



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

Safe Schools Advisory Committee PUBLIC MEETING MINUTES

Wednesday, May 13, 2009 – 1:00 p.m.

- Present:** C. Portt, HPEDSB Sp. Ed. Services; M. Savery-Whiteway, Student Success, HPEDSB; B. Edwards, HAPE-OTL; D. Tregenza, Facility Services, HPEDSB; D. Howes, CUPE; E. Doyle, ETFO; G. Bongard, Belleville Police Services; G. McCurdy, ASG, HPEDSB; H. Seres, OPC; K. Fisk, ETFO, M. Moon, OSSTF; M. deSnoo, HPEDSB Learning Foundation; T. Goodfellow, SEAC; T. FitzGibbon, HPEDSB Sr. Administration.
- Regrets:** B. Clapp, Tri-Board Transportation; D. Ludington, Quinte West OPP; D. Stacey, Hastings CAS; E. Sorensen, HPEDSB Curriculum Services; M. Norton, HPEDSB ITS; T. Swift, Children's Mental Health; T. Johnston, HPEDSB Health & Safety Coordinator.
- Absent:** A. Macdonald, ETFO; C. Pitman, Trustee, D. Smith, J. Johnstone, Parent Council; K. Whyte, Centre Hastings OPP; K. Donnell, HPEDSB Communications Officer; K. Guthrie, Prince Edward OPP; L. Brant, Tyendinaga Education Centre; L. Woodley, HPEDSB Secondary Rep.; P. Fong, HPEDSB ITS; R. Green, OPP; R. McGall, HPEDSB Human Resources; S. Wowk, Tri-Board Transportation; and S. Cox, Bancroft OPP.
- Minutes:** S. Cole, Education Services

Welcome and Introductions

C. Portt commenced the meeting at 1:00 pm and welcomed everyone in attendance. Members were introduced. C. Portt noted that this is the 2nd meeting of the Committee, the first being prior to Christmas last year.

Introduction of New Superintendent of Safe Schools, June Rogers

J. Rogers was introduced as new superintendent to the role as of January 19th, 2009. J. Rogers stated her new portfolio includes safe schools which covers ministry of education mandates and legislation, Board policy and procedures, suspension and expulsion hearings, data analysis and recording for suspension and expulsions, resource to other superintendents, staff and the Safe Schools Advisory Committee. J. Rogers expressed appreciation to the committee for their time commitment and feedback to the Safe Schools Committee. She indicated another part of her responsibility is the safe schools initiatives from the Board document 'Aim for Student Success' and video surveillance at schools.

C. Portt referred members to the Aim document, Success for all Students, action plan # 4. The mandate of the Board is to work with community partners to ensure a safe learning environment for



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schools and to seek advice from the community on development of policy and procedures. The main focus of the committee will be an advisory role for input and suggestions.

Linking Progressive Discipline with “Growing with Character”

Referencing progressive discipline with the growing character attributes, S. Steele moved the group through an activity linking various statements from the progressive discipline resource handbook and tying those together with the 8 character attributes – caring, cooperation, honesty, humor, integrity, respect, responsibility and trustworthiness.

C. Portt indicated this activity has been used for training at schools with staff, principals and administrative assistants. There has been a fundamental shift in thinking whereby schools are moving away from a punitive response to a learning response; students learn from mistakes and make connections to character development.

Student Engagement and Expulsion Programs

W. Sutherland stated the purpose of the program is to stop the pathway to expulsion for students and to look at other alternatives. After a student referral, W. Sutherland would connect with the parents and student to establish a plan for change. That plan could be providing transportation to doctor's appointments, assisting with medications, sports, etc. to fully integrate the student back to school and to alleviate the road to suspension and expulsion. There could also be non-academic problems, i.e. personal family issues. A student action plan would then be developed, however, sometimes this does not work and expulsion happens. At this point, W. Sutherland would meet with T. Reid to develop an academic plan and be available to counsel student and parent. W. Sutherland and T. Reid advised of two students who were successful in this program and explained the process that was developed to assist the students to a successful pathway by working together with all concerned parties - student, parents, teachers, and school administration. W. Sutherland advised of a student that was provided with anger management therapy supporting him through family responsibilities in order to complete his education. Part of the team's responsibility is to support families and to assist staff develop new strategies for the success of the program.

ESI Project at Prince of Wales P.S.

S. Cholasta, Vice-Principal, Prince of Wales School, shared a school video celebrating the school's safe schools journey. It was an exercise in open communication to look at the climate of the school. A safe schools committee was established with representation from all staff – teachers, students, parents, secretaries and custodians; the purpose being that students need to have respect on a daily basis and that everyone is equal. Through the implementation of this process, S. Cholasta noted it has united the students and staff – everyone is happy and proud of their school and know that each is an equal member. A survey was completed by students and parents about bullying and S. Steele and W. Sutherland presented a session on bullying to grades 3 to 8. The survey was available on a link on the school's website for parents to complete. Concerns expressed in the survey went back to the committee and a number of action steps were initiated to help make Prince of Wales a safe school.



