**Connecting GTA Teachers Regional Planning Team**

**Meeting Notes**

**Monday, April 10, 2017**

**(11:00 p.m. – 2:00 p.m.)**

**Humber ITAL**

**B101 Board Room**

**In Attendance:**

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| --- | --- |
| Adriana De Luca, CGTAT  Ailsa Goncalves, Sheridan  April-Dawn Blackwell, Centennial  Bruno Sacco, Dufferin-Peel CDSB  Catherine Moynihan, Toronto CDSB  Cathy Jenkins, Halton CDSB  Cheryl Bobb, Dufferin-Peel CDSB  Colin Wilkie, York CDSB  David Armstrong, SCWI  Drew Harvey, Humber ITAL  Grace Whang, George Brown  Irene Mota, Dufferin-Peel CDSB  James Corbett, Toronto DSB  Janet Davis, York Region DSB  Joe Andrews, Humber ITAL  Jonie, Boccia, Peel DSB | Julie McGuigan, Seneca  Kerri Hagerman, Peel DSB  Kimberly Vrensen, York Region DSB  Laura Reynolds, Toronto DSB  Laura Stancati, Toronto CDSB  Lela Mckee, Upper Grand DSB  Mary Vesia, Humber ITAL  Michelle Rao, Georgian  Mike DiFilippo, Dufferin-Peel CDSB  Rosa Duran, George Brown  Saajida, Khadim, Centennial  Shelagh Taber Walsh, George Brown  Shelly Singh, Toronto DSB  Sherri Murray, Sheridan  Sonja Vandermeer, SCWI  Vania Valenzuela, Humber ITAL |

1. **Welcome**
2. **Contract Change Cycle 6**
   * Due for sign-off to EDCS on April 13th by 1:00 pm
   * RPT members agree to have numbers in EDCS 24 hrs. before sign-off is due for this cycle 6 change
   * Next academic year, RPT members agree to have numbers in EDCS 48 hrs. ***before*** sign-off starting next academic year
   * Transportation costs should be verified for semester 1 and remaining to be available for next semester funding
   * David Armstrong spoke to concerns regarding transportation funding and suggests RPT look into reevaluating the calculation for transportation to be 1/3 first semester and 2/3 second semester
3. **Seat Tracking Allocation Form**

* Reminded RPT for those returning seats to ensure the numbers are zeroed out in EDCS with a note advising the seats have been returned to the RPT. Those requesting the additional funding costs and/or seats need to email David Armstrong and cc CGTAT
* Drew advised that pdf version of seat exchange (cycle 6) will be sent to David Armstrong to go along with all RPT2 requests and emails. Will be sent at time of signoff (April 13th, 1:00pm)

1. **Terms of Reference Sub-committee** 
   * Michelle Rao to forward suggested additions/changes to Terms of Reference specific to Regional Planning Team Partners Responsibilities and Financial Service Coordinator
2. **Symposium 2017**
   * Reminder on-line registration starts between April 12th and May 3rd and registration is limited; websites can be found on SCWI website ([www.scwi.ca](http://www.scwi.ca) ; French [www.iject.ca](http://www.iject.ca))
3. **Invoicing Subcommittee**
   * Janet Davis presented new invoicing sheet.
     + Will email to all Leads (board and college) to ensure all data is being captured and correctly added
     + Revisions will be made and then resent accordingly

1. **Final Invoicing**
   * Fall/Winter invoicing due Friday June 23rd, 2017 end of day
   * Summer invoicing due to EDCS by August 15th; to be sent to Mary Vesia earlier than the due date
2. **Other Business**
   * Transportation subcommittee to schedule a day to meet and begin process of analyzing/standardizing cost
     + Request for last 5 years of transportation data to be sent to subcommittee for review; Adriana De Luca to provide extracted historical data to be forwarded to subcommittee for further analysis
   * Advise new RPT2 members of Summer Institute offered by SCWI – info on website <http://www.scwi.ca/tools.php>
   * David Armstrong advised more to come regarding extra support for those high risk students with mental health and other issues in both SWAC and other Dual Credit programing
3. **Review of 2017-18 Approved Programs** 
   * Drew walked through the RPT funding for
     + enquired if there are any colleges/member wanting to take on the CGTAT-Stepping Stone Forum; requested that they come forward
   * Each college walked through 2017-18 RPT funding for both Activities/Forums and Dual Credit courses giving a brief overview of their upcoming year
4. **Date of Next Meeting:**

**Monday, June 12, 2017**

**12:00 – 2:00p.m.**

**Room: B101 Boardroom**