

**Connecting GTA Teachers  
Regional Planning Team (RPT2)  
Terms of Reference  
2017 - 2018**

**Introduction:**

The School College Work Initiative (SCWI) is managed by the Co-Management Team and Council of Directors of Education of Ontario. The Initiative is supported and funded by both the Ministry of Education and the Ministry of Advanced Education and Skills Development.

**Mandate:**

The Connecting GTA Teachers (CGTAT) Regional Planning Team (RPT) is a Partnership between colleges, school boards and communities that facilitates student success. Through the delivery of Dual Credits, Activities, Forums, Accelerated OYAP, and School Within a College (SWAC) programs, we provide exploration, awareness and engagement in college and apprenticeship as destinations.

**Membership:**

The Connecting GTA Teachers (CGTAT) Regional Planning Team of the School College Work Initiative is comprised of nine district school boards, six community colleges and one community organization, Halton Industry Education Council.

The following is a list of the regional planning team Partners. Each partner is responsible for delegating and maintaining a lead representative. Partners may assign additional representatives.

College and School Board Partners	
Centennial College	Dufferin-Peel Catholic District School Board
George Brown College	Halton Catholic District School Board
Georgian College	Halton District School Board
Humber Institute of Technology	Halton Industry Education Council
Seneca College	Peel District School Board
Sheridan Institute of Technology	Toronto Catholic District School Board
	Toronto District School Board
	Upper Grand District School Board
	York Catholic District School Board
	York Region District School Board

**Role of the Regional Planning Team**

The RPT shall direct the design and the implementation of the activities, forums and dual credit programs within the Greater Toronto area. Members of the RPT will work together to ensure that the yearly plan addresses the needs of the area secondary school student body and stays within the general framework as articulated by the School College Work Initiative.

## **RPT Meetings**

The RPT will meet monthly from September to June. The dates, time and location of the meetings will be established prior to the beginning of the funding year. Lead representatives are expected to attend these meetings or send an appropriate designate. Meetings may consist of all RPT members or leads only at the discretion of The Chair. The Chair of the RPT may call additional meetings as required. Partners may request additional meetings if necessary.

Working groups (sub-committees) may be established as necessary to support the delivery of the major elements of the current funding agreement. RPT Partners are required to identify appropriate delegates for these working groups.

## **The following roles have been identified within the Regional Planning Team:**

### **Chair of the Regional Planning Team**

The Chair position is currently fulfilled by a representative from Humber Institute of Technology and Advanced Learning.

The Chair's responsibilities include:

- Chairing and guiding the meetings according to the agenda
- Ensuring all discussion items end with a decision, action or outcome
- Reviewing and approving the minutes before distribution
- Acting as primary contact for the Provincial SCWI officials

### **Co-Chair of the Regional Planning Team**

The Co-Chair position is fulfilled by a representative from either a school board or another college from the CGTAT (RPT2). Term is one-year as elected or appointed; term may be renewed.

The Co-Chair's responsibilities include:

- Co-chair and guide the meetings according to the agenda
- Liaise with the Chair to determine, address, and support sub-committees
- Other duties as required

### **Coordinator of the Regional Planning Team**

The coordinator is responsible for:

- Managing the operations of the SCWI project delivery.
- Keeping records and taking minutes for all regional planning team meetings.
- Draft agenda and action items for CGTAT meetings in consultation with partner
- Establish, plan, organize, and facilitate CGTAT Sub-Committee meetings
- Ensure accountability of CGTAT Partners by requiring timely updates of required information and adherence to SCWI and RPT principles

### **Financial Services Coordinator of the Regional Planning Team**

- Prepares and submits the financial reporting to SCWI.
- Submits interim and final budget reports to SCWI.
- Provides administrative support for Partners and serves as a key contact.

## **Regional Planning Team Partner Responsibilities**

- Partner leads or designate are to attend all RPT meetings
- Adhere to SCWI program and proposal guidelines (including but not limited to staffing, information and data transmission and record keeping)
- Promote and communicate SCWI information and updates within their institutions
- Provide advice and input regarding the enhancement of SCWI activities
- Facilitate the delivery of planned activities, forums, dual credit programming within their respective institutions
- Be familiar with the guiding principles and general guidelines for the delivery of Dual Credit programming and follow the guidelines as appropriate.
- Review the annual plans and make recommendations with respect to the delivery of the planned projects as pertaining to their specific participation
- Assure the implementation of the specific projects assigned to their institution delivered within the established time-frame and budget
- Assure submission by the local SCWI Coordinator of the necessary progress reports to the provincial SCWI team in a timely manner as required
- Adhere to the procedures and timelines as outlined by SCWI and RPT 2
- Participate actively in the project and decision making
- Ensure participation of appropriate staff for each component of the project
- Be available throughout the project for guidance, feedback and timely decisions
- Act in a manner that prioritizes accomplishment of CGTAT Smart Goals
- Exchange unused seats using in a timely fashion in order to maximize seat utilization across the RPT

### **Decision Making**

Decisions will be made by consensus within the Regional Planning Team based on the availability of funds and the best interests of the participating students and staff. Should there be a need for a vote, all Partners shall have only one vote regardless of personnel in attendance. The regional planning team will strive to make decisions by consensus but where necessary, will decide by majority. Quorum is defined as having majority attendance of both college (4 or more) and school board (6 or more) Partners present.

### **Accountability**

The Regional Planning Team is financially accountable to the Provincial School College Work Initiative which provides the funding for the activities as determined by the Approved Yearly Plan. Humber Institute of Technology and Advanced Learning acts as the Banker board.

### **Changes to the Yearly Plans**

The RPT may request approval to transfer funding from one approved dual credit program to another. The decision to transfer funds will be based on what is best for the RPT as a whole. Funds may not be transferred from one year to the next. Timelines for Contract Change Forms are set by Provincial SCWI officials for each contract year. There are normally six opportunities for change cycle requests. Cycle change dates can be found at <http://www.scwi.ca>