



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
PROGRAM AND HUMAN RESOURCES COMMITTEE
PUBLIC MEETING MINUTES
Monday, June 14, 2010**

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

Student Trustee: None

Absent: None

Regrets: None

Guests: M. Brant

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

Minutes: C. Reid, Administrative Assistant

Call to order

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

Delegations/presentations - None

Approval of agenda

A revised agenda was distributed.

Moved: J. Williams
Seconded: T. Goodfellow

That the revised agenda be approved.

Carried

Information – Timed Items

International Student Program update

Director Soule introduced Carol Goerke, Manager of the International Student Program, who commented that the International Student Program is working through a three year plan for program enhancement. This plan, which is in its second year, will allow for a high quality and efficient program that is consistent with the Board's system plan and processes.

The International Student Program initiatives for the current school year were reviewed, as contained in Report No. C-1. It was noted that the target for enrollment is 120 secondary students, however, due to the global economy, the number of students attending the program declined this school year. In the first semester, 109 students were enrolled in the program and 100 students in second semester. For September 2010 enrollment has already reached 125 students. The program continues to recruit until June 1, which is the deadline for applications. The projected enrollment for first semester is 140 students. A number of student success ~~stories~~ **stories** were highlighted by Carol Goerke. She commented that the international students are involved in many school and community initiatives, including sports teams.

Correction made September 20, 2010

Questions were raised regarding the review of the current structure of the Homestay Program. It was noted that the core business of the Board is education and the core business of the International Student Program is to integrate international students into the life of the school. The custodial liability and management of students' time outside of the school day has placed a large onus on Board staff. The Board is currently investigating an outside agency, such as Canada Homestay, a Canada-wide agency with local connections, whose core business is the management and custody of international students.

This agency would work with current Homestay families and current staff. Upon completion of the review, a full report will be brought forward to the Board with recommendations before any final decisions are made.

The Hastings and Prince Edward Learning Foundation update

Director Soule introduced Maribeth deSnoo, Executive Director of the Learning Foundation. She was joined by Elaner Pound, Chair of Foundation Board of Directors. Report No. C-2 was reviewed by Maribeth deSnoo, who noted that a strategic planning session was held in the fall, and key identified strategies of the plan, such as a redesigned Planned Giving pamphlet, have been completed. The “Food for Learning” student nutrition program statistics from September 2009, to March 31st, 2010 were contained within the report and it was noted that the “Feed the Meter Program” would run again this year in the City of Belleville and in Quinte West. The Greek Church has agreed to host a kick-off breakfast for the program, which is tentatively scheduled for December 1.

Other highlights contained within the report were reviewed, including 25 Project Enhancement Fund grants awarded to HPEDSB schools and 140 Student Emergency Fund grants have been approved to support students in crisis, compared to 77 requests received last school year.

In addition, The Learning Foundation Board has received an estate gift, ‘The Len & Olive Black Memorial Fund’. The gift will be a fund within the Student Emergency Fund for the specific purpose of supporting students facing financial hardship and who:

- 1) would like to enroll in HPEDSB courses requiring specific materials/items to participate; or
- 2) would like to pursue post secondary education and need assistance with the application fee to apply to attend, currently \$115.

Glen Richardson, who is a retired principal, is executor of the estate and has written an article in *Chalk Talk* regarding Mr. and Mrs. Black. An Agribition event for all Grade 4 students is being planned for October 6 and 7, 2010.

Trustees inquired about whether Prince Edward County Council has approved support of the “Feed the Meter” campaign. It was reported that there is a recommendation going to council next week and the Mayor is confident that there will be support for the program.

Foundation Board Director, Elaner Pound thanked the committee for the opportunity to attend the meeting and commented that, as the Lead Agency for the Ministry of Children and Youth Services in South East Ontario, the Foundation is responsible for the administration and fundraising for Student Nutrition Programs in six counties.

Questions were raised regarding the Kirk businesses. It was confirmed that the businesses are doing well and this continues to be a great partnership. Profits are reinvested into the businesses for equipment and raw materials and any proceeds at end of the year are split between the Project Enhancement Fund and the Student Emergency Fund. Last year \$36,000 was split between the two funds. Trustees inquired about whether the students involved in the Kirk business are aware of how the work that they do benefits students of the Board. Assistant Superintendent Portt commented that they are aware and, in fact, some of them have even benefited personally from the programs supported by the Kirk businesses.

Aboriginal Communication Plan

Superintendent Rogers introduced Sandy Smith, who provided an update regarding the Aboriginal Communication Plan. The Aboriginal Education initiative was originally implemented by the Ministry of Education during the 2006-2007 school year and a communication plan was developed to address Aboriginal Education in Hastings and Prince Edward Counties. Within the plan, seven main goals were established:

1. Partner with Algonquin and Lakeshore Catholic District School Board to ensure consistent messaging.
2. Educate employees about the voluntary, self-identification process.
3. Encourage, voluntary self-identification of Aboriginal students within the district.
4. Increase the number of Aboriginal employees working in the district.
5. Provide teaching strategies and resources to support Aboriginal education
6. Increase knowledge and understanding of Aboriginal histories, cultures and perspectives.

