



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

NOTICE OF MEETING

This notice is to confirm that the next regular meeting of the
Program and Human Resources Committee will be held on:

Monday, November 9, 2009
commencing at 5:30 p.m.

in the
Board Committee Room, Education Centre
156 Ann Street, Belleville, Ontario

The agenda and supporting documents for this meeting are attached to this notice.

Jim Williams, Chair
Program and Human Resources Committee

Trish FitzGibbon
Superintendent of Education
Special Education Services

Rob McGall
Superintendent of Education
Human Resources Support Services

Jan Montgomery
Superintendent of Education
Curriculum Services

June Rogers
Superintendent of Education
Education Services

Committee members: T. Goodfellow, M. Hall, H. Marissen, C. Pitman, M. Walker, J. Williams



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Program and Human Resources Committee PUBLIC AGENDA

Regular meeting of
November 9, 2009 – 5:30 p.m.
Board Committee Room, Education Centre

Section	Item	Report No.	Resp.
A	Call to order		
	Delegations / presentations – none		
	Approval of agenda		
	Approval of minutes – October 19, 2009	A-1	
	Business arising from the minutes		
B	Recommendations		
	Textbook/novel approval	B-1	JM
C	Information		
	Premier Software demonstration	Verbal	TF/MN
	Early Learning update	Verbal	KS/JM
	Literacy supports	Verbal	JM
D	Correspondence		
	None		
	Motion to move into closed session		

Next regular meeting: Monday, January 18, 2010 @ 7:00 p.m.



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
PROGRAM AND HUMAN RESOURCES COMMITTEE
PUBLIC MEETING MINUTES
Monday, October 19, 2009**

Members present: T. Goodfellow, M. Hall, H. Marissen, M. Walker, J. Williams, Chair
Absent: None
Regrets: C. Pitman
Guests: None
Resource: T. FitzGibbon, R. McGall, J. Montgomery, J. Rogers
Minutes: C. Reid, Administrative Assistant

Call to order

The meeting was called to order at 7:00 p.m. Chair Williams passed along regrets on behalf of Director Soule and Chair Pitman.

Delegations/presentations - none

Approval of agenda

Moved: M. Walker
Seconded: H. Marissen

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow
Seconded: M. Walker

That the minutes of the regular meeting of September 21, 2009 be approved.

Carried

Business arising from minutes

It was noted that the video conference format for SALEP meetings is working well.

Information

Use of resources in secondary Literacy programs

Superintendent Montgomery welcomed Pearl Hucul, Curriculum Coordinator and Cindy Cooper, English Department Head from Moira Secondary School who made a presentation regarding "The Power of Literature" based on two case studies involving the Grade 9 Locally Developed English and Grade 11 College English. In both case studies the focus was related to boys' literacy.

Presenting information related to the Grade 9 Locally Developed English, Ms. Cooper reviewed the data collected regarding the types of readers in the class and presented the action plan

developed to target reluctant readers. She also reviewed the types of reading material selected based on feedback from students. She provided an overview of peer tutoring program and how the readers were tested using the Reading Fluency resource at beginning of the course, half way through and at the end of the semester. Results showed an increase in fluency by 31 words per minute in one semester. All of the students in this class were successful and some transitioned to Applied English. It was noted that 29% of students in the Locally Developed English class were successful on the Ontario Secondary School Literacy Test.

In the Grade 11 College English data was collected to determine reading interest in boys and strategies were adopted to foster a love of learning through reading. Ms. Cooper reviewed the memoirs the boys connected to and noted that assignments were completed on time without much prompting because the boys were interested in what they were reading. They completed two creative assignments of 500 words each. It was noted that 20% of boys read two memoirs, 60% read one memoir and the girls read between two and five memoirs in four weeks. Further data relating to graphic novels was reviewed and graphic novel selections were shared. Overall results showed boys reading six to eight novels and girls reading 10-15 novels in an eight week time period.

