

**Minutes of the OCASC Secondary School Committee
Thursday, June 9, 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), Chris Ellis (Rideau), Nadine Clarke (Canterbury) (Chair),

Guest Speakers: Barry Bickerton and Susan MacDonald, OCDSB System Principals, Curriculum Services

Agenda covered at meeting:

Introductions

Agenda and Minutes

Presentation and Discussion: Secondary School Effectiveness Framework and District Review Process

Chalk It Up

Reports

Other Business

School Effectiveness Framework

Student success and school effectiveness are parallel objectives. The program is ministry mandated and funded.

History

Four years ago in the elementary schools, there were different ways to approach improvement. The turn around project showed that all the learning was happening at the Ministry level. The Ministry asked boards to take over the project although the boards had not previously been involved.

Turn around schools were identified as those in which less than 15% of the students achieved level 3 in the EQAO testing.

OFIP categorized K-6 schools as 1 and 2 schools based on 15-35% and 35-50% achieving level 3. The focus was on students needing help. Five years ago, 42-46 out of 125 schools met that

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criteria. This year 6 schools met the criteria. Four years ago, the K-6 schools were focussing on school effectiveness and the 7- 12 schools were focussing on student success so both groups did not talk to each other.

School Improvement is in each school; self-assessment using indicators plus the district review using indicators of effectiveness. The Superintendent of Instruction leads the district review. School teams attended a 1/2 day of learning about the district review and left with questions to guide their school discussions. The voices of students and principals are included.

District Review Team

A one half day session with school staff, school principal, District Review Teams and Superintendent of Instruction. It is a strength based approach using appreciative inquiry. Each school provides a narrative on its indicators then a week later the district review team goes around with the staff to observe what is going on in the classrooms.

Observe what is on the walls and talk to the students asking question such as “what do you do when the work is hard?”, “what resources do you have to help?” and “how do you used the anchor charts?” Teachers get to see everything that is written down about the observations and discussions.

This year the pilot reviews were done at Brookfield, Nepean and West Carleton. The School Operations Committee (SOC) gave consideration to urban, rural, Tier 1 and 2 schools, readiness and schools with instructional coaching. The SOC is on a multi-year cycle with every superintendent involved in 3 school reviews. There are 18 schools in total in the first year cycle – 3 secondary and 15 elementary schools. The overview is on family of schools so the next step was to look at those elementary schools as feeder school to secondary schools and review the transition process. For example, Broadview is a feeder school to Nepean. Communication about what happens in the transition between the elementary and secondary schools demystifies the process. The team gives feedback on strengths and questions for areas requiring increasing capacity and funds to help. There is descriptive feedback to students as part of the assessment and evaluation for student success. For example, asking questions about using the rubric anchor charts to help in providing descriptive feedback as part of the student assessment process.

Indicators used in the review will be sent separately in a .pdf format.

Next meeting is Thursday, October 13 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	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
	Assessment of the test				
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 SSPPR. 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 SSPPR mandate to Education Committee	Juliet?	2007.10.11	2008.01.22	Revised
CLOSED ITEMS					

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ID	Actions	Assigned to	Date Raised mm.dd.yy	Target Date mm.dd.yy	Status
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
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