



Executive Meeting Agenda February 21 - 22, 2020

Note: Parking Instructions - Parking at the Hilton is not covered by OCTE. There is parking across the street at the Fallsview Casino that is free with a Player's Advantage Card or at least more reasonably priced without. There is a walkway on Floor 5 that goes directly into the Hilton. Unfortunately we cannot reimburse any expense for parking.

Friday February 21, 2020 Dinner Meeting

6:30pm at Corso Italian Restaurant - Located in the Hilton Fallsview

Agenda Item	Notes & Action Items
Welcome & Introductions	
OCTE Strategic Plan 2020 Update and Discussion	
Setting the Plan for Saturday's Meeting	

Saturday February 22, 2020: 9:00am to 3:00pm

- Breakfast at Corso Italian Restaurant (Breakfast Buffet) - Meeting in Lake Huron Room on the Mezzanine Level

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Agenda Item	Notes & Action Items
IN CAMERA SESSION	May Conference is deferred to the Fall (November). Mario made the motion to pay for ½ the Conference Chair fee for the work completed in planning and preparing for this year's Conference. Roy seconded the motion - AIF

	Dave is stepping down as OCTE Chair in May so that he may mentor Chris T. and has nominated Joe V. to take over as Stakeholder Chair. Paul will remain as Past Chair and Dave will act as Advisor to OCTE Executive
Welcome, introductions and celebrations - Dave	
Review minutes from the December meeting - Bill December Meeting Action items - Bill	<p>Ingrid motioned to accept the December minutes, seconded by Chris - AIF</p> <p>ACTION ITEM (7) - Update with Josie RE: CHSAT 2.0 - Proposal created under Skills Catalyst Grant - DONE</p> <p>ACTION ITEM (2) - Class Size - Discussions around class sizes - only 3 boards in the province had TPR of 22:1 Staffing Allocation and stated class size caps written in their collective agreements. No one taking into account the maximum occupancy in a classroom and fire code. OCTE to accumulate data to support a position on class sizes in technological education. OSSTF mentioned concerns specifically in tech due to safety concerns. Secondary Education (Roy) to accumulate the data through TEBL Symposium</p> <p>ACTION ITEM (3) - Shirts / Shirt orders (outstanding) for OCTE Executive with new OCTE Logo - Contact Dave as you need - NEW - Christine to investigate options - for coats, t-shirts, "swag", etc. - Clarke to take that on</p> <p>ACTION ITEM (2) - OCTE needs to articulate to MTCU and OYAP what needs to be cleared up and clarified for all participants and people at school boards who are caring for those apprenticeships and how they differ from a Co-Op placement. - MTCU and OYAP formulation in folding OCOT - to be updated by Wade at next Executive meeting - MTCU folded into Ministry of Labour → now Ministry of Labour, Training and Skills Development (MoLTSD) Status quo with OCOT - Was on the TEBL Agenda - deferred to TEBL members</p> <p>Invite Federations/Association to make them aware of the problems surrounding OYAP and apprentice signing, Dual credit, Accelerated OYAP, etc.</p>
OCTE Board of Directors Meeting - Update	

