



HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD PROGRAM AND HUMAN RESOURCES COMMITTEE PUBLIC MEETING MINUTES

January 11, 2016

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| Members present: | M. Brant; J. Bray; J. Cobb (Chair); B. Danes; M. Hall (Vice-chair); D. Inch; L. Kyle; J. Williams; D. Patterson |
| Student Trustees: | None |
| Regrets: | None |
| Absent: | None |
| Guests: | None |
| Resource: | C. DeMille, K. Donnell, M. Fisher, T. FitzGibbon, T. Jones, H. McMaster, K. MacQuarrie, L. Miller, N. Pfeiffer, C. Portt, M. Savery-Whiteway |
| Minutes: | C. Reid, Administrative Assistant |

Call to order

Chair Cobb called the meeting to order at 5:30 p.m.

Delegations/presentations

None

Approval of agenda

Moved: L. Kyle
Seconded: B. Danes

That the agenda be approved.

Carried

Approval of minutes

Moved: L. Kyle
Seconded: D. Patterson

That the minutes of the November 9, 2015 regular meeting be approved.

Carried

Business arising from the minutes

None

Recommendations

None

Information

Board Improvement Plan for Student Achievement & Well-Being (BIPSAW)

Our Graduates: Globally-Minded Learners and Leaders

Superintendent Portt referred to Report No. C-1 and welcomed Tracey Demianchuk, Tina Jones and Heather McMaster to the meeting. She stated that the purpose of the report is to provide trustees with information regarding a new resource entitled "Our Graduates: Globally-Minded Learners and Leaders". A copy of the resource was provided and Superintendent Portt reviewed the background contained in the report. Tracey Demianchuk provided an overview of the resource, noting that it defines the ten competencies that graduates develop from Kindergarten to Grade 12 to empower them in their future education as well as in their careers and life. Opportunities to develop these competencies occur through

K – 12 programs, curriculum and school experiences as students become confident, independent and efficient education and career/ life planners throughout their lives. The Hastings Prince Edward District School Board competencies prepare all students for graduation and to make a difference in local, national and global contexts.

Discussion/clarification items included:

- Acknowledgement of the leadership of the committee and the importance of this work.
- The inclusivity of the document.
- How these competencies will be reported on and communicated in addition to the learning skills and work habits currently reported on provincial report cards.

The next step will be to distribute the document to the district to be used a resource for curriculum and program planning in support of achieving excellence, equity and well-being. It will be shared with administrators this week and the committee will continue to work to bring the document to life in the schools and support schools in its implementation.

Website project update

Communications Officer Kerry Donnell referred to Report No. C-2. She reviewed the background contained in the report and stated that a school district's online presence is often the initial point of contact and the first impression students, parents and the community have of the organization and schools. She reviewed data taken from the 2014 focus groups and the 2015 district survey, which demonstrates that communication efforts should include a combination of technology such as websites, social media, email as well as face-to-face interactions and the distribution of hardcopy print materials.

Senior ITF Officer, Kelvin MacQuarrie provided a brief history regarding the HPEDSB website and noted that the website went through a major revision 10 years ago in 2006. He further stated that all school websites were redesigned in 2008 and secondary school sites went through a second redesign last summer. A web designer was hired in 2009.

Comment cards were distributed in order to solicit feedback. Trustee input is requested by Friday, January 29, 2016. A work group consisting of Kerry Donnell, Kelvin MacQuarrie, Sherry Rivers and Sandy Smith is in the initial stages of this project. Regular updates will be provided to trustees. The anticipated launch date is the fall of 2016.

Discussion/clarification items included:

- The importance of keeping school websites up-to-date.
- Accessibility features and tools.
- Difficulties accessing information on the Tri-Board web site during peak weather events.

2015-2016 School Year Calendar update

Superintendent Portt referred to Report No. C-3, and stated that at the commencement of the 2015-2016 school year, the school year calendar contained 6 PA Days in alignment with Regulation 304. As a result of central negotiations, amendments to Regulation 304 have occurred in Regulation 364/15 and require that an additional PA Day be added to the calendar mid-year. In this instance only, the Minister's approval of the board's calendar revisions is not required and boards are required to notify the Ministry by Friday, January 15 of their selected date.

Monday, February 29, 2016 will be added to the School Year Calendar 2015-2016 as a PA Day. Professional activities on this day will be devoted to provincial education priorities as identified by the Minister. In secondary schools the PA day will focus on BIPSAW/ SIPSAW priorities such as mathematics and/or equity. In elementary schools ½ day will focus on BIPSAW/ SIPSAW priorities, specifically mathematics and ½ day will focus on occupational health and safety training.

A letter to the Minister of Education using a provided template and chart, signed by the Director Savery-Whiteway, will report the establishment of the additional PA Day as required. The School Year Calendar 2015-2016 will be revised to reflect this additional PA Day and will be re-issued. Communication of the additional PA Day and revision to the school year calendar will occur with employees, Tri-Board Student Transportation, parents and the public.

Proposed School Year Calendar 2016-2017

Superintendent Portt referred to Report No. C-4 and reviewed the background contained in the report, noting the revision to the regulation now allows for a maximum of 7 PA days. The proposed school year calendar for 2016-2017 is not a regular school year calendar, meaning that the proposed holidays do not align with the holidays designated by the Ministry of Education. The Ministry has designated Christmas break as Monday, December 19, 2016 to Friday December 30, 2016 inclusive. Based on feedback received in the past, the board is proposing that Christmas break occur from Monday, December 26, 2016 to Friday January 6, 2017 inclusive. Irregular school year calendars are required to be submitted to the Ministry of Education by March 1, 2016 for approval, which accelerates the board's process by 6-8 weeks.

The following dates are proposed for the school calendar for 2016-2017, for consultation purposes:

1. That the first day of school for students be Tuesday, September 6, 2016
2. That Semester Two begins Friday, February 3, 2017
3. That the last day of the school for students be Thursday, June 29, 2017
4. That the following seven dates be designated as professional activity days:
 - Friday, September 23, 2016
 - Friday, October 28, 2016
 - Friday, November 25, 2016
 - Friday, February 3, 2017
 - Friday, March 3, 2017
 - Friday, May 19, 2017
 - Friday, June 30, 2017
5. That ten examination days be approved for secondary schools:
 - Thursday, January 26, 2017 through to Wednesday, February 1, 2017
 - Thursday, June 22, 2017 through to Wednesday, June 28, 2017

Consultation regarding the proposed school year calendar for 2016-2017 is currently underway. Feedback from stakeholders will be gathered, analyzed and discussed among the three school districts. Recommendations regarding the proposed 2016-2017 school year calendar will be brought forward to trustees at the February 8, 2016 meeting of the Program and Human Resources Committee

2015-2016 Annual Director's Report

Director Savery-Whiteway provided a brief update, noting that the draft annual report will be sent to trustees via email for review. It will come to the Board as per the usual practice at the end of the month. She noted that the design is more user friendly with more visual representation, less text, and more photographs of students and staff.

Trustee proposals and queries

It was suggested that the new initiative "Our Graduates: Globally-Minded Learners and Leaders" be incorporated into a promotional video.

Correspondence

None

The Program and Human Resources Committee moved into closed session at 6:13 p.m.