



**CODE Management Board Meeting**  
**Saturday, March 3<sup>rd</sup>, 2007**

1:00pm – 4:00pm  
at  
Theatrebooks

Co-chaired by Wendie Gibbons, President, and Andre Gravelijn, Vice President

**Present:** Donna Marie Baratta, Bev Bonk, Heather Downey, Wendie Gibbons, Andre Gravelijn, Lorena Haley-Twiss, Matt Kerr, Debra Reynolds, Jen Santangelo, Kim Snider  
Christine Jackson (first 20 minutes of meeting)

**Regrets:** Tara Lee Blight, Andrea Goldfarb, Pat McCarthy, Shelley Smith-Dale

**Routine Business**

Call to order by Wendie Gibbons at 1:20pm

Business arising from minutes: Corrections. Updated minutes will be sent.

***Motion:** I, Wendie Gibbons, move to approve the minutes from our January 20<sup>th</sup> meeting; seconded by Heather Downey. Motion is unanimously carried.*

**Adoption of agenda**

***Motion:** I, Andre Gravelijn, move to approve the agenda for today's meeting. Seconded by Matt Kerr. Motion carried unanimously.*

Both Katharine Bourgon and Laurel Brown have resigned from the Board. CODE would like to recognize the long years of excellent service Laurel has given to the Board and the work Katharine did for CODE at the retreat.

**Presentations**

**Curriculum Review Update** (Christine Jackson): Christine gave an overview of the review process

**Action:** Christine can pass on proposals/plans for Ministry funding from CODE to show the Ministry the great things CODE is planning with that funding. Kim will begin drafting this report.

**Action:** Wendie requested of Christine whether we could have a written report/update for our website. Christine will ask and then let Wendie know.

**E-mail Communication/Confidentiality**

**Discussion/Decision Items**

**Retreat Feedback:**

**Wendie: Course Codes:** Report on progress of pursuing new course codes at Ministry level.

**Action:** Wendie will send out one more email to CODE membership for any more feedback regarding these suggestions.

**Honorary Memberships:** Kim passed out possible criteria for honorary members for feedback.

**Conference Locations:** Discussion of possible locations being researched by board members.

**Pat/Tara:** Please give feedback on the survey electronically.

**Debra:** Debra will look into Stratford location for possible conference.

**Bev:** Bev looked into Blue Mountain for future conferences.

**Jenn:** Jenn accomplished her action items from the retreat.

**Matt:** Matt has been working on honorary member info with Andrea; he will send out a template to the Board to fill in for their “favourites.”

**Lorena:** Is looked at planning a mini-conference on a Saturday in Peterborough/Lindsay area.

**DM:** Has been looking into the Northern Workshops.

**Heather:** discussed membership info and changes that are ongoing; if emails are bouncing back in regions, reps please make a phone call to contact them and correct info.

***Motion:** I, Heather Downey, move that CODE put in an automated system for membership renewal. Seconded by Donna Marie Baratta. Motion unanimously carried.*

***Motion:** I, Andre Gravelijn, motion that Management Board (see minutes). Seconded by Debra Reynolds. Defeated unanimously.*

### **Ministry Funding Update (Wendie)**

**Agreement:** Wendie has asked questions that she is awaiting answers from the Ministry Legal Dept. Wendie cannot sign because we must have Liability Insurance before it can be signed.

***Motion:** I, Wendie Gibbons, move that the Board empower the Executive purchase Liability Insurance to an inclusive limit of \$2 million. Seconded by Donna Marie Baratta. Motion unanimously carried.*

**Discussion:** Debra asked what the cost is; at this time, we do not know this. CODE does not have it now, though it might be good to have all the time.

**Action:** Wendie will contact OMEA to see if they do have Liability Insurance and if so, how much it costs.

The agreement says that all communication sent out that relates to this funding must be sent to the Ministry and approved before it is sent out, which is an important note for the Conference committee.