<p>Manager of Growth & Innovation Report</p> <ul style="list-style-type: none"> ○ GSuite ○ Strategic Plan & Multi-Year Plan ○ Brock U Presentations ○ Invoicing Follow-Up and Online Payments ○ Meeting & Conference Planning ○ SHSM Board Leads ○ Website Updates ○ Fern Planning Weekends - Proposed Dates <ul style="list-style-type: none"> ▪ May 29th - 31st, 2020 ▪ September 25th - 27th, 2020 <p>OCTE Proposals for Project Funding</p> <ul style="list-style-type: none"> ○ CTMA Catalyst funding ○ CTMA Career Ready ○ Safety Documents and Training Catalyst Funding ○ ArcelorMittal Dofasco ○ CWB Welding Foundation 	<p>Emails for OCTE will have @octe.ca address 30Gb on a drive - OCTE and Office Admin may need larger drive capacities There are two models - Business model and non-profit</p> <p>A. Visit Mission Statement B. Look at Table created at Strategic Planning Event</p> <p>Christine presented to Brock U Candidates - invited back to Brock in March Christine to share presentation with executive members Conversation over should OCTE have a credit card to keep track of receipts/invoicing and direct payments through - monthly expenses are currently being charged to individual's credit cards and expenses submitted to</p> <p>Proposed Dates for Fern Planning Sessions May 29-31 (possibly in June 12-14) and Sept 25-27</p> <p>SHSM Board Leads meeting / Teleconference planned for Tuesday</p> <p>Transitioning to take over/assist on a number of items from Paul</p> <p>If school boards put some monies together to create resources that would go a far way - SAFEDocs, videos, experiential learning, indigenous,</p> <p>If you support the consortium, we can offer X number of registrations at the OCTE Conference.</p> <p>Is there extra funding through OAYP streams? - board placements and employer agreements that OCTE can help facilitate or secure placements with industry</p> <p>French Language proposal due next week as well.</p>
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<p>Budget update</p> <ul style="list-style-type: none"> ○ WSIB and wages for Christine 	<p>All things set up for Christine and Bob will report further when he returns</p>
<p>Conference</p> <ul style="list-style-type: none"> ○ Agenda revision for Fall ○ New Date ○ Revised contract 2019/2020 ○ conference chair - payment ○ 2020/2021 conference chair ○ Vendors 	<p>May Conference - Deferred to the Fall Nov 22 -24, 2020</p> <p>Lower guarantee amount will have to be worked out</p>
<p>May 2020 OCTE AGM</p> <ul style="list-style-type: none"> ○ OCTE Executive/Elections 2020/2021 ○ OCTE Chair position 	<p>Must run AGM in May - work with Bill and Mario (TEBL's) Try to have TEBL in May to have the AGM voting at the same time or - Possible CALL IN and see if anyone is running for positions.... ie: second elementary vice-chair</p> <p>Postings must go out 1 month before...</p> <p>OCTE Executive positions up for election -</p> <ul style="list-style-type: none"> • Vice-Chair Elementary • Vice-Chair Communications • OCTE Chair • Treasurer <p>BOD - possibly going to 9 - many are doing great work for technological education in the province FYI - Audrey Cartile, Kevin Shea and Dave Graves up for election this year...</p>
<p>2020 Awards</p>	<p>Motion made by Mario to move awards ceremony to November to coincide with OCTE Conference, seconded by Ingrid - AIF</p>
<p>Skills Ontario and OSSTF updates - Bob</p>	<p>Bob made the motion to continue to work with Skills Ontario (and Paul Clipsham) and the funding , seconded by Paul - OCTE Award for the highest secondary student mark/score. - AIF</p>

<p>OCTE Executive Positions</p>	<p>Elected Positions</p> <ul style="list-style-type: none"> • OCTE Chair • OCTE Past Chair • Treasurer • Secretary • Chair Elementary • Vice-Chair Elementary • Chair Communications • Vice-Chair Communications • TEBL <p>Appointed Positions</p> <ul style="list-style-type: none"> • Administrative Assistant • Industry Reps (2) • Manager of Growth and Innovation • Stakeholder and Community Outreach • OYAP Lead • Experiential Learning Lead • SHSM Lead
<p>OYAP and Apprenticeship updates - Wade and Chris</p> <p>OYAP and Apprenticeship updates - Wade and Chris</p>	<p>Wade met with Minister (MoLTSD) on Wednesday - what is under the MLTSD - what needs to be addressed/discussed - the meeting was 1 hour in length</p> <ol style="list-style-type: none"> 1. Registration System - can it be done electronically and digital signatures 2. Separate the 2 forms - Participant/Employer - Employer paperwork can take up to 3 months - by that time the student is near done the semester placement 3. Changing the way funding happens - increase funding for people in smaller boards (larger geographical areas) - and do bigger boards by student participation/numbers 4. Data is not correct 5. Attrition is low - needs to be overhauled 6. Class size varies across province/school boards 7. Common core - allowing schools boards to be certified to deliver level 1 8. Who runs SCWI? (Colleges not high schools) 9. How is 42 hours of College class equivalent to 110 hours of high school class instruction AND have non-qualified (no CofQ, no OCT) teachers/people teach our students and be accepted as a credit when we have qualified tradespersons who are Ontario Certified Teachers teach students the curriculum and level 1 industry 10. A Letter needs to be written of what is working and not working

	\$36 Million dollars fund DUAL CREDITS - originally set for at-risk students and opened it up to Level 1 in attempt to attract more students (from the successful OYAP programs) and validate the program because it was not working...
OCTE Strategic Plan 2020	
OCTE GRAPHICS	LINKED HERE french

[NIAGARA RALLY IMAGES LINKED HERE](#)

Committee Updates & Action Plan Development

Conferences & Professional Development				
Activity	Present State	New Initiatives	Timeline	Responsibility

