



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

NOTICE OF MEETING

This notice is to confirm that the next regular meeting of the
Program and Human Resources Committee will be held on:

Monday, May 16, 2011
commencing at 7:00 p.m.

in the
Board Committee Room, Education Centre
156 Ann Street, Belleville, Ontario

The agenda and supporting documents for this meeting are attached to this notice.

Thelma Goodfellow, Chair
Program and Human Resources Committee

Trish FitzGibbon
Superintendent of Education
Curriculum Services

Jim Williams, Vice-chair
Program and Human Resources Committee

Rob McGall
Superintendent of Education
Human Resources Support Services

June Rogers
Superintendent of Education
Special Education Services

Committee members: Jennifer Cobb, Thelma Goodfellow, Chair, Lucille Kyle,
Carl Pitman, Jim Williams, Vice-chair
Emily Tetzlaff (Student Trustee)



Hastings and Prince Edward District School Board

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Program and Human Resources Committee PUBLIC AGENDA

Regular meeting of
Monday, May 16, 2011 - 7:00 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 – April 18, 2011	A-1	
	Business arising from the minutes		
B	Recommendations		
	Textbook/novel approval	B-1	T. FitzGibbon
C	Information		
7:00 p.m.	Student Success update	Verbal	K. Manderville
	Policy review:	C-1	R. McGall
	• Policy No. 3-I: Indemnification of Board Members		
	• Policy No. 11-F: Student Enrolment/School Capacity Committee		
	Start time for Program and Human Resources Committee meetings (Policy 11-B)	C-2	R. McGall
	Police Protocol update	C-3	M. Savery-Whiteway
D	Correspondence - None		

Move into closed session

Next regular meeting: Monday, June 13, 2011

Committee members: *Jennifer Cobb, Thelma Goodfellow, Chair, Lucille Kyle, Carl Pitman, Jim Williams, Vice-chair
Emily Tetzlaff (Student Trustee)*



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

**April 18, 2011
DRAFT**

Members present: J. Cobb, T. Goodfellow, Chair, L. Kyle, J. Williams, Vice-chair

Student Trustee: E. Tetzlaff

Regrets: C. Pitman

Guests: None

Resource: C. DeMille, T. FitzGibbon, R. McGall, C. Portt, J. Rogers, D. Rutherford, M. Savery-Whiteway, K. Soule

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: J. Williams

Seconded: L. Kyle

That the agenda be approved.

Carried

Approval of minutes

Moved: J. Cobb

Seconded: J. Williams

That the minutes of the March 7, 2011 regular meeting be approved.

Carried

Business arising from the minutes - None

Information

Timed item: OFIP/Schools in the Middle

Assistant Superintendent Colleen DeMille referenced the AiM System Plan and the Board Improvement Plan for Student Achievement, noting that OFIP funding supports the goals and action steps to support teaching and job-embedded learning. System Principal Jamie Robb introduced the two schools that were invited to present information. Queen Elizabeth School (Picton) is an OFIP school and is one of the six schools selected for a district review this year. Principal Heather Seres introduced staff members to share their experience.

Sherlyn Keddie, In-School Resource Teacher, presented information regarding their differentiated learning project. Jane Van Vlack, Literacy Partner, focused on the planning, acting, observing and reflecting method of teaching that involves co-planning and co-teaching lessons. Julie Hymus, Grade 3 Teacher, talked about a writing project involving the writer's notebook. A sample of student writing was shared as well as student testimonials. Kim Myderwyk, Vice-principal, shared some closing remarks, noting that these projects are supporting student achievement and teacher professional development.

Prince Charles Public School (Trenton) was the first school to have a district review this year. Principal Anne Whitfield provided a brief overview of Prince Charles School. Kindergarten Teacher, Leslie Jackett, reviewed the school effectiveness process at Prince Charles and Grade 7/8 Teacher, Brian Hayes discussed the curriculum, teaching and learning process. Vice-principal Cathy Speedy commented

on how the district review has helped move the school forward and helped to bring the School Improvement Plan for Student Achievement to life in the school. As a team, they looked at strengths, identified needs and developed a plan involving all staff, which helped to focus professional learning and enhance the school-wide attitude of continuous learning and continuous improvement.

At 7:40 p.m. the Program and Human Resources Committee moved into closed session.

The Program and Human Resources Committee reconvened public session at 8:05 p.m.

