

**January 8, 2014**

*Programs & Human Resources Committee*

## **1. OPENING**

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held by on Wednesday, January 8, 2014. The meeting was called to order at 5:00 p.m. by the Chair, Fred Douglas.

Members present via teleconference:

Fred Douglas, Chair  
Milton Peach, Board Chair  
Gary Baikie (Joined at 5:20pm)  
Goronwy Price  
John McCarthy  
Eric Snow  
Rick Martin  
Kim Cheeks (Joined at 5:05pm)

Also in attendance: Darrin Pike, CEO/Director of Education (Joined at 5:40pm)  
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 and thanked everyone for making the time to attend the meeting.

## **ADOPTION OF AGENDA**

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

## **2. CONSIDERATION OF MINUTES**

**MOTION:** Moved by Rick Martin, seconded by Eric Snow and carried unanimously that the minutes of the November 23<sup>rd</sup>, 2013 Programs and Human Resources Committee meeting be adopted as presented.

## **3. BUSINESS ARISING**

There was no business arising from the minutes.

#### 4. NEW BUSINESS

##### 5.1. Consideration of the Draft 'Acceptable Use of Technology' Policy

The Chair thanked Jeff Thompson, Associate Director of Education (Programs) and Gerald Buffet, Assistant Director of Education - Human Resources for their work on having the 'Acceptable Use of Technology' and 'Recruitment, Selection & Assignment of Teaching Staff' policies ready to present to the Committee. He requested Mr. Thompson begin the discussion.

Referencing the minutes from November 23, 2013 Mr. Thompson noted that there were 4 draft policies presented that were very rough drafts. It was reiterated that the policies brought forward from this point on will be polished drafts that have been vetted through various staff within the organization. The 'Acceptable Use of Technology' policy was vetted through Senior Education Officers, and from there, to various Principals for feedback. Input was also provided by our Director of ICT and our Senior Administrative Officer. It was noted that this document is the overarching policy and that the regulations have not yet been developed.

A point was raised regarding the importance of ensuring the policies are well vetted throughout the district. Trustees were assured that the policy was circulated to staff in all regions of the NLESD, and that such vetting will be standard practice for all newly drafted policies.

Regarding Policy Directive #6, there was discussion around student/staff awareness and privacy issues. It was noted that the policy directive is in line with legislation and had been carefully considered through the NLESD's ATIPP coordinator. Trustees were also assured that more detail would be provided in administrative regulations and that communications regarding the implications of this directive would be clear and consistent throughout the district. Particular attention will be paid to ensuring that all students are fully aware of the implications of this directive. The policy was recommended to be presented to the Board for consideration.

**MOTION:** Moved by Goronwy Price, seconded by Rick Martin, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the Acceptable Use of Technology Policy as tabled at the January 8, 2014 meeting of the Programs and Human Resources Committee of the Board.

##### 5.2. Consideration of the Draft 'Recruitment, Selection & Assignment of Teaching Staff' Policy

Opening the discussion, Mr. Buffett addressed the Trustees noting that during the last meeting of the Programs and Human Resources Committee 3 draft policies were tabled, but all were not ready for presentation to the Board at that time. The "Recruitment, Selection & Assignment of Teaching Staff" policy being presented now has been carefully vetted through staff within the organization and other pertinent contributors. In preparing this policy the best practices of the previous boards have been considered. More detail will be provided in the administrative regulations that will accompany the policy at a later date. Much of the work on recruitment and selection is now done electronically and will be further clarified through these regulations.

Concern was raised on Policy Directive # 7 around the use of the word "suitable". Discussion ensued on revising the wording of the directive and the Committee decided to remove the word "suitable" and have it addressed in the regulations and to recommend the amended policy for consideration at the next Board meeting.



**MOTION:** Moved by Goronwy Price, seconded by John McCarthy, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the Recruitment, Selection & Assignment of Teaching Staff Policy with the change as discussed on Policy Directive #7, at the January 8<sup>th</sup>, 2014 meeting of the Programs and Human Resources Committee of the Board.

Trustee Price requested a new agenda item, Student Achievement Update, be added to the agenda for consideration. The committee agreed to amend the agenda and engaged in a discussion on the matter. The discussion centered on the suggestion that all future agendas need to have a brief 10-15 minute session on Student Achievement Matters. The Committee agreed to include the item on the agenda of the upcoming Programs and Human Resources Committee Meeting on January 18<sup>th</sup>, 2014. During that meeting it will be decided if a motion will be made to make a recommendation to the Board that this will become a fixed Board agenda item.

The next meeting will be held January 18, 2014 subject to final confirmation.

## 6. ADJOURNMENT

There being no further business the meeting adjourned at 6:09 p.m.