Communications				
Activity	Present State	New Initiatives	Timeline	Responsibility
GSuite	Introducing it next week	Investigate if we can host our website through google with Gsuite Folder with electronic press kit Resource posting - Confirm Website hosting option	Early next week and ongoing	Christine

Social Media	Twitter and Facebook	Social Media Campaign part 2, instagram and facebook, pre-planning a chart of postings Business account through facebook PayPal or consider OCTE credit card	Was hoping for course selection time - Now looking at the fall potentially - September 2020	Jen - Creative Design Support - Christine to help develop the posting calendar
Digital Brochure for Guidance Counsellors	Info about the BBTs		September 2020	Students? Christine work with the content
Take Tech Videos	Draft Video	Footage to be replaced - some footage good for HDSB but not others and some footage good for the province but not others Pre-roll purchase Create a bank of videos to use	November 2020	Christine - Get the release form from Mario Veronica to link in the HDSB video TakeTECH Videos require a few revisions still in progress: Tiffany can help as well to get footage
Conference Materials	Buttons etc. Clarke has bags already		October and November Conferences	Christine and Team
Website	Toronto (GTA), Ottawa, Hamilton and London 2 minutes traction 2 main areas - Conference links and Safedocs	Create a gallery of photos on the website Replace ToolSafe videos that are missing		Paul Christine
French Version of Logo and Posters	Link Here to logo	Confirm new version Update logos on the posters Correct the link to the French posters on the		Jennifer Mario

		French side of website		
Strategic Plan Placemat		Mission statement		Jennifer Tiffany Christine

Education				
Activity	Present State	New Initiatives	Timeline	Responsibility
OCTE 101 presentations to Faculties	Brock U - March 03, 10am Queens - April 15, 12:30 York - September Windsor - no response	Work with Christine, Roy and Joe to get the same message out Provide contacts to Ingrid to speak to elementary teacher candidates Share the presentation with Ingrid and Keith		Roy Christine Joe Bill (Windsor) Chris (York)
SAFEdocs update	On hold until results from Skills Catalyst application	Create a plan should we not get Skills Catalyst funding Process for hiring teachers for writing	April to have things ready based on to create 3 plans to hire Phase 1 - no SCF - Phase 2 - SCF Phase 3 - Both OCTE and SCF implementation	Roy + Education Committee
Curriculum Consortium		Create a menu and process for school boards to participate Discussion with SHSM Board leads and then TEBL and LEL groups		Roy Christine Chris
ArcelorMittal Dofasco Proposal - STEM Program Writing		Application to AMD to identify exemplary STEM programming and develop a plan to expand Christine to send draft		Ingrid Christine Roy

Elementary

Activity	Present State	New Initiatives	Timeline	Responsibility
SafeDocs	English and French are online and done			
MakerSpace/STEM → Elementary and BBT connection writing	Call for writers has not gone out; hesitant with sanctions	Create a plan that can move forward with ad and postings once sanctions are lifted		Ingrid

Technological Education Board Leads				
Activity	Present State	New Initiatives	Timeline	Responsibility
Symposium	Postponed to later date - potentially May with OCTE AGM	Agenda and ppt are ready	May 2020	Mario and Bill
NTIP and Tech Survey	https://docs.google.com/forms/d/1hyoQAQqQM4zTuz6qxi6na-NYQOj1s-fOYxilhARnviE/edit Have a look and type questions here that you would like to see asked. We will discreetly add the questions we think have value to the survey without ever offending anyone.	Teacher candidates graduating from university w/tech teacher qualifications - Identify the gaps - what do they need in the classroom that is not taught in university programs? Additional training for	March 2020	Mario and Bill

		<p>teachers - CNC, plasma, etc. included in Skills Catalyst proposal</p> <p><i>(What happened to technical proficiency exams?)</i></p> <p>What OCTE can do better to help them in their job? - - - Does OCTE become accredited ABQ Honours Tech Specialist Provider? (OSCA is offering Honours Specialist)</p>		
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fN - Jeff Piro is done his secondment in June. Concern for Tech Ed.

