



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
PROGRAM AND HUMAN RESOURCES COMMITTEE
PUBLIC MEETING MINUTES
Tuesday, October 12, 2010**

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

Student Trustee: E. Tetzlaff

Absent: None

Regrets: None

Guests: M. Brant, S. Clements, C. Cotton, D. Inch, C. Mayette, D. Rutherford

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 7:00 p.m.

Delegations/presentations - None

Approval of agenda

Moved: J. Williams
Seconded: C. Pitman

That the agenda be approved.

Carried

Information

Amended Policy No. 1 Board Mission and Goals

Director Soule reported that, at the September 27, 2010 public Board meeting, the AiM System Plan 2010-2015 and AiM System Plan Year 1, 2010-2011 were approved. Policy No. 1 is the governance guide for the system and has been revised to reflect the goals and action plans as contained in the multi-year AiM System Plan 201-2015. A copy of the current policy and the proposed draft were provided. Director Soule reviewed the relevant changes to Policy No. 1 and the following comments were made:

Purpose - A comment was made regarding the proposed use of the word "desire", however, no suggestions were made to replace the word and consensus was reached regarding the proposed language.

Mission - It was noted that the mission statement has been refined to a more concise mission statement, rather than the list of items that the board strives to demonstrate. The mission statement also incorporates the character attributes. No comments regarding the revised mission statement were made at this time.

AiM – Achievement in Motion for Student Success System Plan 2010-2015 - The goals for the five year system plan have been incorporated into the policy, along with the character attributes associated with each goal. It was noted that it is part of the corporate board's job description to develop a multi-year system plan. It was determined that reference to the corporate board's job description does not need to be included in the first paragraph of this section. The following statement will be deleted: "As outlined in Policy No. 4: Corporate Board Job Description" and the paragraph will begin as follows: "The Board has a

multi-year system plan ...” It was noted that the policy number for the corporate board job description may be incorrect. Director Soule will check all references to board policy numbers before finalizing the revised policy.

Comments were made regarding the character attributes associated with each of the three goals. It was noted that each of the teams that developed the goals were to identify the specific character attributes within the action plans associated with each of the goals. In this format it looks like only certain character attributes are connected to each goal. If action plans were also included in the policy, the policy would have to be reviewed every year when action plans change. It was suggested that a revision to the final sentence of the first paragraph in section 3 be made as follows: “The goals are described below and have associated action plans that are developed each year that are tied to the specific character attributes noted below.”

Returning to the draft mission statement, Trustee Williams noted that there is no reference to student success and he suggested that the mission statement be revised to reflect academic success in addition to the character attributes. A proposal was made to take the “Great Place” language out of the mission statement and replace it with student success language. It was noted that the slogan can still be used within the branding for the Board but it does not necessarily have to be included in the mission statement. Further discussion took place and consensus was reached regarding maintaining the language in the proposed mission statement. Trustees are welcome to bring amendments forward at the board meeting.

Trustee Williams emphasized the purpose of a mission statement and said that failing to include language about the academic component in the mission statement is leaving it incomplete in his opinion. Director Soule agreed to consider the input provided and would prepare new draft language and email it to trustees prior to the Board meeting.

M. Brant, S. Clements, C. Cotton, D. Inch, C. Mayette and D. Rutherford left the meeting.

Approval of minutes

Moved: C. Pitman
Seconded: H. Marissen

That the minutes of the regular meeting of September 20, 2010 be approved.

Carried

Business arising from minutes – None

Recommendations – None

Information

Wireless implementation plan

Superintendent McGall referred to Report No. C-2, noting that Matt Norton was unable to attend the meeting due to a death in the family. It was reported that a wireless network pilot project was deployed at Centennial Secondary School in March 2010 and concluded June 2010 with very positive results. Staff and students are using district and personal equipment in ways they could never before. Given the results of this pilot and all that we know about how mobile technology can support the entire organization (instruction, administrative, and operations), as well as the recommendations from the Informational Technology Advisory Committee, Information and Technology Services would like to proceed as quickly as possible with additional deployments. ITS is proposing the following 17 wireless projects and tentative timelines:

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| 1. Complete all remaining high schools – present to January 2011 | 7 |
| 2. Complete all remaining schools with Computers on Wheels carts – after January 2011 | 6 |
| 3. Install temporary systems in all newly renovated ARC schools – after March 2011 | 4 |

A question was raised regarding any complaints or concerns about health concerns related to the use of wireless networks. It was noted that no parents, students or teachers have come forward with any concerns. Recent research does not indicate that current wireless installations cause any harm.

Information regarding the use of cell phones in schools was requested. It was reported that most schools allow students to bring cell phones to school but they have to be kept in backpacks or in lockers. It is anticipated that the utilization of personal handheld devices to enhance learning will become more common in the schools. Decisions regarding the use of these devices are made at the school level on school-by-school basis and often a class-by-class basis. It was noted that when these devices are allowed in the classrooms, students must learn the difference between appropriate and inappropriate use and to use while demonstrating character attributes.

