



**Program and Human Resources Committee
PUBLIC AGENDA**

**Regular meeting of
Monday, February 8, 2016 - 5:30 p.m.
Board Committee Room, Education Centre**

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations – None Approval of agenda Approval of minutes – January 11, 2016 Business arising from the minutes		
B	Recommendations		
	2016-2017 School Year Calendar	B-1	C. Portt
C	Information		
	School Climate and Student Well-Being, Measures of Input, Mid-Year Progress Report	Verbal	M. Fisher
	2015-2016 Board Policy Review approval – Part B	C-1	M. Savery-Whiteway
	Trustee proposals and queries	Verbal	All
D	Correspondence - None		

Move into closed session

Next regular meeting: Monday, March 21, 2016

*Committee members: Mike Brant, Justin Bray, Jennifer Cobb (Chair), Bonnie Danes, Mary Hall (Vice-chair),
Dwayne Inch, Lucille Kyle, Dave Patterson, Jim Williams*



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

**January 11, 2016
DRAFT**

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.



To: The Chair and Members of the Program and Human Resources Committee

From: Cathy Portt, Superintendent of Education – Curriculum Services

Re: **School Year Calendar 2016-2017**

Purpose

To seek approval for the School Year Calendar 2016-2017.

Background

Each spring district school boards are required to establish a school year calendar for the next school year in accordance with Regulation 304 “School Year Calendar” and Regulation 364/15. These regulations set the beginning and end dates for the school year, stipulate school holidays, and prescribe the minimum number of instructional days (194), and the maximum number of professional activity days (7), examinations days (10) and board designated holidays (2).

Current situation

In establishing the annual school year calendar, it is the practice of the Board to consult with employee groups, parents, School Councils, community members and neighbouring school boards about the use and placement of professional activity days, examination days and board holidays in order to ensure the optimum use of school time and to determine transportation of students. Meetings have also been held with representatives of the Algonquin and Lakeshore Catholic District School Board (with whom this board shares bus routes) and the Limestone District School Board (with whom the Algonquin and Lakeshore Catholic District School Board shares bus routes).

In order to set the school year calendar, the following points regarding the use of the PA Days are noted:

- The Ministry of Education sets out conditions governing the establishment of school year calendars, including the designation of Professional Activity (PA) Days. Professional activity days are focused on teachers’ professional learning with respect to Ministry priorities. Two PA Days used for assessment, evaluation and completion of report cards at the elementary level are determined by each board.

The following chart displays the Ministry of Education School Year Calendar Holiday dates and the proposed Hastings and Prince Edward District School Board School Year Calendar dates for 2016-2017:



Holidays	Ministry of Education School Year Calendar 2016-2017	Proposed Draft HPEDSB School Year Calendar 2016-2017
Labour Day	Monday, September 5, 2016	Same
Thanksgiving Day	Monday, October 10, 2016	Same
Christmas Break (inclusive)	Monday, December 19, 2016 to Friday December 30, 2016	Monday, December 26, 2016 to Friday January 6, 2017
Family Day	Monday, February 20, 2017	Same
Mid-winter Break (inclusive)	Monday, March 13, 2017 to Friday, March 17, 2017	Same
Good Friday	Friday, April 14, 2017	Same
Easter Monday	Monday, April 17, 2017	Same
Victoria Day	Monday, May 22, 2017	Same

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. Irregular school year calendars are required to be submitted to the Ministry of Education by March 1, 2016 for approval.

The following proposed school year calendar for 2016-2017 is submitted to the Ministry of Education for approval, with the following recommendation:

Recommendation

Moved:

Seconded:

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 30, 2016
 - Friday, October 28, 2016
 - Friday, November 25, 2016
 - Friday, February 3, 2017
 - Friday, March 3, 2017
 - Friday, May 19, 2017
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5. That ten examination days be approved for secondary schools:
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Appendix

HPEDSB School Year Calendar 2016-2017

Respectfully submitted,

Cathy Portt, Superintendent of Education – Curriculum Services



Ministry of Education

School Year Calendar 2016-2017

Legend: **H** - Statutory Holiday Schedule **E** - Scheduled Examination Day **P** - Professional Activity Day **B** - Board Designated Holiday Half Day

