitable access to programs and services; c) ensure programs are viable and sustainable; d) ensure delivery is cost effective.

Senior staff developed guiding principles for the review that include:

- Programs and instructions that reflect and respect desires of student and parents in the 21st Century
- Exploring the innovative use of technology
- Ensuring that changes to programs and services benefit all students
- Ensuring that the voices of students, parents and staff are heard

Two framing questions guide the work: How will the Board ensure equity of access and How will the Board offer a breadth of programs to all secondary students? For each framing question, focus areas were identified to be studied. Working Groups will be established for each area of focus.

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1. Access to Core Programs and Services

- a) Community Schools/ Family of Schools and
- b) School Configurations Grades 7-12 / 9-12

2. Access to Full Breadth of Programs

- a) Programs with additional Certification include;
 - i) Specialist High Skills Major,
 - ii) International Baccalaureate Program (number and location)
 - iii) French Immersion and Extended French Programs (number and location)
- b) E-Learning

Staff is reworking the topics and rethinking the composition of the Ad Hoc Committee (a number of requests to be added). The size of the Ad Hoc Committee becomes an issue as it will have an impact on the mandate of the group. Recommendations will be made about a) what the mandate and composition should be and b) how work will be organized with each working group over the four years. The four year timeline matches the Strategic Plan. Literature reviews, research and comparisons to other districts will be done.

Co-Chairs of the 6 working groups (Community Schools/Families of Schools, School Configurations, Specialist High Skills Major, IB, French Immersion and E-Learning) will report to the Ad Hoc Committee which in turn will report to the Task Force. The Task Force will report either to Senior Staff or to the Board depending on the nature of the recommendations; operations or policy. Different working groups will be developing recommendations at different times and with time limited mandates. Working groups will consult with students, parents, staff and administration. It is important to hear the student voice on the Ad Hoc Committee and in the working groups. The recommendations on the mandate and composition will be made by DEC (Director's Executive Committee) and decided by the Board.

Jennifer Adams asked us to think about the communication and community piece. As this review proceeds, "How do we want to be involved and kept on top of the review?" We might want to consider this to be an item on our monthly agenda.

During the discussion about French programming, Jennifer Adams provided an update on the progress of the French Language Review for Secondary Schools. The accredited (Common European Framework or CEFR) examination for French proficiency which is the DELF (Diplôme d'études en langue française) has been administered on a voluntary basis to identified students to ensure a broad range of French proficiency is tested. All have done well. The first round had core French students testing at level A2, Extended French students testing at level B1 and Immersions students testing at level B2. The latest round of assessment had the students deciding themselves the level of proficiency to be tested. The

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opportunity to improve, across the system, is in oral production. In the class students need interactive versus presentation style oral evaluation. The Board has invested in instructional practices and purchased language labs (computer cards, laptop software for interactive instruction, cameras, radio) for all schools to increase interactive language opportunities. The Ministry of Education is conducting a provincial review into what immersion, extended and core French programs will look like. It will develop both a policy document and curriculum. It is unusual for the province to create policy documents.

Two levels of teachers are certified under CEFR; correcteur and formateur. The correcteurs evaluate the tests and the formateurs create testing. This year twenty-three teachers from across the province were provided formateur training through the French Embassy thus eliminating the need to travel to France. Two teachers, trained as correcteurs, are in every secondary school in the district. This builds understanding of proficiency levels in the schools. Through a network of teachers, K-8 teachers are being trained as well.

Other Business

A school council representative asked the question about the cost of the student survey, and expressed concern for the instructional time used for the survey.

Another council representative asked about police checks for volunteers. OCRI is the Board's partner for volunteers. A parent who wishes to volunteer must register on-line to get the official letter needed by police services to obtain the police check. In addition 2 personal references are required. In this case, the parent was volunteering as a cook at the school's leadership camp. Action Item followed to find out if the Board has any criteria and definition of need for police checks.

The chair updated the committee on the recent budget committee meeting and staff recommendations. The OCASC budget sub group is preparing a communication for council and parents in anticipation of the provincial election in the fall. Topics included in the communication package were reviewed.

Next meeting is Thursday June 9, 2011

Action Item Summary

ID	Actions	Assigned to	Date Raised mm.dd.yy	Target Date mm.dd.yy	Status
ITEMS OPENED					
A1	Status of the comprehensive for long term enrolment (Item 3 of the Report No. 11-009	Nadine to Jennifer Adams	05.12.11	06.09.11	
A2	How do we want to keep informed and involved with the SS Review	All	05.12.11		
A3	Check the Board's criteria for police check for parent volunteers	Nadine	05.12.11		
A4	Send Link to the OSSN	Nadine	05.12.11		http://www.oneschoolsystem.org/home.html
ITEMS CLOSED					
A9	Send out minutes of the Trades and Technology meeting	Nadine	01.13.11	02.10.11	Attached to minutes
A8	Can students in credit recovery achieve greater than 50%	Nadine	10.14.10	11.11.10	Done
A7	Check previous Secondary School Minutes for information about the math curriculum changes for grade 12	Nadine	03.11.10		Done
A6	Send link to the updated Secondary School Gifted Program report (includes SEAC input)	Nadine	03.11.10		Done
A5	Send Link to the School Councils Handbook	Nadine	03.11.10		Done
A4	Send Link to the School Improvement Planning Handbook	Nadine	03.11.10		Done
A2	Is there a policy, procedure, recommendation or decision on "Turn-Around Day" evaluation process for end of the semester exams	Nadine	02.11.10	Next meeting	Done
A3	Presentation on the new testing format for standardized math test, Grade 10 and Assessment of the test	Nadine	02.11.10	April or May meeting	Done

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ID	Actions	Assigned to	Date Raised mm.dd.yy	Target Date mm.dd.yy	Status
A1	Request/Ask for information or for volunteers from OCRI for one on one tutoring. Contact Lee-Ann Scott at lscott@ocri.ca or 613-828-6274 X247	All	09.10.09	Ongoing	Reminder
CARRY-FORWARD actions					
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 th 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 007-008	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 007-008	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 007-008	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 007-008	Form discussion group to focus on Secondary Gifted Centres issue.	Chairs	2007.12.13	asap	Revised
A13 of 007-008	Write, get email okays and send feedback on Secondary Gifted under SSPR mandate to Education Committee	Juliet?	2007.10.11	2008.01.22	Revised
CLOSED ITEMS					
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

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ID	Actions	Assigned to	Date Raised mm.dd.yy	Target Date mm.dd.yy	Status
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
A8 from A4	Can you be on school teams if you are in the 5 th 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
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