**Proposed Initiatives:** Wendie gave a brief summary of initiatives.

**Discussion:** Discussion surrounding the costs of paying writers; timelines of curriculum review and CODE resource-writing.

### **Conference Update**

Bev and Jennifer: see attached report. Much discussion around the “wish list” put forward by Bev.

***Motion:** I, Wendie Gibbons, move for the Board to empower the Executive to move forward with these initiatives, keeping the Board informed on an ongoing basis. Seconded by Heather Downey. Motion unanimously carried.*

**Action:** Bev will send the call for presenters to the Board to continue soliciting workshop proposals for the conference.

We will try to recognize new honorary members at the Conference.

Conference Bags will be handled by Dre and should not be included in the Conference budget.

**2008 conference location:** See attached reports.

**Motion:** *I, Bev Bonk, move that we book Blue Mountain Resort tentatively for the October 24-26 2008 CODE Conference and pay the \$1000 deposit (refundable if cancelled within 3 months) while we research other possible locations. Seconded by Debra Reynolds. Motion carried by majority.*

Wendie would like to establish a standing committee to begin looking at the 2010 40<sup>th</sup> Anniversary Conference.

**Northern Conferences** (Donna Marie): See attached report.

**Lorena:** Is planning a similar Summer Institute PD Session in the Peterborough area.

**Logo Launch** (Andre): An e-mail was sent soliciting feedback on draft poster designs. All feedback was considered in the design and previous suggestions and the process was transparent.

**Motion:** *I, Andre Gravelijn, move that the Board empower the Executive to begin the process for preparing promotional materials for the Logo Launch. Seconded by Jen Santangelo. Motion unanimously carried.*

**Action:** Regional Reps go back to their boards and find any more existing PD events for the remainder of the school year so that posters can be launched at these events.

**Work Groups:** Regional reps look at drafting an application form for their regional members to apply for subsidized funding.

**Action:** Kim will send out email to Regional Reps to gather feedback for application forms.

Scholarship info is on hold due to Tara and Pat are not here.

**Publication/Communication – See report**

**Drama/Dance liaisons – See report**

## **Work Group Reports**

### **Other Business**

#### **OECTA**

**OTF Report:** Donna Marie elaborated on her attached report.

**Reports:** Wendie brought up issue of reports coming in individually, making it hard to open and read them.

**Action:** Kim will remind people to send reports 10 days ahead of time and will combine reports into one that can then be sent out to everyone as one document to read before meetings.

**Pulse:** Pulse is doing well; they made \$8000 due to cuts and repaid us \$2000; we are holding the remaining \$6000 for them to use next year.

Meeting adjourned at 4:23pm.

## Appendix I -

### Ministry of Education – Christine Jackson

Curriculum and Assessment Policy Branch- Implementation and Review Unit

## The Curriculum Review Process

A staged process to review Kindergarten to Grade 12 curriculum documents by discipline area that:  
builds on the curriculum currently in place;  
ensures that the curriculum remains current and relevant;  
ensures ongoing high quality education and continuous improvement in student achievement;  
sustains the effectiveness of Ontario's curriculum for students in a knowledge-based society;  
assures curriculum coherence and age- appropriateness from Kindergarten through Grade 12 in all disciplines;  
supports students, teachers, schools and boards by identifying targeted areas in need of support;  
allows lead time for development or updating of related support materials as required (e.g., textbooks);  
supports continual improvement to the curriculum.