Recommendations – None

Information

Policy review

Superintendent Rutherford reviewed the proposed changes to the following policies:

- Board Policy No. 11-E: The Budget Committee
 - Amended by strikeout, insertion of language, and re-numbering as noted in Appendix A to Report No. C-1.
- Board Policy No. 17: Transportation of Students
 - Amended by strikeout, insertion of language and re-numbering to reflect changes to Board
 - Procedure References, current practice and correct terminology as noted in Appendix B to Report No. C-1.

Superintendent Rogers reviewed the proposed changes to the following policy:

- Board Policy No. 11-G: Special Education Advisory Committee
 - Amended by both strikeout and insertion of language to reflect the current practice and system plan as noted in Appendix C to Report No. C-1.

Administrative Procedure update

Superintendent McGall reviewed Report No. C-2, noting that Procedure 406: Criminal Background Checks and Procedure 498: Volunteers in Schools have been reviewed and changes approved by Administrative Council. The revised procedures are being brought to the Program and Human Resources Committee for information.

It is the current practice of the Board to collect an up-to-date criminal background check and vulnerable sector screening from all employees, service providers and volunteers, followed by an annual offence declaration. A review of Procedure 406 and Procedure 498 revealed that the language in those procedures had not been updated to reflect current practice. The proposed changes are outlined in the documents attached to Report No. C-2.

Supports for students in locally developed courses

Superintendent Rogers reviewed Report No. C-3, which is a follow up to the EDP review report that was presented to the committee earlier in the school year. It was noted that by 2020, more than 70% of all new jobs, even entry-level positions, will require some post-secondary education or skills training (Ministry of Training, Colleges and Universities web site 2010). This information supports the need for students for whom it is a reasonable expectation, to be on a diploma track, move away from non-credit “K courses” and take credit courses such as those at the locally developed level.

As the result of a great deal of planning, beginning in September 2011, former EDP students will be timetabled in locally developed and/or locally developed modified courses in order to provide them with every opportunity to attain a secondary school diploma or certificate. Superintendent Rogers provided a review of the supports being implemented for September.

Clarification was sought regarding lowered curriculum expectations. It was confirmed that a student still needs to complete the Ministry credit requirements in order to obtain a diploma. When a student has not successfully completed a Ministry credit, a “K course” may be offered to provide additional opportunity for skill development that will lead to an opportunity to take the Ministry credit that was not completed.

Further, it was noted that assistive technology will be integrated into first semester of Grade 9 and linked with a Ministry credit. Students in locally developed courses will have ready access to computers with assistive technology.

It was confirmed that although students will no longer have an alternate placement, the supports allow opportunities for students who can and will obtain credits to do so. For those students who may not benefit from the locally developed courses, alternative options will still be available. This provides a more flexible opportunity for students who were formally placed in EDP.

A comment was made regarding the perceived lowering of standards and expectations to increase graduation rate. In closing, trustees commented that the supports being put in place will encourage and support these students to achieve success.

Textbook/novel approval

Superintendent FitzGibbon provided a verbal update regarding the process for schools to submit texts and resources for Board approval. This is the second opportunity this year to provide trustees with texts and resources coming forward for Board approval. A recommendation will be made at the Program and Human Resources Committee meeting in May to approve the two novels and one textbook submitted.

Headship/coordinator process review

Assistant Superintendent Savery-Whiteway provided information regarding two staffing processes that are currently underway. The elementary and secondary collective agreements provide for opportunities for teachers to apply for central coordinator positions and headship positions at secondary schools. A change in structure in the secondary panel will result in secondary teachers now holding those positions for five years rather than three years. Postings for 88 department headship positions in secondary schools have been issued. These are determined based on curriculum documents. This year, there will be major and minor headships. Major headships are based on 23 classes or more in a given subject area. Fewer than 12 will be considered a minor headship. Schools may also combine headships where appropriate, i.e. business and computers. Principals will form teams based on areas of expertise and will be holding interviews for these five year headship positions. The coordinator interviews, involving members of the senior team, have already taken place.

Preliminary 2011-2012 administrative assignments

Superintendent McGall reported that there are no changes at this time.

