



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
PROGRAM AND HUMAN RESOURCES COMMITTEE
PUBLIC MEETING MINUTES
Monday, March 8, 2010**

Members present: T. Goodfellow, M. Hall, C. Pitman, J. Williams, Vice-chair

Student Trustee: S. Willman

Absent: None

Regrets: H. Marissen, M. Walker, Chair

Guests: None

Resource: R. McGall, J. Montgomery, C. Portt, J. Rogers, K. Soule

Minutes: C. Reid, Administrative Assistant

Call to order

The meeting was called to order at 7:00 p.m. It was noted that Trustee Hall would be late arriving for the meeting resulting in the lack of quorum. The committee agreed to proceed with the information items listed on the agenda until her arrival.

Delegations/presentations - None

Report No. C-1 regarding OFIP/Schools in the Middle was deferred to the Program and Human Resources Committee meeting on April 19, 2010.

Proposed School Year Calendar 2010-2011

Superintendent Montgomery review report No. C-2, indicating that each spring district school boards are required to establish a school year calendar for the next school year in accordance with Regulation 304. This regulation sets the beginning and end dates for the school year; stipulates school holidays; and prescribes the minimum number of instructional days (194) and the maximum number of professional activity days (6), examination days (10) and board designated holidays (2).

The Ministry of Education has established the following days for school holidays for 2010-2011:

Labour Day	Monday, September 6, 2010
Thanksgiving Day	Monday, October 11, 2010
Christmas Break (inclusive)	Monday, December 20 – Friday, December 31, 2010
Family Day	Monday, February 21, 2011
Mid-Winter Break (inclusive)	Monday, March 14 – Friday, March 18, 2011
Good Friday	Friday, April 22, 2011
Easter Monday	Monday, April 25, 2011
Victoria Day	Monday, May 23, 2011

In establishing its annual School Year Calendar, it is the practice of the Board to consult with employee groups, parents, 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 minimize transportation costs. Meetings have been held with representatives of the Algonquin and Lakeshore Catholic District School Board, the Limestone District school Board and the Conseil des écoles publiques de l'Est de l'Ontario, resulting in the proposed School Year Calendar for 2010-2011.

The following dates were noted:

- In order to ensure that students are not brought back to school until after Labour Day, September 1 has been designated as a Board holiday, September 2 has been designated as a professional activity day and September 3 has been designated as a Board holiday
- Christmas break will be Monday, December 20, 2010 to Friday, December 31, 2010 inclusive
- Semester 2 will begin Thursday, February 3, 2011
- Mid-Winter Break will be Monday, March 14 to Friday, March 18, 2011
- That the last day of school be Thursday, June 30, 2011

The following six dates will be designated as professional activity days:

- Thursday, September 2, as noted above
- Monday, October 25 (Municipal Election day)
- Friday, November 26 (School Improvement Planning day)
- Thursday, February 3 (Assessment/reporting day for elementary – semester transition day for secondary – balances number of PA days in each semester)
- Friday, May 27 (Second assessment/reporting day for elementary)
- Thursday, June 30.

Ten examination days for secondary schools will be set as follows:

- Friday, January 26 – Tuesday, February 1
- Tuesday, June 21 – Monday, June 27

It was noted that the proposed school year calendar will come forward to Board for approval on March 29, 2010. Clarification was provided regarding February 2, 2011. Superintendent Montgomery confirmed that there will not be any regular classes for secondary students on that day. This is commonly known as an exam return day. Friday, February 4 will be the first day of classes for second semester since February 3 has been designated as a professional activity day. Director Soule explained the rationale behind the designated exam days for secondary schools and the requirement to have a balanced number of instructional days in each semester.

Amendment to Procedure 210: Textbook/Learning Material Selection, Purchase and Approval

Superintendent Montgomery commented on the use of literature circles to provide differentiated instruction based on student interests and needs. Literature circles use a small group approach to the study of a novel requiring a variety of titles to be available to students. To allow teachers to have a variety of novels available for use in literature circles, a request has been made through secondary English department heads to allow up to eight copies of a novel for classroom use without the novel going through the formal approval process. This would allow literature circle groups of up to seven students with a copy of the novel for the teacher as well. This streamlined process will make it easier for teachers to implement literature circles in their classrooms both in elementary and secondary classrooms.

