



Safe Schools Advisory Committee MINUTES

Thursday, June 3, 2010

9:00 to 11:00 a.m.

Board Room, Education Centre

In attendance: C.Portt, Assistant Superintendent, Special Education, J. Rogers, Superintendent of Education; M. Savery-Whiteway, Assistant Superintendent, Human Resources; R. McGall, Superintendent of Education; B. Clapp, Tri-Board Transportation; D. Reynolds, Coordinator, Sp. Ed., D. Howes, CUPE; D. Stacey, Hastings CAS; H. Seres, Elementary Principal; J. Ling, Belleville Police; K. Towers, Attendance Counsellor, K. Manderville, System Principal; L. Brant, Tyendinaga Education; M. Norton, ITS Dept; M. Moon, OSSTF; M. Orr, Belleville Police; S. Burke, Stirling-Rawdon Police; S. Steele, Child & Youth Counsellor; S. Cox, Bancroft OPP; K. Chow, HAPE-OTL; T. Swift, Children's Mental Health Services; and G. Said, Coordinator, Sp.Ed.

Regrets: B. Edwards, HAPE-OTL; C. Pitman, Trustee; D. Tregenza, Controller of Facility Services; E. Doyle, ETFO; E. Sorensen, Curriculum Services; G. Platt, Student Trustee; G. McCurdy, ASG Support; K. Fisk, ETFO; K. Morgan, Centre Hastings OPP; K. Donnell, Communications Officer; L. Woodley, Secondary Administration; L. Knell, Bay of Quinte Safe Communities; M. deSnoo, HPELF; M. Norton, ITS Dept; N. Lott, Pr. Ed. OPP; S. Willman, Student Trustee; S. Wowk; Tri-Board Transportation; T. Goodfellow, Trustee, T. Reid, Coordinator, Sp. Ed.; T. Johnston, Health & Safety Officer and W. Sutherland, Coordinator, Sp. Ed.

Minutes: S. Cole.

Welcome and Introductions

Cathy Portt welcomed everyone to the meeting. Members introduced themselves noting their agency/organization representation. Cathy indicated that the safe schools portfolio is in transition and introduced Superintendent Rob McGall and Assistant Superintendent Mandy Savery-Whiteway who will assume the safe schools portfolio. Cathy thanked the committee for their input and feedback in relation to Bill 157 legislation; as a result, revisions were implemented to student discipline and emergency response procedures.

Restorative Practices Brochure / Update

Attendance Counsellors, Kelly Towers and Shelley Steacy, gave an overview on the use of restorative practices in schools, the purpose being to bring people together to restore relationships; a whole school approach for safe, supportive and positive school cultures and communities of character. Working groups were developed consisting of multi-team/multi-geographical representatives. A share point website has been developed to share ideas and suggestions to assist the working group.



Rob Lake, an elementary teacher, is currently working on a video depicting the great things that are happening in our schools. The video is to be previewed shortly then released to schools. This may also be turned into a training video for staff.

Kelly and Shelley shared with the group the restorative practice reporting form which is used in schools for circle training. The training circle assists students and staff to solve conflict and helps people feel connected. Very positive comments have been received from students and staff pertaining to the restorative circle. Queen Elizabeth School (Trenton), uses the circle in every classroom and also on the school yard.

A Restorative Practice brochure was developed and distributed to schools. This document is available on the safe schools website. Training was provided to staff and community members – it was noted that not all communities and schools are using the restorative circle, however, they do understand the process and how it can be used every day in schools.

A concern was raised - “as a parent, how do I know how to ask for this and how do you get this information”, Shelley Steele confirmed she will be tracking these concerns and will provide training as necessary. Kelly Towers indicated that we can go to agencies to talk about the process – we need to increase awareness, increase the training in schools – awareness is the focus this school year; we need to spread the good stories - share with school councils - we are building awareness.

Update on Community Threat Assessment Protocol (CTAP)

Shelley Steele informed the group that the Community Threat Assessment Protocol (CTAP) has been in place for approximately a year. The CTAP process is to support students who may be on a pathway leading to violence towards themselves or others. It is a multi-disciplinary assessment for risk reduction. Every school has an in-school threat assessment team trained in the Kevin Cameron Level 1 and 2 training. Parents are not part of the team.

Geoff Said gave an update on Kevin Cameron training: - 2 days of training took place in September, 2009 for Levels 1 & 2 and training for Level 2 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 now 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. Geoff circulated to members a sheet requesting feedback on their training needs. Based on this information, training session(s) for next year will be planned.

It was noted that Kawartha Pine Ridge District School Board has recently begun the process for their policy development and implementation. The Board is currently training staff and meeting with community partners. Hastings and Prince Edward District School Board are providing Kawartha Pine Ridge District School Board with support in much the same way as Limestone District School Board supported Hastings and Prince Edward District School Board.