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1st Week							2nd Week							3rd Week							4th Week							5th Week						
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
August 2016				1	2	3	4	5	H	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31											
September 2016							1	2		5	6	7	8	9	H	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	P							
October 2016				3	4	5	6	7		10	11	12	13	14	H	17	18	19	20	21	24	25	26	27	28	P												
November 2016					1	2	3	4		7	8	9	10	11		14	15	16	17	18	21	22	23	24	25	P	28	29	30									
December 2016							1	2		5	6	7	8	9		12	13	14	15	16	19	20	21	22	23	P	26	27	28	29	30							
January 2017				2	3	4	5	6		9	10	11	12	13		16	17	18	19	20	23	24	25	26	27	H	30	31										
February 2017							1	2	3	6	7	8	9	10	B	13	14	15	16	17	20	21	22	23	24	H	27	28										
March 2017							1	2	3	6	7	8	9	10	P	13	14	15	16	17	20	21	22	23	24		27	28										
April 2017				3	4	5	6	7		10	11	12	13	14	H	17	18	19	20	21	24	25	26	27	28													
May 2017				1	2	3	4	5		8	9	10	11	12		15	16	17	18	19	22	23	24	25	26	P	29	30	31									
June 2017							1	2		5	6	7	8	9		12	13	14	15	16	19	20	21	22	23	H	26	27	28	29	30							
July 2017				3	4	5	6	7	H	10	11	12	13	14		17	18	19	20	21	24	25	26	27	28		31											
TOTAL		159	7		10																																	

Note: The 2016-2017 calendar provides for 196 possible school days between September 1, 2016 and June 30, 2017. The school year shall include a minimum of 194 school days of which up to three days shall be designated as professional activity days. In addition, up to four days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days.



Decision _____ **Information** **X**

To: The Chair and Members of the Program and Human Resources Committee
From: Mandy Savery-Whiteway, Director of Education
Re: Board Policy Review – Part B

Purpose

To provide a list of Board policies requiring a review/update.

Background

According to Procedure 110 Board Policy Development and Review, board policies are reviewed every three years to ensure they are still relevant and have been implemented effectively. Changes to legislation and new guidelines also necessitate updates to current policy.

Current Situation

As outlined below, there is one policy which requires a review to determine revisions and updates to comply with legislation, guidelines, new strategic plan and current practice.

Appendix

- Policy 11G – Special Education Advisory Committee

Policy Review and Timeline

Description	Revisions
Policy 11G Special Education Advisory Committee	Section 3 item 3.1.5

The following timeline is suggested for the review and approval of the policy listed above:

- February 1, 2016 – Recommendation and timeline to Executive Committee for approval
- February 8, 2016 – Policies requiring revisions shared with Program and Human Resources, Operations and Finance for review and feedback
- March 7, 2016 - Revised policy to be distributed to Executive Committee for review and feedback and approval of a notice of motion for Board.
- March 29, 2016 – Notice of motion to Board for approval of revised/updated policy.
- April 25, 2016 – Motion to Board to approve revised/updated Board policy.

Respectfully submitted,

Mandy Savery-Whiteway
Director of Education and Secretary of the Board

STATUTORY COMMITTEE

POLICY NO. 11- G	
Adopted	May 26, 2008
Last Revised	March 2015
Review Date	March 2018

SPECIAL EDUCATION ADVISORY COMMITTEE

1. PURPOSE

The purpose of the Special Education Advisory Committee is to act in an advisory capacity to the Board on Special Education matters. All appointments to the Special Education Advisory Committee will be guided by Board Policy No. 1 Board Mission and Goals.

Hastings and Prince Edward District School Board (the Board) is a system of character that supports the success of each student through effective community relationships, and safe, respectful, inclusive learning and working environments. The Board is committed to establishing and maintaining effective partnerships and committees through mutual respect and cooperation. Under the *Education Act*, the Board is required to establish a Special Education Advisory Committee (SEAC).

2. POWERS AND DUTIES

- 2.1 The powers and duties of the Special Education Advisory Committee are mandated by Ontario Regulation 464/97. The committee may make recommendations to the Board on any matter affecting the establishment, development and delivery of Special Education programs and services for exceptional students of the Board.
- 2.2 Under the authority of the Board and in accordance with the *Education Act*, the SEAC may advise the Board in such areas of Special Education as follows:
- a) the delivery model;
 - b) program development;
 - c) identification and assessment of special needs;
 - d) transportation practices;
 - e) interaction with other boards or committees in related areas; and
 - f) any other matter in special education as requested by the Board.
- 2.3 The committee shall facilitate the exchange of information and ideas among the committee members representing the local associations/local agencies, the director or designate(s), and the corporate Board.
- 2.4 The Special Education Advisory Committee will participate in the Board's annual review of the Special Education Plan in accordance with Ontario Regulation 306 Special Education Programs and Services.
- 2.5 The committee will participate in the Board's annual budget process as that process relates to Special Education.
- 2.6 The committee shall review the financial statements of the Board as those statements relate to Special Education.

