



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

**June 13, 2016**

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|--------------------------|---|
| <b>Members present:</b>  | M. Brant, J. Cobb (Chair), B. Danes, M. Hall (Vice-chair),<br>L. Kyle, D. Patterson, J. Williams              |
| <b>Student Trustees:</b> | None  |
| <b>Regrets:</b>          | J. Bray, D. Inch  |
| <b>Absent:</b>           | None  |
| <b>Guests:</b>           | None  |
| <b>Resource:</b>         | C. DeMille, K. Donnell, M. Fisher, T. FitzGibbon, K. MacQuarrie, N. Pfeiffer,<br>C. Portt, M. Savery-Whiteway |
| <b>Minutes:</b>          | C. Reid, Administrative Assistant   |

**Call to order**

Chair Cobb called the meeting to order at 5:30 p.m.

**Approval of agenda**

Moved: M. Hall  
Seconded: B. Danes

**That the agenda be approved.**

Carried

**Approval of minutes**

Moved: D. Patterson  
Seconded: L. Kyle

**That the minutes of the May 9, 2016 regular meeting be approved.**

Carried

**Business arising from the minutes**

Director Savery-Whiteway referred to the information presented by OSSTF regarding employee wellness and called upon Superintendent FitzGibbon to provide an update regarding a recent employee wellness initiative. Superintendent FitzGibbon stated that the board is piloting various strategies and opportunities focusing on employee wellness. Recently, employees were offered the opportunity to sign up for a paint night organized by the Wellness Committee. Ten dollars of the registration fee for each participant was donated to the Learning Foundation's Student Emergency Fund. The event was very well attended by employees from all employee groups and the committee will look at providing additional opportunities in the fall. Connie Reid participated in the event and commented that the event was well organized and well received by all who attended. In addition to supporting the Learning Foundation, it provided an excellent opportunity to socialize with colleagues outside of the work environment.

**Information**

**Timed item: Board Improvement Plan for Student Achievement and Well-Being (BIPSAW) –  
Literacy update**

Superintendent Portt referred to Report No. C-1 and made connections to the 2015-2020 Strategic Plan and the BIPSAW. She stated that all schools have goals within their school improvement plans that specifically relate to K-12 literacy and support all students to be globally minded learners and leaders.

Superintendent Portt commented that professional learning in K-12 literacy is underway across the district and an overview of the various initiatives is provided in the chart contained in the report. The objective of each initiative is to build knowledge and capacity among educators to know our learners, respond to their needs and monitor progress to reach provincial standards. A common element of each literacy initiative is the focus on student assessment informing instructional responses in the classroom. Superintendent Portt called upon Heather McMaster, Early Years Lead and Tina Jones, Student Success Lead to present information regarding two of the professional learning initiatives in literacy.

Heather McMaster highlighted the work being done with all Grade 3 teachers related to Grade 3 reading and described the “moderated marking open response” and “descriptive feedback” models being used to improve learning. She showed samples of the work illustrating how this approach allows students to demonstrate their understanding of what they are reading by responding to a question that requires deeper thinking. She commented that this approach has been widely successful and teachers are sharing their experiences with other teachers in the system.

Tina Jones presented information related to adolescent literacy based on the Adolescent Literacy Guide and described the “making meaning from text” and “developing comprehension” strategies being used along with “reading records” in all secondary schools. She showed examples of the work illustrating how “thinking through text” and “responding to text” strategies have been successful.

Superintendent Portt stated that implementation is concluding for K-12 literacy initiatives and the BIPSAW monitoring questions are being analyzed to provide evidence and feedback regarding the impact on educator professional learning and student achievement.

Discussion/clarification items included:

- Acknowledgement of the high level of spelling and grammar skills of the young learners.
- A request for trustees to be provided with the dates for literacy camps.
- A query about the reading levels of grade 2 students revealed that this is monitored by principals at the school level. Leveled literacy intervention reading data will be gathered as part of the monitoring process of this system wide intervention program.

### **Recommendations**

None

### **Information**

#### **Instructional Technology Advisory Committee (ITAC) update**

Kelvin MacQuarrie, Senior Information and Technology Officer, referred to Report No. C-1 and stated that the Instructional Technology Advisory Committee met twice during the 2015-2016 school year. This year Trustee Tom Biniaris returned to the committee and Trustee Justin Bray joined the committee. The primary focus of ITAC for this school year was to refine the K-12 Evergreening Plan. This new plan, attached as an appendix to the report, has a shorter refresh cycle than the previous plan and includes both elementary and secondary schools.

Another area of focus for ITAC was to increase the ability of teachers and students to Bring Your Own Device (BYOD) and to connect to our board’s resources. To support a true BYOD model, the school’s wireless infrastructure will need to be redesigned to fully support personal devices without compromising our network security. Currently we have two schools on a wireless pilot, Quinte Secondary School and Prince Edward Collegiate Institute. At both of these schools the board has increased the wireless coverage in the building and deployed a new wireless model that will provide more access to resources for students and teachers.

The K-12 Evergreening Plan was reviewed and it was noted that the funding for student and classroom devices would align with the Ministry’s Average Daily enrolment (ADE) grant under the pupil foundation allocation. The new budget will be calculated annually for each school’s Evergreening year and will be based on student population reported in the October OnSIS report. Examples of best practices were identified and the centralized printing model was highlighted. Appendix A to the plan includes the proposed school Evergreening allocation by year and Appendix B provides a list of approved items for this funding.

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Discussion/clarification items included:

- Roll-out of the centralized printing model.
- The consultation process for identifying Evergreening needs.

**Managing Information for Student Achievement (MISA) update**

Kelvin MacQuarrie referred to Report No. C-3 and noted that the board continues to receive funding from the Ministry's local capacity building (LCB) funding and the regional MISA professional network center (PNC) funding. Research Coordinator, Angela Harvey and Senior ITS Officer, Kelvin MacQuarrie are members of the MISA PNC steering committee, and helped plan regional educator events.

The funding was targeted towards four different areas that align with the 2015-2020 Strategic Plan as well as the BIPSAW priorities. A summary of the following four areas of focus was provided:

- Expansion of the "Every School Day Counts" attendance program
- K12 Leadership Event with Sandra Herbst
- 2015-2016 School Climate Survey
- Teacher and Administrator Collaborative Inquiry projects

Director Savery-Whiteway commented on how explicitly this work connects with the BIPSAW and stated that MISA funding is a critical component to the work being done in various areas.

**Trustee proposals and queries**

None

**Correspondence**

None

The Program and Human Resources Committee moved into closed session at 6:25 p.m.