

May 6, 2015

Programs & Human Resources Committee

1. OPENING

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on Wednesday, May 6, 2015. The meeting was called to order at 12:00 pm by the Chair, Fred Douglas.

Members present: Fred Douglas, Chair
George Sheppard
Newman Harris
Goronwy Price
Kim Cheeks
Wayne Lee

Also in attendance: Darrin Pike, Director of Education
Jeff Thompson, Associate Director of Education
Lloyd Collins, Assistant Director of Education (Acting), Human Resources
Heather Hillier, Senior Administrative Officer
Elaine Cross, 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 Newman Harris, and carried unanimously that the agenda be adopted as presented.

3. CONSIDERATION OF MINUTES

MOTION: Moved by Wayne Lee, seconded by Goronwy Price, and carried unanimously that the minutes of the February 27, 2015 Programs and Human Resources Committee meeting be adopted as presented.

4. BUSINESS ARISING

No business arising.

5. NEW BUSINESS

5.1. Consideration of Draft Policy “Disability Management”

Lloyd Collins introduced Ms. Christine Harte-Power (Human Resources Manager for Occupational Health & Safety) and informed the committee that she was there to answer any questions they might have. She and Gary Cahill (Human Resources Manager in the Central Region) worked together to draft this policy.

Lloyd indicated that this policy is a consolidation of three previous board policies – Disability Management, Injury on Duty, and Early and Safe Return to Work. The administrative regulations are also complete and included with the policy. Lloyd pointed out that this policy is very comprehensive and well grounded in provincial legislation.

In response to Trustee Price’s question, Lloyd indicated that the policy has already been reviewed by all the regions, feedback has been considered and changes made.

Trustee Lee asked if it had been reviewed by all the union representatives. Lloyd responded that while this policy deals more with provincial legislation, unions were contacted as part of the process.

The Chair thanked the Human Resources team for the work involved in drafting this policy.

MOTION: Moved by George Sheppard, seconded by Kim Cheeks, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the Disability Management Policy as tabled at the May 6, 2015 meeting of the Programs and Human Resources Committee of the Board.

5.2. Consideration of Draft Policy “Student Records”

Jeff Thompson indicated that Heather Hillier would discuss this policy as she took the lead in its development.

Heather discussed the process of writing the policy and indicated that the Administrative Regulations and Records Retention and Disposal Schedule (RRDS) are still being worked through and not yet finalized.

The development of this policy has been ongoing for over a year. The maintenance of student records is very important but there is the challenge of old records and moving those from hard copy to an electronic version. In drafting this policy, Heather indicated that they reviewed old policies from the previous boards, consulted other jurisdictions, obtained input from the Chief Information Officer, as well as working groups



from various areas of the District (Program Specialists, Senior Education Officers, and Student Support Services).

Heather indicated that this policy will deal with Student Records and not Guidance files which will be dealt with separately. They are working through the retention piece of the policy to determine exactly what information needs to be kept and for how long. Legal advice will be sought as well as input from the Department of Education.

It is expected that the Administrative Regulations should be completed in the next month, however the RRDS is a complex process and will take longer to finalize.

In response to an inquiry from Trustee Price, Heather indicated that currently a cumulative file is kept at each school for every student in the form of a hard copy. Going forward a student's information is expected to be maintained in PowerSchool instead. This policy already includes this so there will be no need to amend the policy at that time. Trustee Price indicated that he sees nothing in the policy that all regions and locations would not be able to meet.

The Chair asked if there would be an addendum to the policy when the RRDS is set. Heather responded that it would be brought to the board for approval and then to government. Mr. Pike added that this part will be a lengthy process.

Heather indicated that the long term plan is to have most information held electronically with minimal hard copies. There might be some in a semi-active stage at the high school level that could be held for 2 or 3 years and then move to electronic stage. She added that we must deal with the backlog of existing paper files.

Trustee Price asked if there a tracking system now of where existing paper files are. Heather responded that there is no tracking system. Due to past amalgamations, it is often difficult to determine where a file might be located. There has been no direction from the Department of Education on what should be kept in the files that are currently being stored or where they should be maintained.

Mr. Pike mentioned that we would need at least 5 years of dedicated personnel to correct the problem of our existing files. They have been mostly kept at schools where in some cases there have been fires, floods, etc. Currently we do not have the resources to fix it, so we will only be able to dedicate small amounts of time to it, hence making it a very slow process.

MOTION: **Moved by Newman Harris, seconded by Goronwy Price, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the Student Records Policy as tabled at the May 6, 2015 meeting of the Programs and Human Resources Committee of the Board.**



5.3. Staffing Update

Lloyd Collins provided a brief update on the Staffing Process.

In terms of teacher allocation, we have been allocated 72 fewer units this year. These are the result of declining enrolment and changes to class caps.

District HR staff have completed the redundancy and reassignment process of those teaching staff affected. A total of 215 teachers were impacted, consisting of 6 in Labrador, 51 in Western, 72 in Central, and 86 in Eastern. He noted that 58 of those 215 were the result of the reorganization of the Paradise system and the new Waterford Valley High School.

Advertising for vacant positions will commence in mid-May with administrator positions going first, followed by permanent teaching positions and then term teaching positions. There are approximately 100-120 permanent positions to advertise and 160-180 term positions.

It was also noted that there are currently 24 teaching units in reserve for the District to address emerging needs during the 2015-16 school year. This is down from 60 which were held last year. Mr. Pike noted that it will be a very tight year and that it will be a challenge in September to meet all the needs that arise.

Trustee Newman had to be excused at 12:40 due to another commitment.

Mr. Pike advised trustees that if they wish to discuss the allocation impact of individual schools to contact Mr. Collins.

Committee Update (Amendment of Student Registration Regulations)

While not on the agenda, Jeff Thompson requested to provide an update to the Student Registration Policy which was approved by the Board in November 2014.

Heather Hillier indicated that the administrative regulations have now been amended to include the French stream. This change in regulations was able to be achieved within the policy directives of the previously approved policy, hence no need for a change in policy at this time.

Mr. Pike added that it has been difficult to develop the same set of rules for both English and French streams, especially around class caps and restrictions that don't exist in all regions.

6. The next meeting will be held on June 6, 2015.

7. ADJOURNMENT

There being no further business the meeting adjourned at 1pm.

