



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
PROGRAM AND HUMAN RESOURCES COMMITTEE
PUBLIC MEETING MINUTES
November 11, 2013**

Members present: T. Goodfellow, Vice-chair; M. Hall; D. Inch; L. Kyle; D. Patterson;
J. Williams, Chair

Student Trustees: M. Peckham

Regrets: J. Cobb, B. Danes

Guests: None

Resource: C. DeMille, K. Donnell, T. FitzGibbon, L. Miller, C. Portt, J. Rogers,
M. Savery-Whitway

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

Moved: M. Hall
Seconded: D. Patterson

That the agenda be approved.

Carried

Approval of minutes

Moved: T. Goodfellow
Seconded: D. Inch

That the minutes of the October 15, 2013 regular meeting be approved.

Carried

Business arising from the minutes

Trustee Patterson distributed a list of questions related to the School Climate Survey. In response to these questions and to provide an opportunity for trustees to review the information related to the School Climate Survey, System Memo #24 and attached Administrator Guide were distributed and reviewed by Superintendent DeMille. She noted that a consultation took place on May 23, 2013 with a cross section of board personnel. The draft survey was also reviewed by the Equity and Inclusivity Committee, the Safe Schools Advisory Committee, the Character Development Steering Committee and the Parent Involvement Committee. The Parent Involvement Committee was asked to promote the survey to parents at its Annual General Meeting. In addition, the survey was a focus for staff on the October 11 PA day. Staff members at schools were encouraged to complete the survey that day and to brainstorm ideas about how the survey would be conducted with students in the classroom.

Concerns were raised regarding the varying survey background at each site, the lack of gender identification, inconsistent grade groupings and parents having the option of completing only one survey when they have more than one child in the system. It was felt that all of these factors would not allow for comparable data. Additional concerns included confidentiality and the use of an in-house survey tool rather than a third party provider. A question was raised regarding why Ministry developed templates were not used.

In response to these concerns, it was stated that board staff worked closely with a researcher hired as a consultant who works with other boards across the province. The Ministry provides templates for school boards to use if they wish. The templates were used the last time the board conducted the survey but feedback indicated that the survey was too complex and lengthy. The decision to use a researcher was

based on previous feedback to ensure that the survey asked consistent questions. While the questions are worded slightly different depending on who is completing survey, the questions are very similar and along the same theme. The Ministry requires that questions be specific to certain themes and components. The intent this year was to shorten the survey to encourage more participation.

It was suggested that a bibliography be provided to provide background information regarding the process. Director Savery-Whiteway stated that a great deal of learning came out of the last survey. In order to get parents to engage, parents were given the option to provide one response for all children rather than completing a survey for each child. The data will be organized by school and provided to the school for their use. Central staff will look at trends and statistics at the board level. A decision was made to use the in-house survey tool used due to the costs involved with using a third party provider. The data collected is cleansed of any personal information by the board's internal researcher working with the external researcher to ensure anonymity. The process did not incorporate the use of passwords because of the need to make it easy for parents to access and complete. Students in classrooms were given individual links, as well as staff.

A concern was raised regarding the length of the reply window being established as two months rather than two weeks, which is standard for internet surveys. The reason was to allow for Safe Schools teams at the school level to work within the school to determine the best process for each site. It was important for the completion of the survey to fit into timelines for events at the schools when parents would be engaged in other activities to make it easier for them to participate. In the north, hunting season was also taken into consideration. It was confirmed that any hard copies that are completed will be combined with the online data. A question was raised regarding the link to the survey not being visible on the board's home page. The link was originally there but more recent articles that have since been posted have moved the survey down the list. The Communications Officer has confirmed that this will be addressed by morning.

Recommendations

Textbook/Novel Approval

Superintendent Portt reviewed Report No. B-1. The titles attached as Appendix "A" to the report have been reviewed by the school principal, curriculum services staff or superintendent, and trustees on the Program and Human Resources Committee.

Moved: M. Hall
Seconded: T. Goodfellow

That the Program and Human Resources Committee recommend that Hastings and Prince Edward District School Board approve the list for use in schools described in Appendix A as contained in the Program and Human Resources Committee Report No. B-1 dated November 11, 2013.

Concerns were raised regarding the novel *The Taming* specifically relating to the link to the curriculum and the grade levels for which the novel is being submitted. Information was provided regarding the specific curriculum links. It was noted teachers bring these kinds of novels forward as a way to engage all students in reading in a thoughtful way with a rationale that connects to curriculum.

A recommendation was made to amend Appendix A to the report to indicate that *The Taming* would be used for Grades 10-12 rather than Grades 9-12. The committee was in favour of this recommendation. The report being brought forward to the Board for approval on November 18 will reflect this change.

Carried

Information

Board Improvement Plan for Student Achievement

Superintendent Portt distributed a report and introduced Tina Jones, Student Success Lead. Superintendent Portt reviewed the information contained in the report. The BIPSA learning Fairs were held on October 16 at PECE and October 18 at CHSS. These two events brought together representative staff and students from K-12 schools and central staff representing all departments to make learning

visible, share successes and ask questions about improving teaching and learning. These fairs also provided an opportunity to hear from students about what makes learning engaging and impactful to them. The Learning Fairs provide input from across the district to review and revise the BIPSA for the next cycle of implementation in January 2014.

Superintendent Portt and Tina Jones reviewed the handout provided which contained a summary of the Learning Fair 2013, including the Student Voice insert. They stated that they will bring the draft Board Improvement Plan to the November Board meeting. Clarification was provided regarding transferrable literacy skills, consolidated learning and inquiry based learning. Two short video clips were viewed, showing students sharing their work at the end of their sessions.

Trustee proposals and queries

Trustees requested an overview of what were schools were doing for Remembrance Day at the Board meeting on November 18.

Trustee Goodfellow will be attending an OPSBA work committee concerning the review of EQAO. Any questions or information should be shared with her prior to Friday, November 15. The work committee will be reviewing the purpose, testing and drawbacks. Director Savery-Whiteway indicated that directors and superintendents have been asked to complete a survey on this topic. She will email any relevant information to Trustee Goodfellow before Friday

Correspondence – None

The Program and Human Resources Committee moved into closed session at 6:52 p.m.