



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

November 8, 2010

- Members present:** T. Goodfellow, M. Hall, H. Marissen, C. Pitman, M. Walker, Chair,
J. Williams, Vice-chair
- Student Trustee:** E. Tetzlaff (absent)
- Regrets:** C. Pitman
- Guests:** M. Brant, S. Clements, C. Cotton, C. Mayette
- Resource:** T. FitzGibbon, R. McGall, C. Portt, J. Rogers, D. Rutherford, M. Savery-Whiteway
- Minutes:** J. Newman, Administrative Assistant

Call to order

The meeting was called to order at 6:05 p.m.

Delegations/presentations - None

Approval of agenda

Moved: J. Williams
Seconded: T. Goodfellow

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow
Seconded: T. Williams

That the minutes of the public meeting of October 12, 2010 be approved.

Carried

Business arising from the minutes - None

Recommendations

Textbook/novel approval

Superintendent FitzGibbon reviewed Report no. B-1. The titles attached as Appendix A were reviewed by the school principal, curriculum services staff or superintendent and trustees on the Program and Human Resources Committee.

The committee discussed "The Bishops Man" and noted the need for teachers to use appropriate judgement in their school communities.

Moved: T. Goodfellow
Seconded: T. Marissen

That the Program and Human Resources Committee recommend that the 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 report no. B-1 dated November 8, 2010.

Carried

Information

Bullying Awareness and Prevention Week update

Assistant Superintendent Mandy Savery-Whiteway provided a verbal update on activities planned in the district for Bullying Awareness and Prevention Week.

Supervised Alternative Learning (SAL)

Superintendent FitzGibbon reviewed report No. C-1, developed to inform trustees of revisions to Ontario Regulation 374/10 regarding Supervised Alternative Learning for Excused Pupils (SALEP), now known as Supervised Alternative Learning (SAL). The report further informs trustees of next steps in addressing revisions to the Hastings and Prince Edward District School Board's Procedure 395 Exceptions to Compulsory School Attendance and any implications to Policy 11-H SAL Committee.

Ontario Regulation 374/10 made under the Education Act will come into force on February 1, 2011. In addition, the former SALEP process has been renamed as Supervised Alternative Learning (SAL). The revisions to the regulations reflect a greater emphasis upon planning and monitoring a student's SAL pathway and principal involvement in the process. Training for system personnel on the new SAL regulations will occur on November 10, 2010. Notable revisions to the SAL regulations focus upon SAL Committee membership, a principal's ability to refer a student to SAL, timelines for the SAL Committee to address referrals, limiting the number of requests to be referred to SAL in a school year, the development of a SAL Plan for the student prior to a referral to the SAL Committee, the SAL Committee's ability to accept, deny or modify a referral, notification of the SAL Committee's decision to students, parents and principals, and the development of a transition plan for a student returning from SAL to regular attendance at school.

The Hastings and Prince Edward District School Board's Student Success Learning to 18 Committee will continue its focus on reviewing the implications of the new SAL regulations in regards to our board's current policy and procedure. Recommendations to amend the procedure will be brought forward to Senior Administration. Subsequently, the Program and Human Resources Committee will be updated on any revisions that may impact Policy 11-H Supervised Alternative Learning.

In alignment with the updated SAL regulations, the centralized Hastings and Prince Edward District School Board SAL Committee model will be adopted for December 2010. The centralized SAL Committee will require two trustees to alternate attending meetings, plus the designation of an alternative trustee, should neither of the two designated trustees be available. Trustee participation at secondary school sites will no longer be required.

HPEDSB Improvement Plan for Student Achievement (BIPSA)

Superintendent FitzGibbon reviewed Report No. C-2, indicating that continued improvement in student achievement requires focused planning and the Board Improvement Plan for Student Achievement (BIPSA) is developed yearly to provide system direction. This is the second year that a comprehensive plan has been developed that encompasses Kindergarten to Grade 12 and focuses on five key areas for improving student outcomes: Literacy – Reading; Literacy – Writing; Numeracy; Pathways; and Community, Culture and Caring. The development of specific goals based on identified student needs and implementation of effective strategies from Grades K to 12, maintains this focus on improving student learning, reducing the achievement gap and increasing public confidence.

Committees with elementary and secondary representatives from the school and system levels were established to develop SMART Goals and action steps for each of the five areas. These

committees reviewed student achievement data to determine areas of strength in the system and areas of continued need. This information was used to develop Literacy SMART Goals focused on applying higher level thinking skills in reading and generating quality non-fiction writing; a Numeracy SMART Goal addressing students' ability to communicate their thinking and problem solving in mathematics; a Pathways SMART Goal focused on engagement and differentiated instruction for students; and a Community, Culture and Caring SMART Goal aimed at increasing engagement in the learning process through responsibility and self-regulation.

Appendix A in the report contains a summary of these goals and the key strategies being used to attain the selected SMART Goals. It was noted that EQAO results will be presented at the next scheduled board meeting.