Procedure review – Procedure 181: Distribution of Materials

Communications Officer, Kerry Donnell provided background relating to the development of Procedure 181: Distribution of Materials. The district receives many requests on an ongoing basis from various types of organizations attempting to reach our students and their families. As a public school board, the district cannot openly promote private business. Further, it is not the board's role to make judgments on the value of those outside organizations. It was noted that section 2.3 clearly states that material received by schools containing political, religious, faith-related or inappropriate information, or from profit-making organizations is not approved for distribution via students in district schools. A recent request was made to distribute Gideon bibles at an elementary school. That person did not contact the Director's Office.

Clarification was sought regarding various texts, bibles, and other publications and it was noted that these materials would still be available in classrooms and the libraries. The procedure covers only those approaching the board to distribute materials to students and families, not the materials that the board purchases to provide in classrooms and libraries. A further question was raised regarding fundraising. It was noted that fundraising is covered under another procedure. It was also noted that this procedure would not apply to a student-organized or school-organized learning initiative, particularly in the case of political information that would enhance student learning, however, local MPP's wanting to hand out their flyers to students and staff would be prohibited from doing so. The Scholastic book orders and book fairs would also fall under the fundraising procedure.

2008-2009 suspension and expulsion data

Report No. C-1 was distributed and reviewed by Superintendent Rogers. The report contained suspension and expulsion data showing trends over time for 2006-2007, 2007-2008 and 2008-2009.

The report detailed data from September 1, 2008 to June 30, 2009 and the previous two school years. Information regarding the number of suspensions and an analysis of the data broken down by elementary and secondary schools, exceptional students, age, gender and suspension codes was reviewed. It was noted that positive results have been achieved since the 2006-2007 school year.

Todd Reid provided information relating to the success of the expulsion programs, indicating that expelled students under the current legislation as well as students who were expelled previously, have successfully transitioned back to school. There are currently 11 students in the expulsion program working toward completion of the requirements for re-entry to school.

Instructional Technology Advisory Committee

Senior Information and Technology Services Officer, Matt Norton reported that, during the 2003 – 2004 school year, the district underwent a review of its computer evergreening model and subsequently developed the current five year evergreening plan. The current evergreening plan provides new instructional computers in the classrooms and in the computer labs every five years. Schools typically receive the computers at the beginning of the school year. The 2009 – 2010 school year is the final year of the current evergreening plan. It is proposed that an advisory committee be created with a mandate of providing future direction for the district's instructional technology for the 2010 2011 to 2014 - 2015 school years.

The committee will be comprised of the various stakeholders who use instructional technology in the district. The committee will be chaired by the Senior ITS Officer and co-chaired by the Superintendent of Curriculum. The committee's mandate would begin under the proposed guiding principles and will meet four times during the 2009-2010 school year.

Trustees were asked to consider volunteering to become a member of this committee. Trustee Walker expressed an interest. Her name will be forwarded to the Director of Education for consideration when organizing committee representation for trustees at the December annual meeting.

Child care partnerships

Superintendent Montgomery reviewed Report No. C-3, noting that the board has been in partnership with a variety of community agencies to provide a range of child care services in schools across the district. These partnerships are developed based on the needs of the community and include nursery/pre-school programs, before and after school child care, full or partial daycare and Best Start programs. Partnership agreements are reviewed on an annual basis with community partners and school and board administration to ensure effectiveness and alignment with the *AiM* system plan. Currently there are 24 before and/or after school programs, six pre-school programs and nine Best Start programs operating in the district. A spreadsheet showing the Child-Care Partnership Agreements for 2009-10 was reviewed.

Procedure 320: Staff Administration of Medication

Trustee Goodfellow commented about an inquiry made by a parent regarding a JK student administering his/her own "epi pen". Superintendent McGall noted that on page one of the procedure in the purpose states that students should be encouraged to accept the maximum responsibility appropriate for administration of their own medication. He further noted that there is no barrier prohibiting staff from administering medication to a student.

Superintendent FitzGibbon noted that school staff are trained at the beginning of the school year regarding the use of "epi pens". Often students will carry an "epi pen" and another one is stored in a readily available location. When a student enters a school for the first time, a team will meet with the parents to develop an individual plan for the student taking into account a number of factors, including age.