To support this need, Procedure 210: Textbook/Learning Material Selection, Purchase and Approval, Section 7.1 which currently reads, "Where **six or more** copies of a textbook/learning material are to be used by students in one class...submitted for approval at the...Board meeting..." will be amended to read, "Where **more than eight** copies...."

Clarification was provided regarding the approval of novels, noting that the Board relies on teachers' professional standards for the selection of appropriate learning materials. The teacher would work directly with the department head regarding the purchase of the materials.

Trustee Hall arrived at 7:25 p.m. resulting in quorum.

Safe Schools-Safe Workplace update

Superintendent McGall indicated that Bill 168 will come into place in mid-June. At the last meeting of the Safe Workplace Panel a review of the draft project plan was conducted. The draft project plan is being presented to Director's Council this week and will be brought forward to trustees for information with an update at the next Program and Human Resources Committee meeting. A comprehensive review of existing policies and procedures for alignment purposes is underway which will result in a number of

existing policies and procedures being updated to align with Bill 168 and the development of new procedures as a result of the requirements of the legislation.

Approval of agenda

Moved: C. Pitman
Seconded: M. Hall

That the agenda be approved, as amended.

Carried

Approval of minutes

Moved: T. Goodfellow
Seconded: C. Pitman

That the minutes of the regular meeting of February 16, 2010 be approved.

Carried

Business arising from minutes

Committee members commented on the excellent report presented by the Adult Education Coordinator at the last meeting.

Recommendations

Educational Programs in Care, Treatment and Correctional Facilities (Section 23)

System Principal, Cathy Portt reviewed Report No. B-1, which is presented each year to the Board for approval. In April 2009, the Hastings Children's Aid Society informed the Board of its decision to withdraw support for one of the section programs (Cedarview Intermediate Program). This decision was identified as a result of budget deliberations. In light of this decision, Children's Mental Health offered to be the lead partner and committed to providing a counsellor for the program for the 2009-2010 school year.

In July 2009, the Hastings CAS informed the Board of a further decision to withdraw support for the remaining section program (Park Dale Junior Program), once again as a result of budget deliberations. While Children's Mental Health was able to provide counselling for one program, they could not fund counselling for two programs. Unfortunately, no other community partner was able to provide the necessary staffing to ensure the continuation of the program.

Upon considerable consultation and a review of the two programs (Cedarview and Park Dale), it was determined to maintain the Park Dale Junior Program and close the Cedarview Intermediate Program at Sir Mackenzie Bowell. This decision was reached based upon student enrolment and an emphasis on early intervention at the junior level to maximize a positive impact on student behavior and success.

Trustees inquired about the number of students in each program. It was noted that the maximum number of students is indicated on the chart in the report, however, actual numbers cannot be confirmed since they are not always Hastings and Prince Edward District School Board students enrolled in those programs.

Moved: M. Hall
Seconded: T. Goodfellow

That the Program and Human Resources Committee recommend that the Hastings and Prince Edward District School Board approve for 2010-2011 the four (4) special programs in conjunction with the care, treatment and correctional facilities, subject to approval by the Ministry of Education, as contained in Program and Resources Committee Public Session Report No. B-1, dated March 8, 2010.

Concern was raised regarding Cedarview being closed and the lack of support for students in Grades 7-8. It was noted that a Section 23 class does not fall within the Grants for Students Needs and it would be cost-prohibitive to run such a class without a community partner providing the counseling services. Students participating in these programs are not always students from our board. The program has not

been running for the current school year, but increased levels of support to individual students within the school setting are in place, which is a more feasible option.

Carried

Correspondence – None

At 7:51 p.m. the Program and Human Resources Committee moved into closed session.