3. MEMBERSHIP

- 3.1 Voting members of the Special Education Advisory Committee are appointed as follows:
- 3.1.1 two members and one alternate member for each, appointed by the Board from among its own members;
 - 3.1.2 one representative of the Mohawks of the Bay of Quinte in accordance with the legislation;
 - 3.1.3 one representative from any local association who has nominated a member and any local agency who has nominated a member, not to exceed twelve, in the area of jurisdiction of the Board, and appointed by the Board;
 - 3.1.4 one alternate for each representative of a local association/local agency, nominated by each local association/local agency and appointed by the Board; and
 - 3.1.5 if the Board so chooses, up to ~~two~~ **three** members appointed by the Board who are not representatives of a local association/local agency, are not members of the Board or another committee of the Board that is appointed by the Board.
- 3.2 Each of the persons appointed under paragraphs 3.1.2, 3.1.3, 3.1.4 and 3.1.5 above shall have the qualifications required for being a member of the Board that appointed them.
- 3.3 The Board shall establish membership of the Special Education Advisory Committee at the inaugural meeting of the Board during an election year. Members of this committee will hold office for the duration of the Board that appoints them.
- 3.4 A member or alternate member for a member of the Special Education Advisory Committee vacates his or her seat if he or she:
- a) is convicted of an indictable offence;
 - b) absents himself or herself from three consecutive meetings without being authorized by resolution entered in the minutes;
 - c) ceases to hold the qualifications to be appointed to the committee or ceases to hold the qualifications to be appointed as an alternated.
- 3.5 The Board shall, if a seat or position on the Special Education Advisory Committee becomes vacant, appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.
- 3.6 Nominations by local associations/local agencies apply with respect to appointments.
- 3.7 Where a seat of a member is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place.
- 3.8 A member of senior administration will act as the administrative liaison to the committee and will be responsible for minutes for the committee, but is not a voting member.
- 3.9 At the completion of the terms of office of the SEAC members, the Hastings and Prince Edward District School Board shall advertise in the local papers for representation from the local associations/local agencies and for members at large for the next term of the Board.

4. MEETINGS

The Special Education Advisory Committee will meet regularly, at least ten times over the school year. Unless ruled otherwise by the chair, these meetings will be open to the public.

5. PROCEDURES

5.1 Election of Chair and Vice-Chair

At the first meeting of the Special Education Advisory Committee after the Board's initial meeting, a chair and a vice-chair shall be elected. Any voting member of the SEAC is eligible for election.

5.2 Meeting Conducted by Chair

The meeting will be conducted by the chair under the same procedures as the Board uses. All members shall have access to, and become familiar with, the Board policies. In the absence of the chair, the vice-chair or designate shall preside at the meeting.

5.3 Agenda of Meeting

The chair, in collaboration with the supervisory officer responsible for Special Education, will determine the agenda for each meeting, its scheduling and location, and ensure that committee members are appropriately informed of such details.

5.4 Quorum

A quorum shall consist of a simple majority of the voting members of the committee.

5.5 Meeting Content

The meetings will be concerned, in addition to other items, with:

- a) discussions of existing programs and services and current practices; and
- b) suggestions for enhancement of existing programs and services.

5.6 Recommendation to the Board

Before making a decision on a recommendation of the SEAC, the Board shall provide an opportunity for the committee to be heard before the Board and before any committee of the Board to which the recommendation is referred.

5.7 Individual/Personal or Staffing Concerns

The committee shall not address individual/personal or staffing concerns, as this is the responsibility of the director of education or designate.

5.8 Contact with School Personnel

For the purposes of the committee functioning, all contact with school personnel shall be channeled through the supervisory officer responsible for Special Education.

5.9 Contact with the Board

For the purposes of the committee functioning, contact with the Board or its standing committees shall be channeled through the chair of the SEAC and the supervisory officer responsible for special education.

Legal References:

- *Education Act: section 57.1 Special Education Advisory Committees*
- Ontario Regulation 306 Special Education Programs and Services
- Ontario Regulation 464/97 Special Education Advisory Committees

Board References:

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 2 - Governance By-Laws and Standing Rules