



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, November 4, 2009 – 1:00 p.m.

- Present:** C. Portt, System Principal, HPEDSB; J. Rogers, Superintendent, HPEDSB, Ken Manderville, Student Success, HPEDSB; B. Edwards, HAPE-OTL; L. West, CUPE; E. Doyle, ETFO; G. McCurdy, ASG, HPEDSB; H. Seres, Elementary OPC; K. Fisk, ETFO, M. Moon, OSSTF; M. deSnoo, HPEDSB Learning Foundation; T. Goodfellow, SEAC; B. Clapp, Tri-Board Transportation; D. Reynolds, HPEDSB, D. Ludington, Quinte West OPP; D. Stacey, Hastings CAS; G. Platt, Student Trustee, K. Whyte, Centre Hastings OPP; K. Towers, Attendance Counsellor, HPEDSB; K. Donnell, Communications Officer, HPEDSB; L. Woodley, Secondary OPC; P. Fong, ITS, HPEDSB; R. McGall, Superintendent, HPEDSB; S. Steele, HPEDSB; T. Johnston, Health & Safety Officer, HPEDSB; W. Sutherland, HPEDSB; and Terry Swift, Childrens' Mental Health Services.
- Regrets:** B. Foley, Stirling-Rawdon, OPP; E. Sorensen, Curriculum Services, HPEDSB; G. Bongard, Belleville Police Services, M. Norton, ITS, HPEDSB; S. Burke, Stirling-Rawdon, OPP; and S. Cox, Bancroft OPP;
- Absent:** C. Pitman, Trustee, L. Brant, Tyendinaga Education Centre; S. Wowk, Tri-Board Transportation; N. Lott, Prince Edward OPP; S. Willman, Student Trustee, and T. Reid, HPEDSB.
- Minutes:** S. Cole, Education Services

Welcome and Introductions

C. Portt welcomed everyone to the meeting and expressed appreciation to the committee for their support and feedback in the development of program planning and procedures pertaining to Safe Schools. She noted the attendance of new members representing new organizations and partners. Introductions were made around the room.

AiM - Achievement in Motion System Plan - June Rogers, Superintendent

J. Rogers referred to the AiM System Plan Goal - **Success for all Students** and the actions plan and action steps associated with Year 5 of the plan, namely –“*Provide all students and employees with safe, healthy, effective and respectful learning environments*”. She indicated that the work of this Committee directly assisted the Board in their planning and thanked the Committee for their ideas and input. She informed the group that the AiM plan drives the Board's actions to be undertaken.



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

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- 2 -

The action steps in Action Plan 4 for **Success for all Students** were reviewed;

1. Implementation of the Community Threat Assessment Protocol (CTAP);
2. Implementation of Board Procedure 153-A: Lockdown, Secure and Hold, Shelter in Place;
3. Implementation of a video surveillance system for secondary and elementary schools;
4. Extend the understanding of progressive discipline through the integration of restorative practices; broadening the understanding of progressive discipline through communication with students, staff, parents, guardians, and community partners; the development of a progressive discipline and school safety web page and the implementation of new legislative requirements regarding *Keeping Our Children Safe at School Act, 2009*.

J. Rogers gave an overview of the Community Threat Assessment Protocol and examples of the process to be followed in high to medium risk involving students. She stated at this level, there would be involvement of staff at the community level in the risk assessment plan for the student. She indicated that the protocol has been a terrific tool for the Board and reiterated the Safe Schools Advisory Committee's involvement with the development of the resource guide and implementation of the protocol. The CTAP Protocol will be available on the new Safe Schools website.

J. Rogers spoke about the Emergency Response Procedure 153. She advised that this included the new Lockdown, Secure and Hold, Shelter in Place procedure which was incorporated and consolidated with other Board procedures into one procedure now known as Emergency Response. The new procedure includes the following:

- Lockdown, Secure and Hold, Shelter in Place Plan
- Fire Safety / Evacuation Plan
- Situations requiring consultation with Police; and
- Municipal Level Emergencies

Reference was made to the definitions associated with the various types of lockdown and the poster developed to post in all school locations. In response to a question, J. Rogers advised that students are aware of the new process and twice per year, every school would have a practice drill. Any issues relating to student safety that may not be covered by this process, please bring to the attention of J. Rogers to address.

Tom Johnston, Health and Safety Officer, referred the Committee to the Fire Safety and Evacuation Plan that is to be followed in all school and board locations. This is another section of the Emergency Response Procedure 153. He indicated schools have copies available in the principal and custodial office, in the school emergency bag and the local Fire Department also has a copy. Should schools have more than one level, all floor levels are required to file a copy of the plan. The plan contains information on floor plans, location of fire exits, alternate fire exit routes, occupancy numbers, emergency lights and fire poll stations. T. Johnson also noted the importance of reviewing the fire evacuation plan at school and community events. In responding to a question, he advised this



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- 3 -

responsibility would fall with the holder of the permit. Questions were also raised regarding first aid kits and defibrillators in school buildings.

