



OCTE Executive Meeting Minutes

Thursday, July 16, 2020, 10:00 AM - 12:00 PM (EDT)

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Attendance

On Teleconference: Chris, Christine, Paul, Dave, Keith, Ingrid, Roy, Wade, Bill, Mario, Veronica, Leeann, Brent, Bob, Joe,

Respectfully Declined: Kevin

Item #	Agenda Item	Notes & Action Items
1	Welcome, introductions and celebrations - Chris	<ul style="list-style-type: none"> Ingrid is pregnant! Congratulations - Will stay on OCTE Executive!!!
<h2>Old Business</h2>		
2	Review minutes from the May meeting - Bill <ul style="list-style-type: none"> Sent out via email Business arising from the minutes Approval of minutes - Motion made by Paul to accept minutes, seconded by Ingrid - AIF 	May 8 OCTE Executive Meeting Minutes
3	May Meeting Action items - Bill	<p>ACTION ITEM (6) - Class Size - Recent Government tentative deals now set average TPR of 23:1 Concerns over taking into account the maximum occupancy in a classroom and fire code. OSSTF mentioned concerns specifically in tech due to safety concerns in their fight. OCTE to accumulate data to support a position on class sizes in technological education. Secondary Education (Roy) to accumulate the data through TEBL Symposium - TEBL Symposium was deferred and DEFERRED based on unions have tentative deals - to be monitored and lobby government to set Tech Ed class size caps (OCTE item)</p> <p>ACTION ITEM (7) - 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 and Christine have collaborated and are narrowing down the options</p> <p>ACTION ITEM (6) - OCTE needs to articulate to MoLTSD 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</p>

differ from a Co-Op placement. - MTCU and OYAP formulation in folding OCOT - MTCU folded into Ministry of Labour → now Ministry of Labour, Training and Skills Development (MoLTSD)

Status quo with OCOT - **WADE had a meeting with the Minister and a letter was sent, tried to get OCTE in as a resource and partner and tried to get a lot of funding for Dual Credits in the high schools. Tracking is an issue. Potential for changes - 2 tiered program ie: accelerated OYAP) ...going to cover “most programs”. The group feels that OCTE is the go to group for technological education - No communication from MoLTSD - OYAP. Funding budget plans were due May 9th. Quiet as of late. Wade reached out to Candice.**

ACTION ITEM (2) - Invite Federations/Association to make them aware of the problems surrounding OYAP and apprentice signing, Dual credit, Accelerated OYAP, etc. - Chris - SCWI have members of CODE on that group and therefore have decision makers at the table - How do we get them at our table? Invite them to a TEBL meeting or the OCTE Conference. Invite to be a part of the Executive? - Kevin to touch base with Brent and Chris and Dave - Kevin and Brent made contact with a former Director/CODE - Tony Pontes, reached out to a Peel Superintendent as well - Should be able to get representation - question around which meeting to invite them to?

ACTION ITEM (2) - Postings must go out 1 month before...AGM - work with Bill and Mario (TEBL's)

OCTE Executive positions up for election

- Vice-Chair Elementary
- Vice-Chair Communications
- OCTE Chair
- Treasurer

DEFERRED and will take place in September/October

ACTION ITEM (1) - Send a letter to Fern Resort and put them on notice for October Pathways event and Hilton Meadowvale - Fern **DONE** , **Christine to send one to Hilton - DONE**

ACTION ITEM - T2 form to be sent to the government for updating accounts via internet (Bob) - **DONE** - **Requested Year-end change to August 31. Third party company hired to change names of executive members/officers and Director (Dave Graves)**

ACTION ITEM - Talk to Aldo (and BOD) about AGM and possibility of running a virtual Conference. - Dave and Chris had conversation - BOD has not formally met but is expected to meet after this meeting.

ACTION ITEM - SCWI meeting (May 12) - Roy, Joe and Jennifer to participate and provide feedback to OCTE Executive in June. Met with Fanshawe - status quo in September - another meeting in mid August

ACTION ITEM - Dave proposed that OYAP be a sub-committee of OCTE. **Lead/Chair is Candice Carson** (Ottawa) wants to meet. Did we create a committee and did anyone contact her?

OCPA Conference set for September 27-29 (Cancelled)

May need to develop a strategic plan or structured approach to understand both organizations and how we can develop a partnership or more formal agreement. **David Armstrong is the contact through SCWI** (and OYAP).