GSN analysis

This item was added to the agenda. Superintendent Rutherford provided a preliminary GSN analysis. In order to determine the full impact of the GSN announcement the actual grant calculation forms are required. These usually follow shortly after the GSN announcement. Information from the Ministry indicates that this may not be available until after Easter. A review of the following funding components was provided:

- MISA Local Capacity
- Cost Updates
- School Renewal
- Computers
- Staff Development
- Learning Opportunities Grant
- Elementary Supervision
- Native Studies
- Supervised Alternative Learning

Correspondence – None

The Program and Human Resources Committee moved back into closed session at 9:09 p.m.



Decision X Information

To: The Chair and Members of the Program and Human Resources Committee
From: Trish FitzGibbon, Superintendent of Education – Curriculum Services
Re: **Textbook/novel approval**

Purpose

To seek approval for textbooks/novels not listed in the Ministry Curriculum Centre Learning Resources website which lists textbooks/novels approved for use in schools by the Minister of Education.

Background

The Ministry Curriculum Centre Learning Resources website lists textbooks/novels approved for use in schools by the Minister of Education under the *Education Act*.

Current situation

The titles (attached as Appendix “A”) have been reviewed by the school principal, curriculum services staff or superintendent and trustees on the Program and Human Resources Committee.

Appendices

Appendix A – Titles Submitted for Board Approval

Recommendation

Moved:
Seconded:

That the Program and Human Resources Committee recommend that Hastings and Prince Edward District School Board approve the list for use in schools as described in Appendix A as contained in the Program and Human Resources Committee Public Session Report No. B-1, dated May 16, 2011.

Respectfully submitted,

**Trish FitzGibbon
Superintendent of Education – Curriculum Services**



FORM F210-1	
Adopted	October 6, 2008
Last Revised	October 6, 2008
Review Date	October, 2013

Summary List of Material Submitted for Approval

Date: <u>Monday, April 18, 2011</u>						
TITLES SUBMITTED FOR BOARD TEXT/NOVEL APPROVAL						
TITLE	SUBJECT	AUTHOR	PUBLISHER	EDITION (# or Yr.)	CDN OR FOREIGN (C or F)	GRADES
Borderline	English	Allan Stratton	Harper Collins	2010	C	9, 10
Child of Dandelions	English	Shenaaz Nanji	Second Story	2010	C	9, 10
Machining Fundamentals	TMJ ₃ and TMJ ₄	John R. Walter	The Goodheart- Willcox Company, Inc.	7	F	10, 11, 12



Decision _____ **Information** X

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

From: Dave Rutherford, Superintendent of Business Services
Rob McGall, Superintendent of Education, Human Resources Support Services

Re: Board Policy No. 3-I: Indemnification of Board Members
Board Policy No. 11-F: Student Enrolment/School Capacity Committee

Purpose

To provide an update on the review of Board Policy No. 3-I: Indemnification of Board Members and Board Policy No. 11-F: Student Enrolment/School Capacity Committee.

Background

According to Procedure 110 Board Policy Development and Review, Board Policies are required to be reviewed every three years to ensure they are still relevant and have been implemented effectively.

Current situation

On January 10, 2011 the Executive Committee recommended that the Director of Education be authorized to review the policies contained in Executive Committee Report C-2 and bring recommendations forward to the Executive Committee for discussion. The following policies were reviewed and amended as noted in the attached appendices.

Board Policy No. 3-I: Indemnification of Board Members

Amended by strikeout, insertion of language as noted in Appendix A.

Board Policy No. 11-F: Student Enrolment/School Capacity Committee

Amended by strikeout, insertion of language and renumbering as noted in Appendix B.

Appendix

Appendix A – Board Policy No. 3-I: Indemnification of Board Members

Appendix B – Board Policy No. 11-F: Student Enrolment/School Capacity Committee

For information only.

Respectfully submitted,

Dave Rutherford
Superintendent of Business Services

Rob McGall
Superintendent of Education
Human Resources Support Services

BOARD OPERATIONS

POLICY NO. 3-I	
Adopted	May 26, 2008
Last Revised	May, 2011
Review Date	May, 2014

Deleted: May 26, 2008

Deleted: May, 2011

INDEMNIFICATION OF BOARD MEMBERS

1. OBJECTIVE

Hastings and Prince Edward District School Board provides insurance to protect members of the Board from loss and/or liability incurred as a result of their public service.

