

**November 23, 2013**  
*Programs & Human Resources Committee*

**1. OPENING**

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held by on Saturday, November 23, 2013. The meeting was called to order at 2:30 p.m. by the Chair, Fred Douglas.

Members present: Fred Douglas, Chair  
Gary Baikie  
Goronwy Price  
John McCarthy  
Eric Snow  
Rick Martin  
Kim Cheeks

Regrets: Milton Peach, Board Chair

Also in attendance: Darrin Pike, CEO/Director of Education  
Jeff Thompson, Associate Director of Education  
Gerald Buffett, Assistant Director of Education - Human Resources  
Peggy Walsh, Administrative Assistant - Programs

The Chair, Fred Douglas, welcomed the trustees and staff to the meeting and thanked all for making the time to attend the second Programs and Human Resources Committee meeting of the NLESD.

**2. ADOPTION OF AGENDA**

**MOTION:** Moved by Rick Martin, seconded by John McCarthy, and carried unanimously that the agenda be adopted as presented.

Noted that the agenda item 5.1.3 Crisis Response, should read 5.1.3 Traumatic Incidents.

**3. CONSIDERATION OF MINUTES**

**MOTION:** Moved by John McCarthy, seconded by Goronwy Price, and carried unanimously that the minutes of November 5<sup>th</sup>, 2013 be adopted as presented.

## 4. BUSINESS ARISING

### 4.1 Status of the “Volunteer” and “Respectful Workplace” policies brought to the board

The Chair, noted that the Volunteer and Respectful Workplace policies were adopted by the Board as presented, and will be implemented in September, 2014.

## 5. NEW BUSINESS

The Chair, noted that during the last meeting on November 5<sup>th</sup>, 2013 it was suggested that Gerald Buffet, Assistant Director of Education - Human Resources and Jeff Thompson, Associate Director of Education, would review more policies, some of which have been provided today for general discussion.

### 5.1 Program Policy Development: Update on Work in Progress

#### 5.1.1 Acceptable Use of Technology

#### 5.1.2 Administration of Medications

#### 5.1.3 Traumatic or Critical Incidents (Crisis Response)

#### 5.1.4 Bomb Threats

The Programs and Human Resources Committee was presented with the four preliminary draft policies in the area of programs as listed above. Jeff Thompson noted that these draft policies have been created using the policy development template approved at the November 4<sup>th</sup>, 2013 Executive Meeting of the Board.

It was acknowledged that these policies are not polished drafts like those the committee received in the first meeting and like it can expect to receive in future meetings, but they have been provided as a way to help solidify our collective understanding around how the policy work is being conducted. Essentially, for the policies under development, district personnel gather the policies from each of the previous boards and do a comprehensive assessment and comparative analysis. Based on this work, a new policy for the NLESD is developed that utilizes the best aspects of the former policies.

Once a policy is developed to the stage of being a polished draft, feedback is solicited and final revisions are made before bringing to the committee for consideration. In some cases, the consultation process extends to school principals, especially when the policy will have a number of administrative regulations that will impact how schools will operate. In other cases the consultation will be with district-level staff including itinerant teachers, program specialists, senior education officers, and other management personnel.

Trustee Price noted that the process by which we complete a policy is as important as the policy itself. It is important to ensure that these policies are vetted through the proper channels.

In addition to the discussion on vetting the policies through the most appropriate avenues, there was also a conversation about developing and using an audit system to ensure policies are being followed as intended.

It was determined that polished drafts of some of the above referenced documents will be presented to the Committee for their consideration at the next committee meeting.



## **5.2 Human Resources Policy Development: Update on Work in Progress**

### **5.2.1 Teacher Leave**

### **5.2.2 Recruitment & Selection**

### **5.2.3 Teacher Growth & Appraisal**

The Programs and Human Resources Committee was presented with the 3 draft policies as listed above. A summary of the process to create the policy was presented by Gerald Buffett. In addition to working with the previous policies from the 4 school districts, the Provincial Government policies were taken into consideration for review as well.

As requested from the previous committee meeting, legal advice was sought on some language in the definitions section of the Respectful Workplace Policy. This resulted in the legal suggestion of adopting language/definitions verbatim from similar Government policies to provide strength & consistency in any future litigation in relation to policy.

The Chair asked the committee members if they have any questions or comments on priorities for Mr. Thompson or Mr. Buffett. No questions/comments were brought forth. The Chair noted to the Committee that while these new policies are combinations of existing policy it is still important that they be carefully reviewed.

The next meeting will be held via teleconference on Wednesday, January 8<sup>th</sup> at 7pm, subject to final confirmation.

## **6. ADJOURNMENT**

There being no further business the meeting adjourned at 3:30 p.m.