Candice is onboard - would like to have a meeting with the provincial group and discuss

ACTION ITEM - Need to update OCTE Executive on website - Christine to send out request

ACTION ITEM - Google Sites and their affiliation to OCTE - planning meeting for OTF, is now retired, still running the groups - unsure if people

		<p>see groups as OCTE (however sites are Peter's), concerns expressed over things posted on sites - reflect OCTE or a voice of OCTE.</p> <p>ACTION ITEM - Is OCTE preparing a statement or brochure on returning to school? - Yes, a proposal is in to the Ministry more to come...</p>
<h2>New Business</h2>		
	<p>Elementary Science Curriculum Writing:</p> <p>Application Documents</p>	
	<p>Chair Updates</p> <ol style="list-style-type: none"> 1. Ministry of conversations <ol style="list-style-type: none"> a. Phase 2 b. Covid Response <ol style="list-style-type: none"> i. Soft Start pending Ministry Approvals c. French Translation d. Destreaming letter by BOD to support compulsory Tech course. 2. Skills Ontario 	<p>Request from Skills Ontario for Dave to sit on an Advisory Team for the development of a Skills Bus, Dave has included Ingrid and both will sit on the committee. Dave to tap others after the first meeting as appropriate.</p>

	<p>Budget Updates - Bob and Clark</p>	<p>Waiting on profit/loss statement from our bookkeeper. Financially things are good. Cheque writing for consortium - cheques in the mail by Monday.</p> <p>Consortium MOUs - Print name</p>
	<p>Manager of Growth and innovation Updates</p> <ul style="list-style-type: none"> ● Professionally Speaking ● Membership update ● Grant applications 	<p>Ended 2019 - 2020 with just over 3500 OCTE members and 52 affiliated school boards (highest ever). 36 school boards have affiliated for 2020 - 2021 already.</p>
	<p>Curriculum Consortium Update</p> <ul style="list-style-type: none"> ● Phase 1 Status ● Phase 2 Progress ● Phase 3 Planning 	<p>Thank you to everyone - outstanding resources created 35 documents created in Phase 1 - translation still taking place/finishing up</p> <p>Take Tech Logo This is the process to get to the final Take Tech logo and branding campaign - second last slide is the final logo (slide 39)</p> <p>SHSM - Tag presentation This is part of the process to get to a final SHSM tag - Your Skills, Your Future</p> <p>Phase 2 has started - proposal put together for French translation (including Phase 1 and Phase 2)</p> <p>Phase 3 - need to review/obtain feedback on Phase 1 & 2 to refine or direct Phase 3</p>
	<p>Conference and AGM</p> <ul style="list-style-type: none"> ● Curriculum Consortium Launch 	<p>Pathways Conference cancelled</p>

	<ul style="list-style-type: none"> ● November Conference ● AGM/Awards 	<p>Official launch for online resources/documents - September ?? Soft launch possible in August - SHSM</p> <p>Recommendation to create a short descriptor for each resource when you hover over the thumbnail or open page to resource. Paul will contact Kyle at Blueprint to follow up.</p> <p>Training for teachers discussed as a possibility</p> <p>How to host a conference --> GoTo Meeting offers a GoTo Training and Microsoft Teams environment now updating a number of features like break outs. Google Meet is not an option to facilitate the size of conference that we potentially could offer.</p> <p>Update from Hilton - sharing policies to make things safe - Phase 3 limits gatherings to 50 people - which will impact a Conference at the Hilton</p> <p>Need to develop an exit plan with the Hilton Meadowvale Christine going to reach out to Fern</p> <p>Virtual conferences can generate revenue but we need to look closely at options and have more discussions - Brent has some ideas and people /companies that he has dealt with.</p> <p>Paul's brother ran a virtual conference and will provide some input</p> <p>AGM - must take place in November and tie it to our Awards Ceremony. Send in Award nominations.</p> <p>If a government restriction is in place that might provide a way out of the contract with the Hilton - stay tuned as September approaches</p>
	<p>Vice-Chair Updates</p>	<p>Curriculum Consortium Brent and Kevin working on a presentation</p>

