



**HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
Community Threat Assessment Protocol Advisory Committee
PUBLIC MEETING MINUTES
November 28, 2011**

Members present: Kim Guthrie, PE OPP, Scott Burke, Stirling Rawdon Police, Dave Snider, Quinte West OPP, Christine Lawrence, Child and Youth Counsellor, Tracey Eggleton, Child and Youth Counsellor, Kelly Towers, Attendance Counsellor, Kelly Woodcox, Hastings Children's Aid Society, Megan Luke, Children's Mental Health, Geoff Said, Coordinator Special Education, Jeannie St. Germain, Prince Edward Children's Aid Society, Chris Herron, Limestone District School Board, Hans Verbeek, Belleville Police Services, Terry Briard, Central Hastings OPP, Kim Guthrie, Prince Edward County OPP, Jeannie St. Germain, Prince Edward County Children's Aid Society, Julie Pohlman-Brogee, Child and Youth Counsellor Supervisor.

Regrets: Nicole Lott, Prince Edward O.P.P. Lyn Wallace, Algonquin Lakeshore Catholic District School Board, Robert Rutter, Prince Edward County Fire Department, Dawn Miller, Children's Mental Health Services, Lee Burgess, Crown Attorney's Office, Suzanne Cox, North Hastings OPP, Isabelle O'Brien, Trenton Military Police,

Resource: Mandy Savery-Whiteway, Superintendent Safe Schools, Shelley Steele, Safe Schools Team

Minutes: Dot Burshaw

Welcome:

Superintendent of Education – Human Resources Support Services, Mandy Savery-Whiteway welcomed the group. The group introduced themselves and told where they worked.

Discussion/Updates:

Update on data and training:

Shelley Steele, Safe School's supervisor gave some history of the boards Community Threat Assessment Protocol. The data for last year's CTAP's were nineteen, with fifty-seven at the in-school level. So far this year, we have had one CTAP with approximately eight in school assessments.

She talked about the training for Level I Threat Risk Assessment that took place last year and mentioned we will be doing a Level 1 training this week here at the Education Centre for this year. One more Level I will be offered next spring. She also spoke to the group about a refresher course for the Level I training.

Kawartha Pine Ridge District School Board finished their protocol this past spring for the Level I training program. Algonquin Lakeshore Catholic District School Board, and Limestone District School Board are all linked now in the fact that each of these board's share information and training.

Level II training took place last June with Kevin Cameron presenting. Kevin will be returning this June. No date has been determined. She spoke of the direct link our board has with Mr. Cameron and how he is using the Hastings and Prince Edward District School Board's Protocol as a sharing document in such provinces as British Columbia, Alberta and even the United States of America.

A movement has been made to include four of this board's Child and Youth Counsellors in the parent interview process. There is now a consistent team for interviews.

CTAP Protocol Review:

Copies of the "Draft" 2010-2011 Community Threat Assessment Protocol document were handed out. Superintendent Mandy Savery-Whiteway explained some changes that have been made to the document. The committee was given some time to review these changes and asked the committee for any input they may have. The decision was unanimous to complete the document and take "Draft" off and send the completed version to administration for final approval.

The group broke into groups and talked about processes already in place in their organization, how things are going and what will take place in the future.

Concerns were brought forward and addressed.

Group Discussion:

Superintendent Mandy Savery-Whiteway then asked the committee to take a few moments and write down information they feel as a community partner would be valuable regarding the Community Threat Assessment Protocol. She provided a document with three questions on it.

1. In your experience with the CTAP process, how effective has the protocol been in establishing preventive plans for students at risk: Some of the responses were:

- Eliminates legal barriers
- Very positive – has allowed sharing of information from a variety of sources/agencies – this helps create a 'whole' picture
- Helps to follow-up on specific students – on the short and long term
- Helps schools understand the importance of the protocol
- Process helps to know the current information of students in their care
- Very effective – follow-up plan is focused on student, wish list would include family plan
- Helps understand students in terms of environmental/social history
- Allows solution to include family/individual

2. What challenges has your agency/organization encountered in implementing the protocol? How have you managed those challenges? Some of the responses were:

- Staff need to be trained
- Does not happen a lot so need to reread the document when a CTAP happens
- Sometimes legal information is difficult to share
- Can muddy the waters legally

- Having access to historical information i.e.; CAS files, even though youth is now over the age of six-teen.

3. What refinements could be made to the protocol to streamline the process for your agency/organization? Some of the responses were:

- More involvement with TAT (Threat Assessment Team) to understand what takes place
- The ability to provide input as to what local hospital resources can provide
- Identify a CTAP Crown
- Each CTAP is unique – we all learn from each one
- Working together now – review later
- Very straightforward
- Look at secondary or direct with worker contract if agency supervisor is not available.

Police Protocol:

Mandy Savery-Whiteway, Superintendent of Education, Safe Schools explained to the committee that new Ministry requirements are in place with regard to police protocols between school boards and local police services. In January 2011 a training session was held in Toronto for school boards and police personnel. Based on *Bill 157 – Keeping our Kids Safe at School*, there are now 22 required elements that must be incorporated into police protocols. The required elements include consideration of students with special needs, appropriate emergency response procedures and threat risk assessment processes. This document will be reviewed on a regular basis. The Police Protocol document, Procedure 393 can be found on the board website under policies and procedures.

Next meeting is to be determined.