



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

June 13, 2011

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

Student Trustee: E. Tetzlaff, A. Martin

Regrets: None

Guests: M. Brant, S. Clements, M. Hall, D. Inch, D. Patterson

Resource: C. DeMille, T. FitzGibbon, R. McGall, M. Norton, C. Portt, J. Rogers, M. Savery-Whiteway

Minutes: C. Reid, Administrative Assistant

Call to order

The meeting was called to order at 5:30 p.m.

Delegations/presentations - None

Incoming Student Trustee, Ally Martin, was introduced to the committee.

Approval of agenda

Moved: J. Cobb

Seconded: L. Kyle

That the agenda be approved.

Carried

Approval of minutes

Moved: L. Kyle

Seconded: J. Cobb

That the minutes of the May 16, 2011 regular meeting be approved.

Carried

Business arising from the minutes - None

Superintendent McGall commented that a delegation from a Trenton parent group regarding a Trenton Adventure Class was originally scheduled to present at this meeting but had requested a deferral until the fall.

Information

Timed item: MISA teacher collaboration project

Matt Norton introduced Heather Yearwood, Teacher Librarian Resource and Jennifer Hawkins and Matt Charles, Special Education Coordinators, to present information regarding two MISA teacher collaboration projects. The focus of these projects is to build teacher capacity. Release time is provided for teacher collaboration in order to study strategies that bring evidence informed decision making to the classroom, change teacher practice and impact on student learning.

Hastings and Prince Edward District School Board received funding for two projects. Heather Yearwood presented information regarding her blogging project entitled "To Blog or Not to Blog.....That is the Question". Jennifer Hawkins and Matt Charles shared information regarding their assistive technology project entitled "Increasing Student Engagement, Thinking and Learning through Assistive Technology: A Collaborative Approach".

Participants from the projects included K-12 teachers and central coordinators from Special Education Services, Curriculum Services, and Information and Technology Services. Both projects were presented at the Teacher Collaboration Symposium 2011 held May 12 and 13 in Kingston.

Recommendations

Textbook/novel approval

Superintendent FitzGibbon distributed a copy of Procedure 210: Textbook/Learning Material Selection, Purchase and Approval and provided background regarding the Ministry guidelines related to approval of textbooks and novels included on the Trillium List. She reviewed the approval process for textbooks and supplementary learning materials not included in the list approved by the Minister, as contained in Procedure 210.

Superintendent FitzGibbon noted that the intent and purpose of the novel *Borderline* is to address curriculum expectations, issues related to bullying and character attributes. She noted that there is some language within novel that raises some concern and requires discussion between the teacher and the students. When considering the novel for approval, all aspects of the book were considered and the selection criteria contained within Procedure 210 were met.

Moved: J. Cobb

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 June 13, 2011.

A point of information was raised, noting that if the motion is not seconded, then it will be lost.

Superintendent McGall noted that the options before the committee included defeating the motion or deferring the motion for consideration in the fall once all trustees have had an opportunity to read the novel. He stated that in order for the motion to be tabled for discussion, a seconder was required.

A point of clarification was made confirming that the student trustee could vote on the motion, but the vote would not be counted.

The chair called for a seconder to the motion. Since no seconder came forward, it was agreed that the motion would be brought back to the September Program and Human Resources Committee meeting for consideration.

Special Education Plan

Superintendent Rogers reviewed Report No. B-2, noting that Special Education staff reviewed the 2010-2011 Special Education Plan to ensure that current programs and services were reflected accurately. Revisions were presented to the Special Education Advisory Committee (SEAC) at the regular meeting in May, and were approved by the Committee on May 25, 2011.

Superintendent Rogers provided a summary of the contents of the Special Education Plan, making specific note of page 15, Continuous Assessment Process; page 24, Categories of Exceptionalities and Definitions; and page 29, Special Education Placements. A summary of amendments was provided and it was noted that the comparison of statistics for 2009-2010 and 2010-2011 shows a significant reduction in number of identified students. There are a number of factors contributing to the decline in identified students, including declining enrolment, graduation, leaving the district. Additional information was requested regarding significant reduction in total number of students identified. A report will be brought back to the September meeting.

Moved: J. Williams
Seconded: L. Kyle

That the Program and Human Resources Committee recommend that Hastings and Prince Edward District School Board approve the amendments to the Special Education Plan 2010-2011 as contained in the Program and Human Resources Committee Public Session Report no B-2 dated June 13, 2011.

Carried

Start time for Program and Human Resources Committee meetings

Moved: L. Kyle
Seconded: J. Williams

That the start time of the regular meetings of the Program and Human Resources Committee be moved from 7:00 p.m. to 5:30 p.m. except in cases where multiple committee meetings occur in the same evening, effective September, 2011, as contained in Program and Human Resources Committee Public Session Report No. B-3, dated June 13, 2011.