2. PROCEDURE

2.1 As permitted under section 176 of the *Education Act*, Hastings and Prince Edward District School Board provides group accident insurance to indemnify a member of ~~the Board or his/her estate~~ against loss in case he/she is accidentally injured or killed, while traveling on the business of the Board or in the performance of duties as a member of the Board, either within or outside the area over which the Board has jurisdiction.

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2.2 The Board also provides group public liability and property damage insurance to indemnify a member of the Board, or his/her estate, in respect of loss or damage for which he/she has become liable. ~~This may occur as a result of injury to persons or property or in respect of loss or damage suffered by him/her by reason of injury to his/her own property while travelling on the business of the Board or in the performance of duties as a member of the Board.~~

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Deleted: injury to persons or property or in respect of loss or damage suffered by him or her by reason of injury to his or her own property, while traveling on the business of the Board or in the performance of duties as a member of the Board, either within or outside the area over which the Board has jurisdiction.¶

Legal References:

Education Act, section 176 Benefits

Board References:

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

STANDING COMMITTEE

POLICY NO. 11- F	
Adopted	May 26, 2008
Last Revised	May 26 24, 2011 08
Review Date	May 24, 200 13 14

STUDENT ENROLMENT/SCHOOL CAPACITY COMMITTEE

1. PURPOSE

The Student Enrolment/School Capacity Committee shall review and make recommendations ~~onfor~~ matters relating to school enrolments, school capacities, including projected trends, and ~~the review of~~ any implications arising from such matters.

2. POWERS AND DUTIES

2.1 The committee shall consider the school board's long term capital plan in order to provide the best educational opportunities for students and to enhance the learning environment in all schools, while ensuring fiscal responsibility.

~~2.12.2~~ The committee shall review a preliminary report prepared by senior administration identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, as described in Policy No. 15: Student Enrolment/School Capacity, and in respect of which there may be a need to consider the possible consolidation, closure or program relocation in respect of one or more schools.

~~2.2~~ After reviewing the preliminary report, the Student Enrolment/School Capacity Committee may recommend that the Board direct senior administration to the formation of an Accommodation Review Committee for a group of schools or for a single school. ~~If the Board supports the committee recommendation, parents, guardians, the staff and school council members of the identified school group or school will be informed within one week, in writing, of the Board's decision to form an Accommodation Review Committee. The Accommodation Review Committee will prepare a school valuation report and recommendations.~~

2.3

2.4 Following the formation of an Accommodation Review Committee, the Student Enrolment/School Capacity Committee shall review and consider reports and recommendations from senior administration and the Accommodation Review Committee and receive public input into those reports in accordance with Policy No. 15: Student Enrolment/School Capacity.

~~2.3~~ The director of education and system administration will review the report and recommendations from the Accommodation Review Committee. Following this review, the director will present the Student Enrolment/School Capacity Committee with administration's report and recommendations in public session as set out in Board Policy No. 15 Student Enrolment/School Capacity.

2.5 The committee shall prepare its report and recommendations regarding pupil accommodation options to the Board.

~~2.4~~ The Student Enrolment/School Capacity Committee will hold a meeting for public input no sooner than 30 days after administration's report.

~~2.5~~ The recommendations will be presented in public in order to provide an opportunity for the public to make formal presentations to the Student Enrolment/School Capacity Committee concerning administration's report and the matters that are addressed in it and in the Accommodation Review Committee report. Following this meeting, administration will prepare a report and recommendations for the corporate Board.

3. MEMBERSHIP

The membership of the Student Enrolment/School Capacity Committee includes all members of the Board.

4. MEETINGS

The Chair of the committee shall call meetings as needed and in accordance with Board Policy No. 15 Student Enrolment/School Capacity when an Accommodation Review Committee (ARC) has been initiated.-

Legal References:

- *Education Act, paragraph 8 (1) 26 School Closing; section 171 Powers of Boards*
- Ministry of Education Pupil Accommodation Review Guidelines
- Ministry of Education Administrative Review of Accommodation Review Process

Board References:

Board Policy No. 15 - Student Enrolment/School Capacity
Administrative Procedure 178: Accommodation Review Committee (ARC)

STANDING COMMITTEE

POLICY NO. 11- B	
Adopted	May 26, 2008
Last Revised	January 11, 2011
Review Date	January 2014

PROGRAM AND HUMAN RESOURCES COMMITTEE

1. PURPOSE

The Program and Human Resources Committee shall review and make recommendations to the Board on matters concerning educational programs, special education services and human resources/personnel issues.