Draft Guidelines for Programs and Services for Students who are Deaf or Hard of Hearing (K-12)

Superintendent Rogers reviewed Report No. C-3, which provides information about a Ministry initiative to develop guidelines for programs and services that are provided to students who are deaf or hard of hearing, in Ontario schools. The Special Education Policy and Programs Branch staff have consulted with educators, parents, advocacy groups, and external stakeholders in the development of the draft Guidelines. The draft Guidelines have been released to boards, with further consultation and feedback occurring in the fall of 2010.

An opportunity was provided in June for Special Education Services staff to review the draft Guidelines and provide input. The document was also shared with members of Senior Administration in October, with no feedback being offered. Superintendent Rogers will also share the document with members of the Special Education Advisory Committee (SEAC), as well as the Parent Involvement Committee.

Members of the Operations and Finance Committee joined the meeting at 6:45 p.m.

Amendments to Policy 11: Committees of the Board

Report No. C-4 indicates that Ministry Regulation 361/10 was filed on September 10, 2010 and provides the framework for boards to establish an Audit Committee. The mandate of the audit committee is to provide oversight and make recommendations on financial and risk management. Superintendent Rutherford reported that, in response to Regulation 361/10, administration developed Policy 11-I: Audit Committee and amended Policy No. 11: Committees of the Board to include this new policy.

As per Article XII, Policy No. 2 Governance By-Laws and Standing Rules, a notice of motion was presented at the Board meeting of September 27, 2010 with the recommendation going forward at the regular Board meeting of November 15, 2010. This motion is being brought forward to amend by addition of Policy No. 11-I: Audit Committee. Training is planned for Audit Committee members in February 2011.

Year 3 Early Learning Sites

Superintendent Rutherford reviewed Report No. C-5 and provided information on the planning for full day kindergarten in 2012-2013 (year 3). School boards are required to submit their recommended sites and associated capital request for Year 3 by November 26, 2010. Each board's cumulative enrolment for Early Years 1, 2 and 3 should total 49% of the board's total Junior and Senior Kindergarten projected enrolment for 2012-2013. That number for Hastings and Prince Edward D.S.B. is 878. Year 1 and 2 sites are projected to have 362 students enrolled in 2012-2013 leaving space for 516 new full day kindergarten students, or approximately 20 new classrooms. In prioritizing schools for full day kindergarten in 2012-2013, the Ministry of Education has set two main requirements:

1. Geographic Distribution - Boards are being asked to consider the various needs of all the communities that they serve and select Year 3 sites in areas that may not have been allocated a full day learning school in Year 1 or Year 2.

2. In meeting the geographic distribution objective, boards are required to prioritize schools for Year 3 that have available and appropriate space or where if necessary retrofits and additions could be completed before the start of the 2012-2013 school year.

Proposed sites, projected enrolment and estimated classes for Year 3 are outlined in a chart contained in Report No. C-5. Enrolment and class data for Year 1 and Year 2 sites are included in Appendix A attached to the report. The identification of capital needs is to be made at the same time and the Ministry of Education will be initiating a process to review and confirm the capital needs of school boards for Year 3.

Board Opening

Report No. C-6 was presented by Superintendent McGall to seek input and recommendations on the proposed change to the opening of the Public Board Meetings. At the May 4, 2010 Student Senate meeting a motion was approved to request that the Board establish an ad hoc committee to review alternative board openings and make a recommendation. The Ad Hoc Committee, comprised of the Director, Vice-chair, Mary Hall; Chair of the Operations and Finance Committee, Harry Marissen; and student trustees Carmen Meyette and Emily Tetzlaff; met on September 27, 2010 and October 18, 2010 to review suggestions from the Student Senate as well as a summary of board openings at other boards in Ontario.

At the October 18, 2010 meeting, the Ad Hoc committee recommended that the Director prepare a report for discussion at the November Program and Human Resources Committee meeting and the Operations and Finance Committee meeting. The committee embraced the concept of opening each meeting with a call to order by the chair followed by an invitation to the appropriate member of the board to introduce the Character Moment presentation. Each monthly meeting would be opened by students, staff and/or community members from one of the eight school communities on a rotational basis. These would be limited to five-eight minutes and would be coordinated through the director's office. Character moments could involve a variety of formats and modes of presentations.

Feedback and suggestions from the Program and Human Resources Committee and Operations and Finance Committee will be reviewed by the ad hoc committee with a recommendation being brought to the November Public Board Meeting. The following feedback and suggestions are noted:

- A concern was noted that the Board is moving away from a tradition and Trustees feel that the board prayer provides the foundation for co-operative teamwork and motivation. It is not felt that the board prayer represents one faith.
- It was suggested that the "character moment" be added to enhance the board's existing practice of the opening prayer.
- A concern was noted that the character moment could become lengthy and competitive.
- Trustees do not have a complete understanding of a "character moment".

Chair Monica Walker thanked the committee for having the opportunity to chair.

Correspondence - None

The meeting adjourned at 8:44 p.m.