Review of elementary and secondary curriculum policy documents will be integrated  
Parallel revision processes for English and French language curriculum policy documents  
Teachers, principals, board staff, subject experts, education stakeholders, parents, and students will have opportunities to participate

Documents already reviewed and released:

Social Studies, History, Geography

Canadian and World Studies

Mathematics (Grade 12 coming this year)

Business Studies

Guidance and Career Education

Language / English

ESL / ELD

Kindergarten

Documents currently under review:

Second year: Science and Technology; Science & Technological Education

First Year: The Arts

## The Arts Curriculum Review Process, 2006-2009

**Technical Analysis-** 5 days of in-depth analysis of the strengths and areas for improvement of the current curriculum (participants gathered through subject and division associations)- October-November 2006

**Focus Groups-** 1 day sessions held on 12 occasions around the province, November 2006 (participants delegated by school boards and school authorities)- facilitated by regional offices

**Stakeholder Consultations-** COU, Faculties of Education, ACAATO, other Ministries (Culture, Tourism, Children and Youth Services), parent organizations, student organizations. Spring 07

**Research-** Curriculum Services Canada- analysis of arts curricula in 5 other jurisdictions; independent research project by an Ontario university involving an extensive review of the current literature on arts education.

Submitted March 07

**Synthesis Report** – the above data will be collated and synthesized into a summary report to guide the summer revision writing process. May/June 07

**Summer Revision Writing** (participants notified through school boards, school authorities, subject/ division associations). July 2007

Dates: Lead Writers: July 3 – August 3

Writing teams: July 9 – July 27

**Anticipated release-** Elementary- 2008, Secondary- 2009 (implementation to be determined)

## **Appendix II – Honorary Membership Criteria**

Honorary membership may be granted to an individual deemed by the Executive Committee to have given outstanding service in the field of drama and dance education.

This outstanding service may include the following:

Service to the profession through publication and/or leadership in drama and dance education

Continued service to CODE

Encourages and supports the development of drama and dance in education in Ontario

Has made a visible and possibly permanent contribution to CODE and drama and dance in education

Has been or remains a CODE member

These individuals will be entitled to all the rights and privileges common to other members without payment of annual membership fees.

## Appendix III – Conference Report

### 2007 CODE CONFERENCE REPORT/ March 3,2007

Beverly Bonk

#### **Schedule:**

Presently, we have secured BMR for evening Friday 26- Sunday all day

As an incentive to get principal's to release teachers and to take advantage of talent on our roster - Wendy suggested we open up **Friday for more workshops** for delegates who have signed up for full conference etc.

The Committee loves this idea so, I have secured all 9 rooms for Friday activities at \$255 each (not on the original Budget) we can reduce the space if required

**Lunch Friday** will be complimentary for presenters and delegates -@ \$26.00 per person (bag or buffet is the same price)

Committee agreed with Donna Marie's suggestion to hold the **AGM during lunch on Sat** -in a separate room. To facilitate this we have built in extra time at lunch into the day's schedule

We are looking into having a **panel/symposium discussion later Friday** afternoon and inviting key artists, presenters from the arts community and educational theorists, for all to attend (fluctuating pricing) –Glenys is hard at work contacting VIPs (see her rational attachment)

Michael Wilson has been contacted to lead the symposium –he has not responded yet- Kathy Lundy or Walter Pitman are our other choices to help us run this very exciting panel. We are expecting to pay for their accommodation and food while attending the conference

#### **Logo:**

The Conference logo was unanimously approved by the committee and is to be applied to all correspondence and print material –**Problem with clarity still exists on the CODE Logo and the Conference Logo** (see attachment)

We are going to have **Loot Conference bags** filled with perhaps *a book on Character Education*, mask making materials and other goodies Andrea or the board can find- Andrea will discuss the bags and Logo with Dre

#### **Presenters:**

Avis Glaze will be our Character Education Keynote speaker on Sat morning before delegates head off inspired to their workshops- she is speaking at no charge

Janice Pomer and Deborah Lundmark have offered to do workshops and more. I am still waiting to confirm this and to negotiate fees.

#### **Conference Website and Registration:**

Presenters can submit proposals on line

Workshop proposal deadline has been **extended to March 30th**

**Proposals submitted to date: 18**

### ***We need to hit the membership again with an all call***

CODE registration site to be live late in the spring. This is about the same as last year, or perhaps a bit earlier; last year's first registration was received on 11 June.

