

April 12, 2014

Programs & Human Resources Committee

1. OPENING

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on Saturday, April 12, 2014. The meeting was called to order at 12:40 p.m. by the Chair, Fred Douglas.

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

Also in attendance: Jeff Thompson, Associate Director of Education
Gerald Buffett, Assistant Director of Education, Human Resources
Heather Hillier, Senior Administrative Officer
Elaine Forma, Administrative Assistant, Human Resources

The Chair, Fred Douglas, welcomed the trustees and staff and thanked everyone for making the time to attend the meeting.

2. ADOPTION OF AGENDA

MOTION: Moved by Goronwy Price, 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 the March 8, 2014 Programs and Human Resources Committee meeting be adopted as presented.

4. BUSINESS ARISING

No business arising.

5. NEW BUSINESS

5.1. Update on Social Media Working Group

Jeff Thompson provided an update on the Social Media Working Group. The committee has compiled a list of useful online resources for K-3, Grades 4-6, Grades 7-8, and Grades 9-12. These include PowerPoint presentations relating to protection of privacy, protecting your online reputation, cyber-bullying, and other internet safety topics. They will be forwarded to schools by the end of April.

It was suggested that this topic be brought forward as an agenda item at a future committee meeting along with the slideshow presentation. The committee was in agreement.

5.2. Consideration of Draft Policy “Student Supervision”

Jeff Thompson presented the Student Supervision draft policy for consideration. He indicated that this policy (along with the other three being brought forward today) was vetted through principals at the most recent provincial principals’ meetings. Principals had an opportunity to select two policies that most interested them and then reviewed and offered feedback. In some cases principals reviewed all four policies. Their suggestions and concerns were addressed in the draft brought to the committee today.

Jeff mentioned Policy Directive No. 6 where there is a hyperlink to another policy where overlaps may occur. This gives ease of movement between related policies when referring to the policies online.

It was also noted that a hyperlink is to be imbedded into Policy Directive No. 8 referring to the Volunteer Policy.

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 Student Supervision Policy as tabled at the April 12, 2014 meeting of the Programs and Human Resources Committee of the Board.

5.3. Consideration of Draft Policy “Traumatic/Critical Incidents”

Jeff Thompson presented the Traumatic/Critical Incidents draft policy for consideration. As with the previous policy, a team of principals worked on this policy in conjunction with the Student Support Services Team who are most involved in implementing this policy.

With regards to Policy Directive No. 3, some feedback has suggested that the deadline of October 15th might be too late to have a plan in place. Jeff indicated that there would be no school that does not have a plan in place at the beginning of the school year. The October 15th deadline allows some breathing room at the beginning of the school year to have any changes updated, especially where there have been



changes in administration over the summer months. Most principals will have these updates completed much earlier than the October 15th official deadline.

MOTION: Moved by Rick Martin, seconded by Gary Baikie, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the Traumatic/Critical Incidents Policy as tabled at the April 12, 2014 meeting of the Programs and Human Resources Committee of the Board.

5.4. Consideration of Draft Policy “Criminal Record Check”

Gerald Buffett presented the Criminal Record Check draft policy for consideration. Gerald indicated that this is an important part of the hiring practice and is part of the application process.

Trustee McCarthy questioned how this could be policed for other people coming into our schools. He gave the example of someone coming in to sell graduation rings. Heather Hillier indicated that such a person is not an employee of the District and so would not fall under the scope of this policy. In some cases, such persons might fall under the District’s Volunteer Policy.

Trustee Cheeks pointed out that the Criminal Record Check is only accurate as of the time it is completed. She asked if there is a timeframe when we have these redone for employees, i.e. every 3 years.

There was some discussion as to whether or not these should be redone for permanent employees. Currently, as long as there is no break in employment, at no time is a new Criminal Record Check required.

Gerald indicated that the only other option is the Criminal Offence Declaration which is required when applying for a different position with the board within 6 months after obtaining a Criminal Offence Declaration.

Trustee Cheeks indicated that we should consider having a Criminal Offence Declaration signed periodically by all employees and not just those that have had a break in employment.

Trustee Baikie indicated that there are policies to this effect at other government agencies, specifically CYFS.

It was decided that we would defer until such time that staff can research the policy. It will be brought back to the committee at a future meeting.

Upon Gerald’s request, Trustee Cheeks clarified that it was the intent to have this apply to all new employees going forward and not those currently on staff.



5.5. Consideration of Draft Policy “Employee Orientation”

Gerald Buffett presented the Employee Orientation draft policy for consideration. Gerald indicated that the purpose is to provide consistency across the province for all new employees. There are currently several practices in different regions. For example, we have new teacher orientation which is shared with the NLTA, new administrator induction, and orientation programs for bus drivers and secretaries. There are currently orientation handbooks which are going to electronic format to keep current and other initiatives that need to become district wide in scope.

It is the intent of this policy to provide a smooth start and good foundation into a new position with a recognition of future supports and professional development as required for all employees.

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 Employee Orientation Policy as tabled at the April 12, 2014 meeting of the Programs and Human Resources Committee of the Board.

Due to the sensitivity of the information, it was then requested by the Chair to move to a closed meeting of the committee at 1:10.

MOTION: Moved by Goronwy Price, seconded by Gary Baikie, and carried unanimously that the Programs and Human Resources Committee move to a closed meeting.

At 1:35 it was requested by the Chair to move back to an open meeting.

MOTION: Moved by Goronwy Price, seconded by Gary Baikie, and carried unanimously that the Programs and Human Resources Committee move back to an open meeting.

6. The next meeting will be held at the call of the Chair subject to final confirmation.

7. ADJOURNMENT

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

