

**March 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 Saturday, March 8, 2014. The meeting was called to order at 12:30 p.m. by the Chair, Fred Douglas.

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

Regrets: Milton Peach  
Gary Baikie

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 Programs and Human Resources Committee meeting of the NLESD.

**2. ADOPTION OF AGENDA**

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

**3. CONSIDERATION OF MINUTES**

**MOTION:** Moved by Rick Martin, seconded by Eric Snow, and carried unanimously that the minutes of January 18<sup>th</sup>, 2014 meeting be adopted as presented.

#### 4. BUSINESS ARISING

No Business Arising

#### 5. NEW BUSINESS

##### 5.1 Update on Programming Matters

The Chair introduced the new business and invited Jeff Thompson, Associate Director of Education, to speak to the topics relating to Interventions and the Child Protection Policy.

##### 5.1.1 Focus on Interventions

Mr. Thompson prepared and shared a presentation entitled Team-Focused Intervention Program for Schools and Students (TIPSS). This school reform model exemplifies the district's focus on interventions and is used in situations where a school has had ongoing student achievement challenges that it has not been able to effectively address. The approach involves strategic, systemic and systematic monitoring and intervention processes to help the school administration and staff to intensely focus on their student learning priorities, and the process takes 3 to 5 years to ensure the necessary re-culturation for ongoing and sustained student success.

Essentially, the model was developed for schools in crisis: schools that have had two to three years of poor academic performance and trending downwards. A key component of the model is that it connects and aligns the teachers' Professional Learning Plans, the School's Development Plan, the District's Strategic Plan and the Department of Education's Strategic Plan, and ensures an intense focus on the student learning goals in these plans. Full blown implementation of this model is underway in 4 schools, and elements of the model are at play in many schools throughout the district. The model was first used in a k-6 school in 2009 and there have been substantial improvements in the achievement rates in this school since then. There has been a big philosophical shift in the school and there is now a strong sense of hope and optimism, and the relationships between teachers and students and their parents have been enhanced.

Following the presentation, Darrin Pike, Director of Education, noted that we do not presently have a data management system that works to the full extent we would like to see. Work continues now on developing a better data system. Mr. Pike also noted that an Intervention Model is the key to ensuring we maximize student achievement across the district and it is important to have accurate data to make important decisions about interventions.

A discussion ensued relating to the types of key data that would be examined when evaluating schools and establishing key indicators. It was noted that PowerSchool is a positive new resource that will help to provide significant change and improvement. The district team will build the framework for data collection that will serve as a dashboard to allow us to effectively and efficiently monitor student achievement across the district.

There being no further questions or comments, the Chair thanked Darrin and Jeff and asked that we move to 5.2 - Consideration of draft Policy 'Child Protection'.

##### 5.2 Consideration of Draft Policy 'Child Protection'



Mr. Thompson provided a brief overview of how the policy was prepared, noting that only two of the previous 4 boards had a written policy in place. The policy in the former Western School District spoke more to police engagement while the former Eastern School District policy was geared more towards administration practices. The new policy has been vetted through the Senior Education Officers who are key players for matters relating to child protection, and the SEOs also vetted through some school administrators.

Following some discussion by the Trustees it is decided to add an explicit statement that notification to the school district is required. The obligation to report the incident to the district must be clear.

It was also noted that the wording of number 4c in the policy should be changed slightly. Current wording of 4c: 'Upon being found guilty...' Should read 4c: 'If found guilty....'

**MOTION:** Moved by Goronwy Price, seconded by Eric Snow, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the Child Protection Policy as tabled at the March 8, 2014 meeting of the Programs and Human Resources Committee of the Board with the above noted changes.

### 5.3 Consideration of Draft Policy 'Teacher and School Administrator Growth and Appraisal'

A brief synopsis of this policy was provided by Gerald Buffett, Assistant Director of Education Human Resources. Mr. Buffett noted that there were 4 policies already in place in the former boards. The new policy has been pulled together from all the old policies and has been vetted through all the appropriate personnel throughout the province. Part of this policy focuses more on professional growth. Performance appraisal and support will be a key element. Much of these details and making this process more efficient will come through in the regulations. Mr. Buffett noted that they want to build a collaborative process that is supportive of teachers. Mr. Buffett pointed to the fact that most teachers are employed with the district for 30 years, and it is therefore important to be supportive at the outset. As an example of simplifying some matters for efficiency, a previously used booklet that was about 30 pages long has now been condensed down to 13 pages. Also, as many documents/forms as possible are being moved into electronic format, for efficiency and tracking purposes. A principal can now use a simpler more effective tool to assist in the appraisal process and provide the required professional support for teachers.

**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 Teacher and School Administrator Growth and Appraisal Policy as tabled at the March 8, 2014 meeting of the Programs and Human Resources Committee of the Board.

### 5.4 Consideration of Draft Policy 'Teacher Leave'

Gerald Buffett addressed the Trustees on this policy. He noted that the policy is a combination of 4 teacher leave policies from the previous boards. All were very consistent. Some minor changes will come in the regulations but the overarching scope is consistent throughout the province.

**MOTION:** Moved by Eric Snow, seconded by Rick Martin, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the Teacher Leave Policy as tabled at the March 8, 2014 meeting of the Programs and Human Resources Committee of the Board.



The Chair noted that the Motion is carried and thanked everyone for participation.

**Next meeting: To be determined**

## **ADJOURNMENT**

There being no further business the meeting adjourned at 1:40.