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Staff wear shirts marked 'staff' and training was provided for students modeling cooperative play and problem solving. Students wear 'peacemakers' vests on the playground and staff carry clipboards for expectations on the playground. The whole process has been an exercise in character building – students performed skits on bullying and students sang "Don't Laugh at Me", and the whole school assisted in a yard operation clean up. All this was shared with the school council and the media. An open house was held whereby everyone worked together as a team.

The Committee applauded S. Cholasta and her staff for their efforts and noted this should be shared with other schools and communities.

A sample of the surveys for students and parents was distributed and shared with the Committee. The surveys are available on the Board website for both elementary and secondary. C. Portt indicated that Prince of Wales completed a good analysis of the school's strengths and needs. She also indicated that a training day for staff is scheduled for May 22 to share what has been learned and to empower other schools to establish their committees to support a plan of action for safe schools in their communities.

Threat Assessment Protocol

G. McCurdy advised that Kevin Cameron, a known expert on trauma, threat and risk assessment provide training to staff over the past year. Additional training is scheduled for September, 2009 and the invitation was circulated to the committee as information.

G. McCurdy noted that through the work of 29 community partners and agencies, *A Threat Assessment Protocol* was developed. This protocol was officially signed at the Greek Hall on April 27. The document is available in pdf format if anyone wishes a copy. Community partners attended and the day was very successful. This document is important in getting key personnel together to assist in averting violent situations. It was noted that this process has opened up communication with community partners.

Concerns were expressed on how this information would be shared with classroom teachers. C. Portt indicated that meetings and training will be held at the school level for administrators starting with the Kevin Cameron Threat/Assessment Level 1 training in September, 2009. C. Portt advised that the Limestone Board developed a process last year and assisted HPEDSB in the protocol development.

Questions were raised on access to data regarding violent incidents. C. Portt noted that this information is not collected centrally, however, with the protocol, data could be shared with the committee.

Resource Guides

C. Portt distributed the Safe Schools resource documents: Progressive Discipline and Promoting Positive Student Behaviour; Bullying Prevention and Intervention; and the Code of Conduct.



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She noted that a number of workgroups came together to work on the draft resources. Over the Fall term, feedback and revisions were made and the resource documents are now available on the Board website. C. Portt thanked the Committee for their assistance and input.

Emergency Response, Lockdown, Police Protocols

M. Savery-Whiteway stated that as part of the Aim system plan and in compliance with Bill 212, re: school safety legislation, three key procedures have been developed for review: Emergency Response; Lockdown, Secure and Hold, Shelter in Place and deployment of police protocol. Workgroups have been formed to look at the documents and consultations will be scheduled with police and fire representation to review the emergency response and lockdown protocols. The Ministry of Education will review the procedures and provide feedback. On a question, M. Savery-Whiteway informed that schools are presently using their current practices. She noted the importance on having consistency in schools. It is hoped that these procedures will be in place by September.

In relation to Video Surveillance, M. Savery-Whiteway noted there is a need to provide a consistent standard for deploying video cameras at schools. C. Portt reviewed the interior and exterior standards for camera location and the Board's wish to take a district wide approach. Both C. Portt and M. Savery-Whiteway have been involved in training sessions, have met with various vendors and have involved Facility Services in their deliberations. Cameras will be motion centred and continuous live recording – questions were raised on monitoring of the cameras, retention of images, camera motion and lights in parking lots of schools. M. Savery Whiteway stated that the cameras can be used as proactive step to vandalism.

Committee Members Updates / Suggestions for Next Steps

C. Portt distributed the Ministry document – Shaping a Culture of Respect in our Schools: Promoting Safe and Healthy Relationships noting that the document is available on the ministry website.

C. Portt asked the committee to make note of any suggestions and/or recommendations for next steps on the blue sheets provided. Emails can also be forwarded to cportt@hpedsb.on.ca or msavery-whiteway@hpedsb.on.ca.

Updates were provided by Committee members – K. Fisk, ETFO President, informed that a submission was drafted on Bill 157 and the Federation is now looking at the new Legislation Bill 168 - Violence in Schools – training has been provided locally for 50 teachers. D. Howes, CUPE President indicated that the Kevin Cameron Presentation was very successful. G. Bongard, Belleville Police Services, stated that the lockdown practices have been very successful. L. Knell introduced herself as coordinator for Safe Communities : Bay of Quinte and provided an overview of the organization and offering their services to schools.



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Adjournment

C. Portt thanked everyone for their input and attendance. The next regular meeting of the Committee will be determined in the Fall of 2009. The meeting adjourned at 3:20 p.m.

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