

**Minutes of the OCASC Secondary School Committee  
Thursday, February 11, 2010  
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:**

(Nadine Clarke (Canterbury, Chair), Jean MacIsaac (Glebe), Robert Weist, (Canterbury), Lorna Rankin Worley (Sir Wilfrid Laurier), Erma Caissie-Richard (Earl of March), Janet Patch (Cairine Wilson), Elizabeth Melanson (Lisgar), Anne Teutsch (Merivale), Marilyn Reed (Rideau), Maria DiRosa (Woodroffe, Putnam)  
Guests: Jennifer Adams and Barry Bickerton.

**Agenda covered at meeting:**

Introductions

Agenda and Minutes/Action items

Presentation OCDSB Board Improvement Plan

French Second Language Secondary Schools Update

Chalk It Up – “What works well at your school?”

Education Committee

Trades and Technology

Other Business

**Presentation: OCDSB Board Improvement Plan  
Jennifer Adams, Superintendent of Curriculum  
Barry Bickerton, SS Curriculum Principal**

A copy of the **Board Improvement Plan K-12 for 2009-2010** was handed out.

Jennifer presented the data from the Annual Achievement Report which is the aggregate of all data from the provincial, district and school testing. The district’s improvement plan is linked to the Board’s Strategic Plan and developed in discussion with principals, through an analysis of this data and focussed on closing the gap in student learning. It takes into account a different population of learners and raising the bar. The focus is on ELL and learners with special needs.

Student Achievement was presented as a visual of overlapping circles representing Equity and Diversity, Safe and Caring (Student wellness) and Instruction.

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### Equity and Diversity

The board conducted an employee census and are embarking on a student survey. Those surveys will be taken home by K-6 students and will be given in class, or may be on-line, for grades 7 – 12 students.

### Results

Grades 3 Reading, Writing and Mathematics and Grade 6 Reading, Writing and Mathematics results were reviewed. The district is ahead of the provincial average in 5 of the 6 categories. Our rate of progress is faster than the provincial. Instructional coaches helping elementary school teachers drove the improvement.

IN 2008-2009, grade 9 Academic Mathematics is ahead of the provincial average but below in applied course. The results of the Ontario Secondary School Literacy Test are 89% and 88% versus the province's 84% and 85%. The grade 10 exams were restructured to be more like EQAO and the curriculum. In the gender breakdown, boys outperform girls in math at the secondary school but not in the elementary level.

This is the first full year using instructional coaches at eh secondary schools. They spend 3 days a week in schools and classrooms and 2 days a week with central responsibilities or community partners such as World at Work.

There is a shift from the consultant role to the instructional coach. Research supports this model of instructional coaching as increasing student achievement. In the class they work with teachers co-planning, co-teaching and debriefing. The results of EQAO, credit accumulation, OSSLT, student retention rates and graduation rates over 3 year will be measures of success and identification of schools that will benefit from instructional coaches. 8 of the 30 Secondary schools have received in school instructional coaching. There are an additional 13 coaches who lead in a specific subject and they work with the schools' department heads in those specific subjects

In the elementary school, there are 27 instructional coaches for 120 schools. 90 of the schools receive some level of service.

The instructional coaches are based at central admin for 3 years and then go back out to the schools.

### **Elementary and Secondary Schools SMART Goals**

The categories are based on the 4 pillars:

Literacy

Numeracy

Pathways

Community, Culture and Caring

### Secondary School Literacy

Grades 9 & 10 – Target focus on compulsory subjects – English, French, Science, Geography and History.

Meeting and Making Connections – connecting what the student is learning with what he/she knows and with the world around them. Susan MacDonald and Barry Bickerton, system principals in elementary and secondary school are the champions on this.

Our Board Improvement Plan was presented in Toronto and is now used as a template for the province.

Research shows that Critical Thinking increases student engagement.

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### SMART Goal Indicators of Success

There are 35 Vice-Principal Interns,

The shift to instructional practices and assessment practices will be observed during walk throughs, instructional coaches will provide evidence of differentiated support, Principal, Vice-Principals and department heads will observe, log and review.

### **French Second Language Review Update**

There is a considerable loss of students in French language instruction after grade 9 core French. In the academic level, there is a 10% retention after 4 years and in applied there is 5%. Why are kids not continuing in the program? In Immersion French there is 50 – 55% retention and in extended there is a 25-30% retention rate. An Instructional Coach, Denis Cousineau is looking into the answer to that question. The focus is on grade 9 programs and we will use communication and resources to support that focus.

To graduate with an Immersion French Certificate, the student needs 10 credits and for an Extended French Certificate they need 7 credits. There is no sense of proficiency. The University of Western Ontario, Ottawa University and 8 school districts use the Common European Framework (CEFR) which has a formative assessment tool for grades 1, 4, 7, 9, 12. A pilot project for April 2102 is a voluntary proficiency assessment for students at the end of grade 12. There will be a formal certification of teachers as assessors and a random sample of students to participate in the dry run. Students decide which level based on the federal government categories of A1&2, B1&2 and C1&2, oral, reading and writing proficiencies.

It is motivating to students to have a certificate showing proficiency. The OCDSB is the lead in the province on this initiative.

### **Chalk it Up**

Invitation sent to all for the SS Music Teachers Professional Development day at Canterbury featuring guest speaker Dr. Paulnack from the Boston Conservatory.

There were questions and discussion about the turn-around days that many schools used to have to review the evaluations of the previous semester's final exams.

Discussion of the grade 10 district-wide mathematics test and whether there was consistency in the process.

### **Education Committee**

No update as the discussion about Secondary Gifted locations review was deferred to January and than again due to the alternative school discussion.

### **Trades and Technology**

Report sent separately.

### **Next Meeting**

**Thursday, April 8, 2010**

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**Action Item Summary**

ID	Actions	Assigned to	Date Raised mm.dd.yy	Target Date mm.dd.yy	Status
<b>ITEMS OPENED</b>					
A2	Is there a policy, procedure, recommendation or decision on "Turn-Around Day" evaluation process for end of the semester exams	Nadine	02.11.01	Next meeting	
A3	Presentation on the new testing format for standardized math test, Grade 10 And Assessment of the test	Nadine	02.11.01	April of May meeting	
A1	Request/Ask for information or for volunteers from OCRI for one on one tutoring. Contact Lee-Ann Scott at <a href="mailto:lscott@ocri.ca">lscott@ocri.ca</a> or 613-828-6274 X247	All	09.10.09	Ongoing	Reminder
<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.

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ID	Actions	Assigned to	Date Raised mm.dd.yy	Target Date mm.dd.yy	Status
A12 of 2007-2008	Form discussion group to focus on Secondary Gifted Centres issue.	Chairs	2007.12.13	asap	Revised
A13 of 2007-2008	Write, get email okays and send feedback on Secondary Gifted under SSPP mandate to Education Committee	Juliet?	2007.10.11	2008.01.22	Revised
<b>CLOSED ITEMS</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
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
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