



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
PROGRAM AND HUMAN RESOURCES COMMITTEE
PUBLIC MEETING MINUTES
Tuesday, February 16, 2010**

Members present: T. Goodfellow, M. Hall, H. Marissen, C. Pitman, M. Walker, Chair
J. Williams

Student Trustee: Samantha Willman

Absent: None

Regrets: None

Guests: None

Resource: T. FitzGibbon, R. McGall, J. Rogers

Minutes: C. Reid, Administrative Assistant

Call to order

The meeting was called to order at 7:00 p.m.

Delegations/presentations - None

Approval of agenda

Moved: M. Hall
Seconded: C. Pitman

That the agenda be approved, as amended.

An information item was added from Vice-chair Hall regarding Science fair.

Carried

Approval of minutes

Moved: T. Goodfellow
Seconded: J. Williams

That the minutes of the regular meeting of January 18, 2010 be approved, as corrected.

The last paragraph on the bottom of page 5 is to be corrected as follows: "Staff in the departments involved have accumulated ..."

Carried

Business arising from minutes - None

Recommendations – None

Information

Timed Item: Adult Education

Superintendent McGall introduced Julie Jarvis, Adult Education Coordinator to review Report No. C-1. A handout was distributed containing statistics relating to Quinte Adult Education for the 2008-2009 school year. In 2008-2009 Adult Education supported 1,323 learners. It was noted that 52.7% of those learners were in adult correspondence courses. With 32 e-Learning courses now being offered, 14.11% of the 1,323 learners were enrolled in online courses.

The Prior Learning Assessment Recognition (PLAR) component of Adult Education equates life and work experience to curriculum documents for those students. There was a 76% increase in funding generated from PLAR last year, resulting in grants in the amount of \$18,000. It was noted that PLAR does not apply to those students who require four credits or less to complete their diploma. The province requires that the last four credits must be completed regardless of age and experience. Trustees inquired about student obtaining credits from out-of-province. It was confirmed that on-line courses must be completed by Ontario residents, however correspondence courses can be completed by people living anywhere in the world. Another component of the program allows secondary school students needing only one credit to complete their diploma to access adult education under special circumstances. Summer school courses for secondary school students are also offered through Adult Education.

The grants generated versus cost to board to run adult education were reviewed. As a result of an extensive review in 2007-2008, changes to the program, including the elimination of the PSW program and downsizing of the Madoc office resulted in the program costs being reduced by 100%. It was noted that a \$30.00 registration fee is charged for each course.

The number of students successfully completing their secondary school diploma through Adult Education for the 2008-2009 school year was 107, up from 60 the previous year. Factors that have contributed to the success of the program include: the addition of over 30 e-Learning courses; the addition of over 20 correspondence courses; "Learn While You Earn" co-op; tutoring sessions; and new community partnerships.

Trustees are invited to attend the Quinte Adult Education Graduation taking place on June 21 at 4:45 p.m. at Quinte Secondary School.

Bill 168, the Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009

Superintendent McGall reviewed Report No. C-2, noting that on December 9, 2009, the Ontario Legislature passed Bill 168, which will likely come into force in mid-June 2010. Bill 168 requires employers to develop policies to address workplace violence and harassment and to assess the risk of violence in its workplace.

A Safe Workplace Panel has been established to discuss the terms of the new legislation and to review existing training and supports in place to ensure a safe workplace. Membership on the panel includes superintendents with school responsibilities and union presidents.

Superintendent McGall reviewed the additional requirements placed on employers as a result of this legislation, noting that regular reports will be shared with trustees as the project proceeds. A copy of the project plan will be shared with trustees at the next meeting.

Superintendent McGall responded to inquiries regarding the impact of this legislation on the workplace as various scenarios were discussed. Clarification was provided regarding the workplace coordinator position. It is anticipated that this will be a central support role.

Policy 18: The Hastings and Prince Edward Learning Foundation

A draft copy of the proposed policy was provided. It was noted in section 3.1 that the Executive Director of the Learning Foundation will be an employee of the Board. The Executive Committee will bring a recommendation to the Board meeting on February 22, 2010 to approve the policy.

Pilot Project: North Hastings School Group Succession Planning

Superintendent McGall introduced the item and asked Superintendent Rogers to review the information relating to this initiative. It was noted that, over the past few years, there has been a shortage of qualified applicants for vice-principal and principal positions in North Hastings. In some cases, vice-principal positions have been filled with temporary administrators.

A pilot project is being initiated to establish a self-identification process for aspiring leaders interested in school administration, along with an incentive program that will fund up to 50% of the cost of approved courses related to moving an aspiring leader into a position of readiness to apply for vice-principal positions. The pilot project will make available a maximum of \$5,000 each year for the next two years to support approved applicants who are working on qualifications related to school administration.

When asked about how the money will be allocated, it was noted that a team of superintendents will review the applications based on a number of criteria. The money will not be awarded on a first-come-first-served basis.

Science Fair

Vice-chair Hall commented that the Science Fair is being held at Loyalist College this year because of lack of space at the Quinte Mall. She expressed concern about the loss of community connection by moving this historically well-attended event. She suggested that students who win have the opportunity to present their projects on a Saturday at the Quinte Mall. Superintendent McGall will pass along the suggestion to Superintendent Montgomery to share with the curriculum coordinator involved in the organization of the event.

Correspondence – None

At 7:55 p.m. the Program and Human Resources Committee moved into closed session.