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 therefore moved to the full CTAP (Level 2) involving community partners. Examples of the kinds of incidents that CTAP would be convened around are: violent incidents, threats toward staff and students, fire setting, assaults, and endangering others while facilitating suicide attempts.

For the first time, on June 1, 2010, a meeting of CTAP community partners was held. Partner participation in CTAP student meetings has been very positive and valuable in creating intervention plans to assist students. Both Shelley Steele and Julie Pohlman-Brogee expressed their appreciation for the quick response of community partners in attending these meetings. Everyone present is connected to the community and family and each member participates at the table to implement and develop an intervention plan for the student. Julie noted that a follow-up meeting takes place after the initial CTAP meeting. The review meeting is scheduled for partners to meet again prior to adjournment of the CTAP.

Update on Progressive Discipline Models/Behaviour Management Safety Plans

Dave Reynolds presented an overview of Administrative Procedure 379- Behaviour Management/Safety Plan recently adopted by this Board in accordance to Ministry direction as outlined in the Program Policy Memorandum 145 – Progressive Discipline and Promoting Positive Student Behaviour. Dave reviewed the charts to be used for the behaviour management plan and logging of the intervention plans of respective students. The student checklist for implementation of the plan could incorporate all areas of academic, social, behavior and social emotional issues. He also indicated that school administration and staff attended training for completion of the forms last week.

Video Surveillance Update

Matt Norton updated the committee on video surveillance in the schools. He indicated it has been a lengthy process which started last school year. A request was issued for vendors to supply the video surveillance in secondary schools. A company was chosen and will commence work in this area on June 14 starting with Moira Secondary School. It is hoped all secondary schools will be completed by the end of August. As for elementary, the video surveillance will be completed in-house. A committee is currently in the process of selecting elementary schools. The plan is to complete eight (8) elementary schools per year. ITS staff is currently working at Bayside PS – all equipment has been purchased. A binder will be created for schools containing video surveillance procedures, guidelines pertaining to privacy information and a tutorial in use of the software.

School Climate Surveys

Cathy Portt distributed four (4) school climate surveys and indicated that the surveys have been updated as a result of Bill 157 legislation. The climate surveys are available on the Board's Safe Schools website and on school websites:



- Survey for Students in Grades 4 to 6 About: Equity & Inclusive Education, Bullying / Harassment
- Survey for Students in Grades 7 to 12 About: Equity & Inclusive Education, Bullying / Harassment
- Survey for Parents and Guardians About: Equity & Inclusive Education, Bullying / Harassment, and
- Survey for School Staff About: Equity & Inclusive Education, Bullying / Harassment

Every two years elementary and secondary schools will survey their schools. A number of schools were piloted last school year. Cathy noted that at the last Safe School's Advisory Meeting, Principal, Suzanne Cholasta, Prince of Wales Public School, shared information on data. Community response regarding the pilot project was very positive. The survey tool is now loaded electronically at each school. All schools will administer the survey tool in the fall of 2010. Schools will then have the opportunity to look at their programs and adapt to their specific needs, i.e. - what is working, what is not working.

AiM System Plan 2010-2011

Cathy Portt distributed the Year 1 draft AiM System Plan for 2010-2011. She indicated the system is completing a 5 year plan for the period 2005-2010 and presently working through planning sessions for 2010-2011. The draft plan is on the public website and anyone can access the document. The plan will be circulated to audiences - principals, management groups and the community for input. Cathy told everyone the draft plan is moving from 5 system goals down to 3 goals:

- Success for Each Student
- Employee Excellence
- Community Connections

A review of the plan was given. Discussion centered on highlighting the good things that are happening. Reference was made to the system character goals and enhancing confidence and safe respectful learning environments. Procedures to have processes in place for violence in the workplace and harassment in accordance with Bill 168 were implemented and are now at the information and training stage with staff. System procedures for the development of practices regarding privacy and information management will be implemented to raise awareness about privacy information.

A feedback sheet was circulated to members for their input and suggestions on the draft system plan.



Committee Input

- A concern was raised regarding the CTAP process. The release of information that is confidential to the meeting, and if relevant to the incident, what you can and cannot relay – are there guidelines? Shelley Steele indicated this was a concern expressed at a previous CTAP student meeting. She informed the group that having the Crown Attorney at the table can be helpful and could assist with requests for warrants or subpoenas in order to gather specific personal information. Shelley noted this concern does warrant more conversation. The importance of a having a follow-up meeting to review the student intervention plan was noted.
- Regarding violence in the workplace and workplace harassment – a request for sharing of this information with community associations and agencies was noted.
- School Climate Surveys – a concern was expressed regarding the parent survey. It could be seen as overwhelming. It was noted the language is not user friendly. An additional concern was raised that parents may not want to visit the school. It was suggested that consideration be given to individual interviews to work through the survey. Perhaps an invitation by the principal to parents could be considered to form a focus group to simplify this survey.
- Reinforce the importance of having all groups represented in the planning initiatives of board goals.

The meeting adjourned at 11:00 a.m.

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Next regular meeting: To be determined