This date is predicated on all of the text, graphics, forms, thumbnails, etc. being shipped to the web master (Ron Dodson has secured) in the proper format by the middle of May at the latest.

#### **Special Presentation:**

The Committee is interested in celebrating Present and Past CODE members who have contributed to the provincial/national and international drama and dance scene-education to be honoured at this year's and subsequent Conferences- Kathy Lundy is our first choice and we hope to add one or more each year. Suggestions for a gift/ special certificate or such are needed

### **Conference Site 2008:**

BMR has given us more time to decide. I need to let them know following our March meeting. They can't guarantee the good rates so why don't we go for it and tentatively book Debbie will guarantee 2006 rates (with a \$5.00 increase) to go back to the Village Conference site. A \$1000.00 deposit is required ASAP (fully refundable up to three months from now)- after three months we loose our deposit) we don't need to pay the next deposit until July 2008 during which time we could choose to reject the site ? *I say go for it. It gives us three months.*

### **Conference Grant Wish List:**

***It is difficult to make a list wish without having specific numbers but here is what we have in mind:***

Friday Conference Workshop rooms \$255 x 9 = **\$2295**(revolving price on number of beds sold) reduced by 75% last year = \$573.75

Friday Lunch \$26.01 x 150 = **\$3091.50.**

Key presenters Rooms and meals x 3 days = meals \$170 x 5 = **\$850.** # of VIPS (5)  
= 3 night suites x 123.41 = 370.23 x 5 = **\$1851.15**  
# of VIPS (5)

Showcase performance: Hanna Beach/Prologue/others = **\$2000**

Possible return airfare from BC = **\$1800**

Resource Book for each delegate 250 x \$25.00 = **\$6250.**

To expose CODE and get more members and non- members out Reduced Conference fee \$10- 50/ delegate = **\$2500 to \$12500.**

***Wish list range total: \$ 18916.40\* to \$ 30637.65\****

*\* Without including management and committee hotel rooms approx. 4 suites x 225.31 x 3 nights = \$ 2703.72*  
So based on 250 people everything = \$ 33341.37



## Appendix IV - Survey

As the Dance and Drama Liaisons for CODE (Council of Ontario Drama and Dance Educators), we are conducting a short survey for all the Ontario Teacher Colleges. This survey is geared to finding out about the pre-service training in Drama and Dance in Teacher Training programs, and if there is a place for CODE to assist in that training.

The information received from this survey is a beginning step for our organization to improve our services, goals and mission to our members, especially those in pre-service.

To help us serve you and the pre-service teachers in your program, we would appreciate it if you could take a moment to answer the following questions.

University: \_\_\_\_\_  
Course Director: \_\_\_\_\_  
Course Title: \_\_\_\_\_

Are there drama or dance courses available in the education program?    Y    N

If, yes, what is the title of the course and is it specific towards elementary or secondary?

\_\_\_\_\_

If not a separate course, is there a section on drama and dance in the program?

How many hours of instruction in drama and dance would students receive during their pre-service training?  
What form would this training take? Lecture\_\_ Workshop\_\_ Guest Lecture/workshop\_\_

Are there specific resources on drama and dance being used for your course?    Y    N

If, yes, explain?

\_\_\_\_\_

Are drama and dance taught separately, or combined?    Separately                      Combined

Are you integrating drama and dance into other subject areas?    Y    N

If yes, explain how.

\_\_\_\_\_

Does your program place students in drama and dance programs during their teaching blocks?    Y                      N

Do you introduce your students to the various subject associations while they are in pre-service? If so, which ones?

Do you have representatives of various the subject associations speak to the students?

Would it be useful for CODE to offer workshops in Drama and Dance to pre-service teachers?

When would you be able to schedule such workshops?

As part of your regular program

As after hours optional programs

As part of a special art in education day