7. Identify, through voluntary self-identification, the number of Aboriginal employees working within the district.

An update regarding the objectives within each of the goals was provided, including key messages, communication strategy, evaluation and current status.

Recently, Director Soule and Ken Manderville met with the Tyendinaga Mohawk Band Council to share and reviewing aggregate data related to Aboriginal students. Trustee Brant commented that the Education Committee will further analyze the data to determine future direction and make recommendations to Band Council. He noted that it was a very meaningful presentation of data and the members of Band Council were able to gather a good understanding of the data through questions, comments and clarification.

Trustees expressed their appreciation for the work that is being done by the curriculum coordinators in making connections with staff members at elementary and secondary level.

Approval of minutes

Moved: C. Pitman
Seconded: T. Goodfellow

That the minutes of the regular meeting of May 17, 2010 be approved.

Carried

Business arising from minutes - None

Recommendations

Special Education Plan

Superintendent Rogers reviewed Report No. B-1, noting that, in the past, boards were required to review and submit two copies of the approved Special Education Plan to the Ministry District Office by July 31 of the current year. On April 19, 2010 the Ministry of Education released a memorandum advising school boards that they were no longer required to submit a Special Education Plan to the Ministry; however, boards were required to ensure that a report is available to the community regarding the special education programs and services available to meet the needs of students in the board. The Ministry of Education also enclosed a checklist which lists the components of a comprehensive Special Education Report. Boards are required to submit a copy of the completed checklist to identify the components in the Special Education Plan to the Ministry Regional Office by September 1, 2010.

Special Education staff reviewed the 2009-10 Special Education Plan to ensure that current programs and services were reflected accurately. Minor revisions were presented to the Special Education Advisory Committee (SEAC) at the regular meeting in May, and were approved by the Committee on May 27, 2010. Superintendent Rogers reviewed Appendix A - Amendments to the Special Education Plan 2009-10, nothing that comparisons between 2008-2009 and 2009-2010 statistics were provided. The Special Education Plan is available on the Special Education web page of the Board website.

Moved: T. Goodfellow
Seconded: M. Hall

That the Program and Human Resources Committee recommend that the Hastings and Prince Edward District School Board approve the amendments to the Special Education Plan 2009-10 as contained in the Program and Human Resources Committee public session Report No. B-1 dated June 14, 2010.

Carried

Information

Senior administration reorganization update

Director Soule referred to the organization charts attached to Report No. C-4. These represent the structure and portfolios of the senior administrative team for the 2010-2011 school year. She indicated that details relating to the actual staff reporting to each of the superintendents has not been included in

these charts, however, the senior administration portfolios have been updated to reflect the recent reorganization.

Superintendent Rob McGall outlined the school group assignments for 2010-2011, as follows:

- Prince Edward – Superintendent FitzGibbon
- Trenton – Assistant Superintendent DeMille
- Centre Hastings and North Hastings – Superintendent Rogers
- Quinte – Assistant Superintendent Portt
- Bayside – Assistant Superintendent Savery-Whiteway
- Moira and Centennial – Superintendent McGall

A detailed staffing summary will be provided to trustees closer to start up in September.

Early Learning Extended Day Programs

A copy of the Operations and Finance Committee report was provided for information. Director Soule provided background regarding Regulation 225/10 (Extended Day Programs) and reviewed the information contained in the report. Regulation 225/10 deals with the duty to operate extended day programs, the viability of extended day programs, third party delivery of before and after programs and extended day fees. School boards are required to submit information and affirmations on these programs before the last day of the 2009-2010 school year.

A survey of parents was undertaken during Junior Kindergarten and Kindergarten registration to determine interest in extended day programming at each of the seven year one sites. Working in conjunction with Algonquin and Lakeshore Catholic District School Board and Limestone District School Board it was recommended that a two person staff model be used to ensure student and staff safety. Based on Ministry of Education funding guidelines for extended day programs this would require 20 or more pupils to create a viable program.

Interest was minimal as board staff received interest from only three families for all seven sites resulting in the determination that the board could not run a viable program at any of the sites. The low interest may be due to a number of factors including lack of information and clarity on the provision of subsidies to parents and lack of information on the requirements for a viable program creating uncertainty with parents. The Ministry of Education requires affirmation from the board that operating all or part of an extended day program would not be viable. A recommendation is being made at the Operations and Finance Committee meeting this evening.

Correspondence – None

At 6:33 p.m. the Program and Human Resources Committee moved into closed session.