Recommendations

Board Policy No. 4 – Corporate Board Job Description

Senior administration met and recommended that the approval of placements of successful candidates into the principal pool be added to the corporate board job description. As per Board Policy No. 2 Article XII: Policies, upon approval, the Program Human Resources Committee will provide notice of motion to the Board at its meeting on October 26, 2009.

Moved: M. Hall
Seconded: M. Walker

That the Program and Human Resources Committee recommend that the Hastings and Prince Edward District School Board amend Policy No. 4: Corporate Board Job Description by the addition of a new number 8 under Section 11: Additional Responsibilities, as follows:

8. Involvement in principal interviews with final approval of placement into the principal pool.

and the subsequent renumbering of the current number 8:

9. Involvement in superintendent interviews, with final approval of the position.

Trustees inquired about the length of time a principal could remain in a pool. A limitation has not been determined, however, principals are generally not in the pool for very long before being placed.

Carried

Textbook/Novel Approval

The titles listed in Appendix A attached to Report No. B-2 have been reviewed by Education Services staff, Curriculum Services staff and trustees. These texts support courses that are new to the district. An additional package is being provided for texts coming forward for approval in November.

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 list for use in schools as described in Appendix “A” as contained in the Program and Human Resources Committee public session report no. B-2 dated October 19, 2009.

It was noted that Troy Maracle and Jennifer Maracle have reviewed the texts and have the cultural perspective and background required to approve these texts.

Carried

Correspondence – None

At 8:35 p.m. the Program and Human Resources Committee moved into closed session.



To: The Chair and Members of the Program and Human Resources Committee
From: Jan Montgomery, Superintendent of Education – Curriculum Services
Re: **Textbook/novel approval**

Purpose

To seek approval for textbooks/novels not listed in the Ministry Curriculum Centre Learning Resources website which lists textbooks/novels approved for use in schools by the Minister of Education.

Background

The Ministry Curriculum Centre Learning Resources website lists textbooks/novels approved for use in schools by the Minister of Education under the Education Act.

Current situation

The titles (attached as Appendix “A”) have been reviewed by the school principal, curriculum services staff or superintendent and trustees on the Program & Human Resources Committee.

Appendices

Appendix A – Titles Submitted for Board Approval.

Recommendation

Moved:
Seconded:

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 Public Session Report No. B-1 dated November 9, 2009.

Respectfully submitted,

**Jan Montgomery
Superintendent of Education – Curriculum Services**



Adopted	October 6, 2008
Last Revised	October 6, 2008
Review Date	October, 2013

Summary List of Material Submitted for Approval

Date: Monday, October 19, 2009

TITLES SUBMITTED FOR BOARD TEXT/NOVEL APPROVAL

TITLE	SUBJECT	AUTHOR	PUBLISHER	EDITION (# or Yr.)	CDN OR FOREIGN (C or F)	GRADES
The Book of Negroes	English	Lawrence Hill	Harper/Collin	2007	C	12 University English
An Anthology of Canadian Native Literature in English	NBE	Daniel David Moses & Terry Goldie	Oxford	2005	C	11
Lies to Live By	NBE	Lois Beardslee	Michigan State University Press	2003	C	11
Bone Dance	NBE	Martha Brooks	Groundwood Books	2005	C	11
Thunderbird Spirit	NBE	Sigmund Brouwer	Orca	2008	C	11
Code Talker: A Novel About The Navajo Marines of World War Two	NBE	Joseph Bruchac	Speak	2006	C	11
Offsides	NBE	Erik e. Eschilsen	Houghton Mifflin Company	2004	C	11
Slash	NBE	Jeannette Armstrong	Theytus	2007	C	11
Green Glass, Running Water	NBE	Thomas King	Harper	1993	C	11
Brebeuf's Ghost	NBE	Daniel David Moses	McArthur	2000	C	11
Whispering in Shadow	NBE	Jeannette Armstrong	Theytus	2004	C	11
Through Black Spruce	NBE	Joseph Boyden	Penguin	2008	C	11 & 12