Student Trustee Emily Tetzlaff commented that cell phones are allowed at her school in hallways during breaks but are not allowed in class. Recently, her Science teacher conducted a survey using text messaging to submit responses. She commented that students are very excited about wireless access in the schools. Chair Pitman commented on a session he attended at the Public Education Symposium regarding technology in the classroom and the benefits of performing research using wireless technology to access the internet.

Managing Information for Student Achievement (MISA) update

Superintendent McGall reviewed Report No. C-3, noting that, every year, the Board submits a MISA plan to the ministry to be accountable for the targeted funding the district receives. Over the last three years, funding has been significantly reduced (\$268,000, \$98,500, \$78,000) however the primary focus has remained the same; support teachers in evidence informed decision-making at the classroom level.

For this year, the focus areas are:

1. Data mapping - HPEDSB will implement the processes and templates developed by the regional PNC along with the access matrix from the Privacy and Information Management (PIM) toolkit.
2. Teacher Training - over 50 teachers (full day) to analyze student achievement related data, examine correlated data looking for trends and patterns and dialogue in learning communities on student achievement strategies based on integrated data analysis.
3. Principal and Vice-Principal Training – Skopus training for 100 administrators over two, 1/2 day PD sessions to:
 - a. engage staff in the gathering, analysis, and discussion of appropriate data, including demographic, perceptual, student achievement, and school process data (e.g., EQAO, report card, SEF indicators); and
 - b. examine and analyze board reports and school data to align with key data collection and analysis points within the School Improvement Planning cycle.

The district has also received an additional \$10,000 from the MISA PNC for a Teacher Collaboration Project(s). These projects focus on using data to inform instructional practice within a broader theme of Growing Success, the Board Improvement Plan, the School Effectiveness Framework, etc. MISA funding continues to be an excellent support to the district.

Trustees inquired about training for their group. It was noted that the majority of training and presentations for trustees will take place after the municipal election so that any new trustees can take advantage of the training as well.

Working Together for Kids' Mental Health demonstration project

Assistant Superintendent Portt reviewed Report No. C-4. *Working Together for Kids' Mental Health* is an initiative in partnership with the Ministries of Education and Health and Long-Term Care designed to examine decision-making processes and tools that support professionals across sectors to better understand, effectively identify, and appropriately respond early to mental health needs. Four communities across the province (Belleville, Niagara, Sudbury, and Haliburton) have been selected to lead this work over the next two years. In Hastings and Prince Edward District School Board, Moira Secondary School and the associated elementary schools are the designated schools in the project along with elementary schools that host Section 23 Care and Treatment Programs on site (Sir John A. MacDonald Public School and Park Dale Public School). The lead agency for Belleville is Children's Mental Health Services Hastings and Prince Edward. A list of other partners in the Belleville project is included in the report.

This project began in August of 2010 with a one-day training session for all stakeholders. Key activities of the project include:

- Orientation and training to professionals across sectors to raise awareness and confidence in knowing how to respond to potential needs;
- Examining existing and/or implementing new identification and needs assessment tools and decision making procedures;
- Identifying and implementing promising practices that support effective information sharing and collaboration across sectors;
- Reviewing the results in order to inform next steps, including the establishment of provincial standards and expectations regarding processes, procedures and tools across sectors.

This is a research-based project and data will be gathered throughout the project from participating staff and, with permission, parents and students who become engaged in the project through their respective school teams. On August 24, 2010 principals, resource teachers, child and youth counsellors, guidance and Special Education Services staff attended the first orientation and training session which included an overview of the project, and training on the use of several new screening tools. On August 25, 2010 community agency staff received additional training on intake tools that will be used consistently upon referral to the agency from the school teams. In addition to the training opportunities and screening tools that will become available to in-school teams, ongoing conversations continue to occur between Children's Mental Health, Special Education Services staff and all partners in the project that will enhance our ability to work well together to support students and families in our communities. Further updates will be provided as the project moves forward and our community connections to support students are enhanced.

Safe Schools update

Assistant Superintendent Savery-Whiteway provided a brief update regarding the development of activities for Bullying Awareness and Prevention Week. Three committees have been formed with the following mandates: promotion; community event planning; and parent carousels presented by the community agencies. In addition, the group will be coordinating a significant student performance with participants from all eight secondary schools who will work with their feeder schools and present workshops with the younger students. A full report will be made at the Program and Human Resources Committee meeting on November 8. The Bullying Awareness and Prevention Week runs from November 15 – 19, 2010. The slogan for the week, "Be Kind to Me", was announced by Trustee Goodfellow. She is proud to have authored the slogan that will be used to promote the week through the use of buttons, posters and various other materials. She raised a question regarding the development of student music. It was noted that the promotions committee is investigating this suggestion.

Textbook/novel review

Superintendent FitzGibbon noted that twice a year texts are presented for review and approval. Titles are provided in October for review and approved in November and in April for review and approval in May. A summary list of material submitted for approval (Form F210-1) was distributed. The six texts are available if trustees wish to review them. These texts will be brought forward for approval at the November meeting.

Correspondence - None

At 8:00 p.m. the Program and Human Resources Committee moved into closed session.