



## Community Threat Assessment Protocol Advisory Committee

### MINUTES

June 1, 2010

1:30 – 3:30 pm

Board Room, Education Centre

**In attendance:** C. Portt, Assistant Superintendent, Special Education, HPEDSB; G. Said, Coordinator, HPEDSB; J. Pohlman-Brogee, CYC, HPEDSB; J. Robinson, Pr. Ed. CAS; J. Rogers, Superintendent of Education, Special Education, HPEDSB; K. Morgan, Centre Hastings, OPP; K. Towers, CYC, HPEDSB; K. Woodcox, Hastings CAS; Mandy Savery-Whiteway, Assistant Superintendent, Human Resources, HPEDSB; M. Luke, CMHS; N. Chevalier, Counselling Services Belleville & District; S. Mercer, CMHA; S. Butcher, FNTI; S. Steacy, AC, HPEDSB; S. Steele, CYC, HPEDSB; T. Pomfret, Youthab; W. O'Neill, Coordinator, HPEDSB; W. Sutherland, CYC, HPEDSB; A. Rose, Three Oaks Foundation; S. Cox, North Hastings, OPP; K. Burra, Limestone DSB; C., O'Rourke, Loyalist College; L. Morgan, Child Outreach; D. Howes, CUPE; T. Reid, Coordinator, HPEDSB., R. McGall, Superintendent of Education, Human Resources, HPEDSB, J. Ling, Belleville Police, M. Gray, Belleville Police, and D. Ferguson, OSSTF.

**Absent:** B. Greatrix, Belleville Fire Department; J. Whelan, Quinte West Fire Department; L. Resmer, Coordinator, HPEDSB; N. Lott, Prince Edward, OPP; S. Burke, Stirling-Rawdon, OPP; and Joanne Payne, Limestone DSB.

**Minutes:** S. Cole.

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### Overview and Introductions

Cathy Portt welcomed everyone to the meeting. Members introduced themselves indicating their agency/organization representation. Cathy indicated that the Safe Schools portfolio will be transferring to Superintendent Rob McGall and Assistant Superintendent Mandy Savery-Whiteway in Human Resources Support Services. She noted that the majority of people in attendance are signing partners, and a few were not. She further informed the group that there is a process to sign if you are interested in becoming a member and noted the benefits associated with being a signing partner. Cathy referenced the good sharing of information across the region and gave the example of the partnership between Hastings and Prince Edward DSB and the Limestone DSB. The process works well, as sometimes high risk students' move from one jurisdiction to another. The purpose of the threat assessment is to identify indicators that suggest a student may be moving on a pathway towards violence against him/herself or others and the strength of the protocol lies in the multi-disciplinary composition of the response team.

### Update on Data and Training

Cathy Portt gave an overview of the training provided to schools. She informed the group that every school has an in-school threat assessment team comprised of five members trained in Level One response.



Shelley Steele stated that to date, thirty-two (32) in-school threat assessments have been completed. Ten (10) of those cases were determined to be of a high to medium risk and were referred to the Superintendent of Safe Schools and CYC Coordinator to determine if a Level 2 assessment would be required between the school and community representatives.

Examples of the kinds of incidents that a CTAP would be convened around are: violent incidents, threats toward staff and students, fire setting, assaults, and endangering others while facilitating suicide attempts – all circumstances are different. Central Board staff would then visit the school and make arrangements to interview staff and parents. There is a standard set of questions that are used in the interview.

Shelley Steele gave an update on the Kevin Cameron training: - 2 days of training took place in September, 2009 for Levels 1 & 2 and training for Level 2 also occurred in December, 2009. In November, 2009, four people from the Board were involved in “Train the Trainer” with Kevin Cameron. The board team is not able to train board employees and community partners. In January, 2010, school teams attended training for the CTAP process. To date, 74 staff and partners are trained in Level 1 and 138 staff and partners are trained in Level 2. Shelley requested feedback on training needs of the community partners and circulated a sheet to note their requirements. Based on this information, training session(s) for next year will be planned.

Shelley informed the group that Kawartha Pine Ridge DSB has begun the process for their policy development and implementation. They are currently training staff and meeting with community partners. Hastings and Prince Edward DSB has provided Kawartha Pine Ridge DSB with support in much the same way as Limestone DSB supported HPEDSB.

### **Hotel Dieu Referral Process**

This item was moved to the next meeting agenda for discussion.

### **Table Activity**

Cathy Portt circulated an activity requesting feedback on the Community Threat Assessment Protocol’s strengths, successes and suggestions for next steps.