A question was raised regarding the consultation process. It was noted that all committee members were consulted and that the meeting time can be changed at any time to meet the needs of new committee members.

Carried

Information

Instructional Technology Advisory Committee (ITAC)

Matt Norton reviewed Report No. C-1. He commented that a number of the recommendations brought before Administrative Council have been piloted in our schools that fall within four categories: program; professional development; responsibility; and access. Those recommendations include:

- Immediately begin to explore and determine standard technologies which support the 21st century learner (staff and student)
 - A proposed five year elementary ever greening plan
- Enable staff and students access to technologies that support 21st century learning
 - iDevice research and pilot proposals

The committee has also developed a draft procedure for 21st Century Leading and Learning. For the 2011/2012 school year the committee is planning to develop a multimedia representation of the 21st Century Leading and Learning procedure. The Instructional Technology Advisory Committee will continue to review, implement and assess the recommendations brought before Administrative Council in 2010 to further instructional technology for our 21st century leaders and learners. A more detailed report will be forthcoming in the fall of 2011 at which time the draft 21st Century Leading and Learning procedure, elementary ever greening plan, and a list of future projects will be presented.

Year 4 and 5 Full-day Kindergarten sites

Superintendent FitzGibbon reviewed Report No. C-3, stating that, in May, school boards were required to submit proposed Full Day Kindergarten sites for Year 4 and Year 5 of the five year implementation process. As part of the consultation process in determining site selection, the Early Learning Community Work Group reviewed Year 4 and 5 proposed sites and confirmed their support for submission to the Ministry for approval. Recommendations for site selection are based upon the needs of the community and school, geographical distribution, facility space and projected enrolment. On June 1, 2011 the Ministry of Education confirmed approval of Year 4 and 5 site selections with school boards. The early submission date for Years 4 and 5 addresses the need of school boards to analyze and make application for capital requirements for these schools. Year 3 capital approvals were confirmed March 2, 2011.

A chart showing Years 1 to 5 Full Day Early Learning Kindergarten Program sites for the Hastings and Prince Edward District School Board was reviewed. It was noted that preparations are being undertaken to address programming, staffing, professional development, community communications and facility needs for Year 2 sites to ensure a successful September 2011 implementation. Planning for capital submissions is currently underway for Year 4 and 5 sites, which are due June 24, 2011 and October 28, 2011 respectively.

A question was raised regarding the success of Year 1 and it was confirmed that feedback from the community and parents feedback is very strong.

Clarification was sought regarding the funding provided by the Ministry and the Board having to absorb costs of oversubscribed programs. It was confirmed that if a school is oversubscribed and has to add additional staffing, the Board has to pay for the additional DECE staff and partially fund the additional teaching staff. Even though there is some financial impact on the Board, the feedback has been extremely positive and staff are predicting student achievement levels will be higher.

Frink Centre report and video

Superintendent FitzGibbon introduced Ian Boyd, Curriculum Services Coordinator, Randy Votary, Curriculum Services Coordinator, Paul Taylor, Outdoor Education Liaison and Brad Olsen, Teacher at Centre Hastings Secondary School.

Paul Taylor presented the following highlights of the 2010-2011 year at the Frink Centre:

- Visitor numbers to the Frink centre continue to remain strong. As of May 31st of the 2010-2011 school year, 5853 visitors (240 classes) have attended programming at the Frink Centre from HPEDSB.
- Program enhancement included purchase of new snowshoe bindings, several class sets of rain jackets and bug jackets to accommodate all ages of students visiting the Frink Centre to ensure safety and comfort for students in all kinds of weather conditions, and to promote being active and learning in the outdoors.
- A grand opening was held on May 5th, 2011 for the completed Outdoor Education Pavilion. The pavilion was built by the Centre Hastings Secondary School Specialist High Skills Major Renovation and Restoration Class 2011 and was sponsored by John M. Parrott Foundation, Skills Canada Ontario/Lowe's Toolbox for Education, HPEDSB, ALCDSB, Tal Trees Inc, Quinte Bass Anglers, Jim and Nancy Moore and Quinte Conservation.
- The Lifelines class from Centennial Secondary School facilitated the 2011 tours for the Frink Centre's annual Sugarbush from March 21st – April 8th for the 62 classes from HPEDSB that visited the Centre to learn about maple syrup.
- Student placement opportunities for 2010-2011 at the Centre has brought in students from Loyalist College, Queen's University and Quinte Secondary School.

Many other highlights, including future plans for the Frink Centre, were contained in Report No. C-4.

A question was raised regarding curriculum connections. It was confirmed that activity guides are provided to each school that are grade specific and are directly linked to the curriculum.

Brad Olsen, Teacher from the Centre Hastings Secondary School Specialist High Skills Major Renovation and Restoration Class 2011, presented a video showing the construction phases of the new Outdoor Education Pavilion.

Correspondence – None

The Program and Human Resources Committee moved into closed session at 7:17 p.m.