

**Minutes of the OCASC Secondary School Committee
Thursday, October 13, 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:

Shirley Netten (Nepean) Bessie Giovanopoulos (Sir Robert Borden), Maria Di Rosa (J.H. Putman and Woodroffe High School), Nadine Clarke (Canterbury) (Chair), Wayne Garnons-Williams (Earl of March), Ellen Dickson (Cedarview) , Joanna Rzewuski (Colonel By), Anne Teutsch (Merivale)

Agenda covered at meeting:

Introductions

Agenda and Minutes

Presentation and Discussion: Parent Involvement Committee

Chalk It Up

Reports

Other Business

Action Item Review

Chair is to resend the descriptors and indicators used in the classroom observation during the school effectiveness process.

The chair updated the group on the board's police check process. Maria volunteered to look into the status of OCRI in that process.

The chair reported on the calendar committee recommendations for the start and end dates for the 2012-2013 school year and the Christmas breaks.

An update on the Diversity and Inclusive Committee activities resulted in a question on when the results of the student survey would be available and how many schools are in the district.

Chalk It Up

The group discussed issues about hazing in the first year class and what some schools are doing to help grade 9 students feel welcome in their schools. At Sir Robert Borden, there is an orientation assembly at which time the resources available to students are introduced such as the police resource officer and pastoral care contact. At Merivale there is an off site orientation for grade 9 students. It was suggested that a culture change is needed so that new students are mentored during their school experience. At Nepean their LINK-type crew is called FUSE. Shirley shared the incident that was reported in the news about a grade 9 student who was

involved in a hazing incident. She will check into how FUSE is set up. She will also send out information on the Town Hall session on Youth Mental Health.

Merivale shared the challenges it faces as it's student population, once at a high of 1400 students, falls to about 700-800 students, resulting in fewer teachers, opportunities for courses, clubs and teams. At Woodroffe, the band is going to Walt Disney in Florida having applied and been accepted to perform. Their T Crew contacted grade 9 students before school started and had a morning assembly just for the grade 9 and 12 students. Information about clubs and activities was presented.

Parent Involvement Committee

Anne Teutsch, chair of the Parent Involvement Committee (PIC) provided some background on the creation of PICs in Ontario. The Ministry circulated guidelines for PIC several years ago. The board approached OCASC and asked if it wanted to be the PIC for our district. OCASC wanted to retain its arms length relationship with the board which it could not continue according to the provincial guidelines because the Director is included in the composition of the PIC. So the board formed a PIC about 4 years ago comprising several community based groups, the Director of Education, principals, trustees and representatives from OCASC. The committee met about 4 times a year. OCASC plays several roles that might otherwise be performed by the PIC. The PIC committee received a \$30,000 a year grant for the last 2 years and used those funds to sponsor the Speakers Series. It is a connected conversation with the speakers presenting to parents in an evening and then to staff the same day or the next day. Staff and parents get the same message.

Last spring the Ministry issued regulations that changed the language from boards should establish PICs to boards must establish PICs. As we already had a PIC we did not need the board of trustees to create a new one but we could reinvent the committee we already had. The deadline was the 1st of October this year. The PIC does overlap with OCASC and we want to work together. There is staff support for the PIC so the proposal for reinventing the PIC was drafted by staff. The majority of PIC members must be parents. Its composition is defined by regulation. Anne explained the reason behind the ministry mandate for PICs as the link between parent involvement and student achievement. The level of parent involvement is along a spectrum from home to school to district and to the province. The purpose of the ministry regulation was to reach out to parents who aren't involved with their children and school due to culture, language or financial constraints. We need to reach out to them. The composition for the PIC is 10 parents, 2-3 community representatives, trustee, staff and principal. There is staff support for the meetings, organizing and minutes. The discussion has been concerned with how to decide who will be on the committee. Parents apply to show their interest and a PIC nominating committee, using criteria, selects the members. The appointment would be a 1 year or 2 year term. The question is should the parent representatives be organizations or individual parents. The PIC wants to ensure there are knowledge and skills criteria, geographical coverage, and experience in special education, arts and French immersion. OCASC's relationship with PIC continues to be the subject of dialogue with the board. The PIC meets about 6 times a year and OCASC meets 10 times a year. OCASC is larger organization with a PIC report at each meeting. The bylaws need to be drafted to allow for a relationship with OCASC. How the funds the PIC receives affect the fees that OCASC has for membership is still being discussed. Action to send Earl of March the regulations.

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Other Business

The group considered the number of SSC meetings each year and whether there should be fewer, thus reducing the volunteer commitment. The logistics of reserving space at Fisher Park requires an early application. If there is no need for a meeting we can cancel. We also need to reach out to other secondary schools to encourage attendance.

Next meeting is Thursday, November 10, 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	Report at Oct. 2011 meeting
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		Report at October meeting
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

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

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

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