Specialist High Skills Major Board Leads & Leaders of Experiential Learning				
Activity	Present State	New Initiatives	Timeline	Responsibility
SHSM Board Leads Teleconference	Hosting this Tuesday morning with approx. 40 board leads signed up to participate			Chris Christine
Pathways Conference		Begin creating agenda, work with board leads team	October 2020	Conference Committee Chris

		Host SHSM Board Leads meeting there		Leeann
Webinars		Identify a number of topics for regular webinars to support SHSM leads to be posted for professional learning		Chris
LEL Resource Development		Christine and Leeann to sit together and develop a plan to support LELs who do not have a skilled trades and technology background What are the broad-based technology areas? Kits that can be used		Leeann Christine
Experiential Learning Document		Document based on old coop curriculum - OCTE website should be updated		Leeann

French Language				
Activity	Present State	New Initiatives	Timeline	Responsibility
Proposal for the Ministry	¾ done	Christine and Mario to complete and submit		Mario Christine
Meeting with new people at Ministry		Mario meeting with French Ministry this coming week	February 2020	Mario

Community & Stakeholder Partnerships				
Activity	Present State	New Initiatives	Timeline	Responsibility

Relationship Building	Targeting construction sector and transportation (Ford ACE curriculum)	Identify other trades areas - CTMA/manufacturing	Ongoing	Chris Joe Jennifer
Industry Representatives	Fanshawe, London District construction association, school boards FutureBuild - Chatham - free for students	Specific ask list - What do you want for the schools? LDCA - provided materials and training, award of tools to students Joe to submit a proposal to present at the November Conference		
CME Partnership	Awards and materials for students			
Skilled Trades Internationally		Can share information with the group		Derek
FIRST Robotics Partnership		FIRST is developing bigger focus on skilled trades and technology and curriculum writing OCTE to partner with FIRST		
Build a Dream		Received \$700,000 in a grant – should OCTE partner?		
Techploration		HWDSB partnership - organization that received funding, STEM focus		

Administrators'				
Activity	Present State	New Initiatives	Timeline	Responsibility
Produce Video for Principals	First edit finished		Completed for presentation to OCTE exec by March 31, 2020	Brent, Kevin
Production for OPC Live Webinar	In pre-production		OPC Scheduled for Sept. 26, 2020	Brent, Kevin

Liaising with Superintendents and Directors re OCTE involvement	Brent has reached out to a number of individuals who have expressed interest		ongoing	Brent
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Advocacy				
Activity	Present State	New Initiatives	Timeline	Responsibility
Chair of OCTE	Presentations where required events			Chair - Dave (and Chris) Christine
Letter Writing				

Membership				
Activity	Present State	New Initiatives	Timeline	Responsibility
Memo to membership concerning Conference		Need to create letter/memo to go out to members	This week	Dave Christine

Awards				
Activity	Present State	New Initiatives	Timeline	Responsibility

Collecting and tabulating submissions	On-going	Submit nominations	Deadline for submissions October 15, 2020	P. Fraser
Ordering awards and frames	Not to be ordered until October		October 15, 2020	P. Fraser
Creation of Awards	October 2020			P. Fraser Communication Committee
AMD Award		Dofasco "Top Teacher" Award Parameters to be set		D. Lewis, C.German

Board of Directors				
Activity	Present State	New Initiatives	Timeline	Responsibility

OYAP				
Activity	Present State	New Initiatives	Timeline	Responsibility
OYAP	Refer to earlier report and discussion 1. Registration System - can it be done electronically and digital signatures	OYAP letter to be sent to the minister MLTSD. Recommendations to improve the skilled trades in high school. OCTE input needed.	Monday Feb 24	

	<ol style="list-style-type: none"> 2. Separate the 2 forms - Participant/Employer - Employer paperwork can take up to 3 months - by that time the student is near done the semester placement 3. Changing the way funding happens - increase funding for people in smaller boards (larger geographical areas) - and do bigger boards by student participation/numbers 4. Data is not correct 5. Attrition is low - needs to be overhauled 6. Class size varies across province/school boards 7. Common core - allowing schools boards to be certified to deliver level 1 8. Who runs SCWI? (Colleges not high schools) 9. How is 42 hours of College class equivalent to 110 hours of high school class instruction AND have non-qualified (no CofQ, no OCT) teachers/people teach our students and be accepted as a credit when we have qualified tradespersons who are Ontario Certified Teachers teach students the curriculum and level 1 industry 10. A Letter needs to be written of what is working and not working <p>\$36 Million dollars fund DUAL CREDITS - originally set for at-risk students and opened it up to Level 1 in attempt to attract more students (from the successful OYAP programs) and validate the program because it was not working..</p>			
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ADDITIONS

- Brittany Cox from London Health Sciences approached Karen, Bob and Bill and expressed interest in becoming a donor again

Future Meetings and Next Steps

FUTURE DATES

April 3, 2020 - Teleconference

May 8, 2020 - Face-to-Face (TEBL Meeting w/ AGM)

June 12-14, 2020 - Fern Resort

____ Meeting Adjourned ____