2. POWERS AND DUTIES

- 2.1 The committee shall support the achievement of the Board's major areas of responsibility that relate to educational programs, special education services and human resources issues, as described in Board Policy No. 4 Corporate Board Job Description.
- 2.2 The committee is responsible for reviewing and recommending to the Board the goals in the Board's system plan and the means whereby these goals may be achieved.
- 2.3 The committee will review and monitor, through the director of education, matters relating to the quality of programs and program delivery within the system.
- 2.4 The committee will receive, through the director of education, reports relating to the development of special education programs and make recommendations to the Board concerning the need for and the impact of these special programs.
- 2.5 The committee will review and monitor, through the director of education, matters relating to the use of instructional and assistive technology to expand learning opportunities for all students and provide essential support for students with special education needs.
- 2.6 The committee will receive, through the director of education, presentations and reports relating to the progress of students, student discipline and school safety, and any other matters which influence the effectiveness of the schools.
- 2.7 The committee will monitor that the Board acts in accordance with the *Education Act*, regulations and other statutory requirements to ensure the implementation of provincial education standards and policies.
- 2.8 The committee is responsible for ensuring that all employees of the Board are valued and treated with respect, that the principles of fairness, equity and inclusivity are practiced, and that the provisions of all current employment and labour laws and Board agreements are implemented.
- 2.9 The committee will monitor the success of administrative procedures related to the management of the Board's human resources and programs that provide benefits and services to employees.

2.10 The committee will discuss with the director any issue about educational programs, special education services, or human resources matters that might require the development of an administrative procedure.

3. MEMBERSHIP

3.1 Membership is appointed each year at the annual meeting held in December.

3.2 Membership shall consist of a minimum of five trustees.

4. MEETINGS

4.1 The Program and Human Resources Committee shall schedule meetings for the third Monday evening of each month in which a regular meeting of the Board is held, with the following exceptions:

- a) There will be no regular committee meeting in December.
- b) In June the meeting shall be held on the second Monday evening.
- c) Where the third Monday of any month falls on a statutory holiday, the meeting shall be held on the Tuesday immediately following the holiday.

4.2 Any change in meeting dates shall require advance notice to be publicly posted at least seventy-two hours in advance.

Legal References:

- *Education Act, sections 170-171 Duties and Powers of Boards; Part XIII Behaviour, Discipline and Safety*
- *Education Quality and Accountability Office Act*
- *Labour Relations Act*

Board References:

- Board Policy No. 1 - Board Mission and Goals
- Board Policy No. 4 - Corporate Board Job Description
- Board Policy No. 5 - Director of Education Job Description
- Achievement in Motion System Plan



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

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

From: Mandy Savery-Whiteway, Assistant Superintendent of Education
Human Resources Support Services

Re: Police Protocol update

Purpose

In the AiM system plan, under the goal of Community Connections, Action Plan 3, Action Step 1, includes enhancing cooperative and collaborative community services partnerships with a focus on children's mental health and safety in schools. This report provides information on new Ministry requirements with regard to Police Protocols between school boards and local police services.

Background

In January, a training session was held in Toronto at the Police Training Facility for boards of education and local police services. Based on Bill 157, Keeping our Kids Safe at School, there are now 22 required elements that must be incorporated into Police Protocols. The required elements include consideration of students with special needs, appropriate emergency response procedures and threat risk assessment processes. All 22 elements are available for review at:

<http://www.edu.gov.on.ca/eng/document/brochure/protocol/locprote.pdf>

Compliant Police Protocols must be in place by September 2011 and training must be provided to administrators.

Current situation

A DRAFT Police Protocol is being developed in collaboration with the Safe Schools Supervisor and a workgroup of K-12 administrators: Lynn Andrews, Jill Batchelor, Carla Ross, Tonia Shelmerdine, Lisa Vincent, Earle Wright and Shelley Steele. Consultations and meetings with all local police services will take place through the month of May and June. The DRAFT document will also be provided to senior administration, Special Education Services and to the Safe Schools Advisory Committee for input. The document will be finalized by August, 2011.

The final Police Protocol will be brought to the Program HR committee for information.

Respectfully submitted,

Mandy Savery-Whiteway
Assistant Superintendent of Education
Human Resources Support Services