		<p>Veronica - Marketing - Take Tech - creating a Take Tech part of the website</p> <p>Take Tech Logo This is the process to get to the final Take Tech logo and branding campaign - second last slide is the final logo (slide 39)</p> <p>SHSM - Tag presentation This is part of the process to get to a final SHSM tag - Your Skills, Your Future</p> <p>Bill & Joe - 20 online resources were created (2 per BBT area) during Phase 1 (Gr. 9 & a senior level resource) and will continue for Phase 2 (Gr.10 & senior level resource).</p>
	<p>STEM collaboration MOU with STAO and OAME</p>	<p>Chris has suggested that the collaboration be temporarily put on hold - have not heard back from STAO at this time.</p> <p>OAME (Math people) indicated that Technology needs to be defined in STEM</p>
	<p>Other Additional Business</p>	<p>Conference Board of Canada and Future Skills https://www.conferenceboard.ca/futureskillscentre/home</p> <p>Bill to do some research and provide report back to Executive</p>
	<p>Meeting Adjourned at 11:52 AM</p>	<p>Motion made by Bob, seconded by Christine - AIF</p>

Future Dates

September Planning date at Fern
[Link to Dates and New Procedures](#)

Previously we have met in June and September at Fern face-to-face in a planning weekend

Guidelines - They(Fern) are moving to Phase 3 tomorrow
Executive - 18 members serving meals outdoors/now indoors seated with people within your "bubble/family"
Meetings - people have their own 8 foot table.
Practice social distancing, hand cleaning stations, masks worn,
Spaced out dining room seating
Rooms available based on limited number of people.

Tentative date September 25 -27
Optional September 18-20 is available

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 Done gave to Jennifer and Tiffany Veronica to link in the HDSB video Please see below the link to the video - not the final - a few revisions still in progress: https://drive.google.com/open?id=1bQNuMmHBp-XNK3AIQuVnugb1Qy_Mj-A 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 french side of website	Work is done, need to send info to Jennifer, will also have to buy domain for new French Name	Jennifer Mario
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

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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	<p>Technological Education - Teacher Certification Program Feedback Survey for Elementary and Secondary Teachers Survey</p> <p>Have a look and type questions here that you would like to see asked.</p> <p>We will discreetly add the questions we think have value to the survey without ever offending anyone.</p>	<p>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?</p> <p>Additional training for 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>	March 2020	Mario and Bill

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 Host SHSM Board Leads meeting there	October 2020	Conference Committee Chris 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

Leeann had reached out to other LEL's in the province. "Future design school" is offering a free course for Design Thinking - have to do a webinar and have sign off that you are not going to use their materials to teach others in your board. (Originally designed or teachers and redesigned for students)

Experiential Learning Leads were one of the highest to respond to our Curriculum Consortium Survey.

What is the liability if students are actively working on projects and have an accident? Are they still covered under OSBIE?

What does that mean for co-op students and employers asking students to do things?

DSBN - when activities are being given students are to perform them under the supervision of a parent or guardian.

HDSB - all activities restricted based on use of tools and equipment, PPE, eye wash, etc. Their leads are working on wording around that at this time.

Please share any resources....

French Language				
Activity	Present State	New Initiatives	Timeline	Responsibility
Proposal for the Ministry	Done	Christine and Mario to complete and submit	Sent on the 28th of February 2020	Mario Christine
Meeting with new people at Ministry		Mario meeting with French Ministry this coming week Merzak Damou will be replacing Marilyn Carmichael	February 2020	Mario

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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 - can 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 June 30, 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

Brent was able to get in touch with CODE - Good news - they would come back with a name for alignment - Admin is swamped with COVID-19. OPC and the Learning - Professional Development Division 2 separate groups - important to understand the

distinction. Next OPC Chair to be determined (possibly Ann Pace) They recognize that there is a void for Technological Education and resources. Brent will bring voice forward to group and Directors on behalf of OCTE.

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
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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	OYAP letter to be sent to the minister MLTSD. Recommendations to improve the skilled trades in high school.	Monday Feb 24 Done.	

	<p>it be done electronically and digital signatures</p> <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 	<p>OCTE input needed.</p>		
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	<p>as a credit when we have qualified tradespersons who are Ontario Certified Teachers teach students the curriculum and level 1 industry</p> <p>10. A Letter needs to be written of what is working and not working</p> <p>\$36 Million dollars fund DUAL CREDITS - originally set for at-risk students and opened it up to Level 1 in an attempt to attract more students (from the successful OYAP programs) and validate the program because it was not working..</p>			