



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

October 14, 2014

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<b>Members present:</b>	J. Cobb; B. Danes; T. Goodfellow; M. Hall; L. Kyle, Vice-chair; D. Patterson; J. Williams, Chair
<b>Student Trustees:</b>	None
<b>Regrets:</b>	C. Barry, Student Trustee
<b>Absent:</b>	D. Inch; A. Mifflin, Student Trustee
<b>Guests:</b>	None
<b>Resource:</b>	M. Fisher, T. FitzGibbon, L. Miller, N. Pfeiffer, C. Portt, J. Rogers, M. Savery-Whiteway
<b>Minutes:</b>	P. Hoskin, Administrative Assistant

## Call to order

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

**Delegations/presentations** - None

## Approval of agenda

Moved: T. Goodfellow  
Seconded: J. Cobb

**That the agenda be approved.**

Carried

## Information – Timed item

### IEP Online

Superintendent Rogers spoke about the new IEP Online software that is replacing the current and outdated software used for completing student Individual Education Plans. IEP Online was selected after 18 months of researching several products by a focus group which included Special Education teachers, coordinators and SETS coordinators. She introduced coordinators Wendy O'Neill and Geoff Said who reviewed features of the new program and demonstrated its use.

Some highlights of the software include:

- Meets all Ministry of Education standards
- Remote access
- Works with various browsers
- Smart rollover of IEP and IPRC information from year-to-year and site-to-site
- Customization to meet Hastings and Prince Edward District School Board needs and practices
- User guides and training manual available online
- Simplifies SEA and Board Equipment Management, and links to IEP online

The coordinators agreed that this software has improved the quality of their work and provided them with more timely information.

Trustees were provided with additional information regarding their questions about:

- Who is entering the information – ISRT or teacher
- Marks linked to the program
- Security of the system
- Access to data by parents

- Efficiency by linking to Maplewood – no double entry of information
- Concerns regarding the screen colours and the clarity of the words

The Director complimented the team on the quality of IEP Online and the work undertaken to find a product that has streamlined the IEP creation process so well.

Trustee Williams thanked coordinators Wendy O'Neill and Geoff Said for their presentation.

#### **Approval of minutes**

Moved: D. Patterson  
Seconded: T. Goodfellow

**That the minutes of the September 8, 2014 regular meeting be approved.**

Carried

#### **Business arising from the minutes**

Superintendent Fisher and Director Savery-Whiteway responded to a trustee question regarding bullying and provided examples of how our focus on school climate and student well being is addressing social interactions amongst students at school.

#### **Recommendations**

##### **Mentally healthy schools support**

Director Savery-Whiteway referenced Report No. B-1. She stated at the June 2, 2014 Executive Committee meeting trustees indicated they would work with Superintendent Fisher to draft a written communication to the Ministry of Education to share their concerns about the need for additional resources to support mental health and well-being for students within our district. A draft letter to the Ministry, with revisions incorporated from the Executive Committee Meeting of October 6, was created for the Program Human Resources Committee to review and recommend for approval by the Board.

Moved: L. Kyle  
Seconded: J. Cobb

**That the Program and Human Resources Committee recommends that Hastings and Prince Edward District School Board approve the prepared letter, from the Chair, on behalf of the Board, be submitted to the Ministry of Education requesting consideration of additional supports to address the complex mental health needs of students within our district, as contained in Program and Human Resources Committee Report No. B-1 dated October 14, 2014.**

Carried

Trustees suggested that a discussion should take place on where we will focus any Ministry supports if provided.

#### **Board Improvement Plan for Student Achievement (BIPSA)**

Superintendent Portt recalled that at the September closed Program and Human Resources Committee meeting, trustees received a brief update on the BIPSA, which was to be brought back to this meeting for further discussion. Superintendent Portt handed out copies of the September BIPSA report and noted that the district is heading into the fall cycle of professional learning with Learning Fairs scheduled for later in October. Data is being collated from teachers, professional learning teams, EQAO results and individual school results to support identifying the greatest learning needs of our students and refine the BIPSA goals and strategies.

Discussion ensued regarding the student individual EQAO report that is sent home to parents and ways to possibly encourage parents about how to discuss results with their child.

**Textbook/novel approval**

Superintendent Portt referenced Report No. C-2 and reviewed the title listed in Appendix A. The submission has been reviewed by the school principal and forwarded for approval by the Program and Human Resources Committee. Trustees will now have an opportunity to review the text/novel. A recommendation for approval will be presented at the November 2014 Program and Human Resources Committee meeting.

Superintendent Portt noted that this text has been recommended for students in the Ontario Secondary School Literacy Course (OSSLC). Topics in this text are appealing to students and engage them in reading.

**Trustee proposals and queries - None**

**Correspondence – None**

The Program and Human Resources Committee moved into closed session at 6:44 p.m.