Video Surveillance Project Update

Peter Fong, Senior Project Manager, Information Technology Services, gave an update on the video surveillance in schools. The Board approved \$500,000 for installation of equipment at the secondary level and \$100,000 at the elementary level. The secondary project is well underway with the purchase of equipment and installation is expected to be completed by the end of June 2010. Eight elementary schools will be selected each year with all schools slated to be completed within the next 5/6 years. External and internal cameras will be installed in all schools. A Video Surveillance Committee has been established to review the process for implementation of equipment in the schools.

Community Threat Assessment Protocol (CTAP)

S. Steele, Child and Youth Counsellor Coordinator, briefly outlined the CTAP protocol and gave an overview of the process used to identify indicators for those at risk and the intervention plans put in place to support students. Threat/risk assessment definitions were reviewed along with community partner involvement in the threat assessment intervention process in cooperation with Board personnel. All schools have identified in-school Threat Assessment Teams to assist with students if a threat is determined. S. Steele indicated that the Limestone District School Board is a great supporter of the CTAP process and the Board is approximately a year ahead of HPEDSB in their implementation. School personnel and partner agencies are continuing to be trained in the Kevin Cameron training and those who have been trained are involved in 'train the trainer'. Mid-year, it is planned to bring the partner agencies together for an update and review of the protocol.

Restorative Practices Update

S. Stacey and S. Steele stated the main object of restorative practices is to learn to manage conflict and tension and to strengthen relationships – the idea is to move away from punishing. Child and Youth Counsellors were trained in 2001 and since 2007, 300-400 personnel have been trained as facilitators. S. Stacey notified of a situation that involved students vandalizing a school and classrooms resulting in extensive damage. Other students and classroom teachers were very angry. Restorative practices were initiated in this circumstance. Working through this process, a positive outcome resulted with all parties coming together to repair the damage. The focus is to build upon relationships and to open up the lines of communication. Restorative practices will help students feel connected to their school and to each other.

A marketing brochure has been created and a working group is being established to develop a framework. Training is open to the community – the upcoming November training dates are full and another training session will take place in April, 2010.



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

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- 4 -

Progressive Discipline

W. Sutherland and D. Reynolds involved the Committee in a group activity where input was requested on definitions / interpretation of the following two questions:

- “*What is your understanding of Progressive Discipline?*”, and
- “*What do you think parents, students, community members and safe schools team need to know about progressive discipline? Please suggest any strategies that might enhance their understanding?*”

Group definitions were shared and collected to assist in program planning. It was noted that restorative practices and progressive discipline are connected. D. Reynolds advised that progressive discipline is a systematic use of consequences, a positive and proactive approach to discipline as opposed to reactive – put strategies in place in a consistent way to assist students and look at other ways to accomplish outcomes (progressive thinking). He also advised of a Behaviour Management/Safety Plan that is being developed as a way to support individual students. He indicated the importance of communicating with students and getting them involved in the problem solving process.

W. Sutherland advised of the Student Action Plan that is used to support students who are suspended or expelled. It includes academic and counselling support.

C. Portt informed the Committee that new training materials (*Keeping Our Kids Safe At School, 2009*) have been received from the Ministry of Education as a result of revisions to procedures for progressive discipline. She advised that input and assistance will be required from the group as practices and new requirements of the legislation are refined.

Safe Schools Draft Webpage

A draft copy of the proposed Safe Schools webpage was distributed to members for feedback and input. A number of suggestions were presented and will be incorporated into the creation of the new site. C. Portt stated that it is hoped to have the site live on the board website within the next month. She thanked the Committee for their ideas and suggestions and will take them into consideration when revising the draft.

Committee Members Updates

Lyn Knell, Coordinator, Bay of Quinte Safe Communities, advised of their partnership with the Red Cross to provide first aid training to up to 50 students at no cost to them. The goal is to develop a student first response team at each local high school by certifying a minimum of 5 students per school. She noted young workers are in a high risk category for workplace injuries and studies have shown, that those who are first aid trained, are much less likely to be injured on the job themselves. The program will build confidence in those participating, perhaps even making them more employable



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

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- 5 -

and part of the safety solution. Another huge benefit of the training would see each high school with more first aid resources, making our schools safer. She requested that schools give consideration to identifying students to participate in this partnership.

Adjournment

C. Portt thanked everyone for their input and notified that another meeting of the Committee will be held late December or early January, 2010. The meeting minutes will follow with a proposed date. The meeting adjourned at 3:20 p.m.

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