Comments / feedback is noted below as follows:

<b>Strengths / Successes</b>	<b>Next Steps</b>
Getting appropriate services delivered to families / students	Continued development of internal process, re CTAP to assist with communication among the partners
Establishing relationships with families who have been reluctant to trust process	Trouble spot when parents advised by legal counsel to not participate / speak
Making sure “fair notice” is given to families in September	Storage of notes and minutes Supports for Adult psychologist/psychiatrist
Increased use of “wrap arounds” and community case conferences	Continued support from the Crown Attorney’s Office
Great success with partnerships with Hotel Dieu and Child Psychiatry	



Strengths/Successes	Next Steps
The training has helped outside of the school system in working with agency's own clients	Continue training to community partners
Intervention Plans have produced positive outcomes/ support for students and the opportunity to bring all resources together	
Canadian Mental Health Services and First Nations Technical Institute	To become signing partners so they can participate in training and exchange of information
The multi-disciplinary approach - getting all the information – other partners have access to all pieces	Continue sharing of pieces of information offers complete picture of student and level of risk
Community awareness and involvement of community agencies	Continued training opportunities
Multiple avenues for communication	List of contact numbers of all agencies/organizations or clearly explain who to call when you can't get a hold of _____.
Learning curve – need to free staff for 2-3 hours  Valuable information with all the partners coming together to hear pieces of information that agencies hold individually	Need greater emphasis on follow-up after tracking – need to get back together
Community agencies being able to provide historical information about student and family	
Intervention plan – great for student – good to see community pulling together to support family and child	Who hears back? - Ensure that everyone is aware of process for sharing of information after assessment and understand what can be expected as outcome
Connection of community members	Can we send CTAP report to another signing partner, ie (KPR) after student moves??
Tracing back information is readily available i.e. – when a child moves	Ensure all parties are called for each CTAP
	Follow-up after CTAP meeting – give parents/guardian a copy of the CTAP report??
	Would the Police receive a copy of the CTAP report/ review report??



Strengths / Successes	Next Steps
	<p>Not all CTAP agencies are called for CTAP meeting with student - not full list – give consideration to situation</p> <p>CTAP minutes to signing partners after the fact – what access do they have to this information</p>
	<p>Agreement to schedule another meeting with all those who attend the CTAP meetings and invite their respective staff</p>

**Other comments:**

- The training provided assisted community partners with their own clients,
- Everyone coming together to produce positive supports for students,
- CTAP sharing between boards when students move to another board – intervention plan can go into student’s OSR,
- Parents do not participate in CTAP meeting,
- Question of bedroom / car search – who has access – police, CAS,
- Partnership with Hotel Dieu Hospital,
- Parental consent is not required for a CTAP meeting to convene at the school level,
- After completion of the CTAP and review with the superintendent of safe schools, a letter is forwarded by the superintendent of safe schools to the parent indicating that a CTAP was convened and noting the intervention strategies for the student. This letter is also filed in the student’s OSR.

**CTAP Protocol Review**

June Rogers referred to the Community Threat Assessment Protocol and requested feedback for revisions/additions to the document. Areas noted by Superintendent Rogers were:

- Appendix D, Page 17, – Risk/Threat Assessment Report Form Level 1 – addition of “Cars” under searches of lockers; and addition of “by Parents, CAS, Police, Youthab housing regulations” under searches of bedroom
- Steps 7 to 9, Page 23 – Title to be changed to - Completed by the ***In-School*** Threat Assessment Team **and/or** the Community Threat Assessment Team -
- Appendix E, Page 26 – “Risk Assessment definitions” – differences between risk and threat assessment – board will not complete a risk assessment – review ‘risk assessment’ wording in document – only a psychologist/psychiatrist could complete a risk assessment – need to clarify in document
- Appendix A, Page 13 – addition to “high risk behaviours” – hate motivated violence, follow up in questioning – targeting a particular student.



Questions:

- When revisions are completed to the CTAP document, are all partners brought together again to sign?
- How much information do you share with parents and partners when the process is completed, what are other boards doing? – need to give information back to client, very important.
- Suggest a debriefing session with parents after the CTAP process is completed.
- Psychological assessment – is this completed by the board – not always, depends if another partner takes this on. Could be considered conflict of interest if assessments completed by a board psychologist.
- Suggestion for next meeting – bring changes / revisions to the Fall meeting when community/team members will have an opportunity to attend with their respective representatives.

**Adjournment**

Cathy Portt thanked everyone for their input and suggestions. Another meeting of the committee (see below) will be scheduled sometime in the fall and a communication will be emailed to members with a date.

The meeting adjourned at 3:10 p.m.

Thank you for your support.

ES/SafeSchools/CTAP/CTAPAdvisoryCommittee/June1minutes

**Next regular meeting:**

**Thursday, September 30, 2010, 9:00 – 11:00 a.m.**  
**Hastings and Prince Edward District School Board, 156 Ann Street,**  
**Belleville, Ontario, K8N 1N9**  
**Education Centre in the Board Room**