

**October 3, 2015**

*Programs & Human Resources Committee*

**1. OPENING**

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on October 3, 2015. The meeting was called to order at 1:15 p.m. by the Chair, Fred Douglas.

Members present: Fred Douglas, Chair  
Milton Peach  
Kim Cheeks  
George Sheppard  
Eric Snow  
Newman Harris  
Guy Elliott  
Don Brown

Also in attendance: Darrin Pike, Director of Education  
Gerald Buffett, Assistant Director of Education - Human Resources  
Jeff Thompson, Associate Director of Education - Programs  
Heather Hillier, Senior Administrative Officer  
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 Eric Snow, seconded by Newman Harris, and carried unanimously that the agenda be adopted as presented.

**3. CONSIDERATION OF MINUTES**

**MOTION:** Moved by Kim Cheeks, seconded by Eric Snow, and carried unanimously that the minutes of the June 5, 2015 meeting be adopted as presented.

**4. BUSINESS ARISING**

No Business Arising

## 5. NEW BUSINESS

### 5.1 Consideration of Draft Policy 'Administering Medications, Medical Interventions and Chronic Care'

Jeff Thompson, Associate Director of Education advised the committee that this new policy was developed using the policies from the former boards. The document was then vetted through Senior Education Officers in each region and shared with principals throughout the province for feedback. Jeff then asked Heather Hillier, Senior Administrative Officer, to provide a synopsis of the work done to put together this policy. Discussion, questions and answers followed. Mr. Thompson noted that key stakeholders have been at the table and provided input on this policy and the administrative procedures/regulations. The Chair reminded the committee that we are following guidelines from provincial government.

**MOTION:** Moved by Don Brown, seconded by Newman Harris, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the 'Administering Medications, Medical Interventions and Chronic Care' policy as tabled at the October 3<sup>rd</sup>, 2015 meeting of the Programs and Human Resources Committee of the Board.

### 5.2 Update on Graduation Results

After a brief discussion with Mr. Thompson, the Chair deferred his presentation until the next meeting due to time constraints.

### 5.3 Staffing Update 2015-16

Gerald Buffett, Assistant Director of Education (Human Resources) began his staffing update by noting to the committee that much progress has been made since the amalgamation of the boards. The Human Resources division is working diligently to take feedback and adopt changes to improve the workflow and communication of information. Mr. Buffett provided an overview of the numbers of jobs posted, staff hired and substitute teachers in the system. Also noted was a promising new electronic system, called eSchool SmartFind Express, which is being piloted in the Central region. The Smart Find Express pilot currently is in place for Student Assistants only with the intent to be rolled out to all 8100 staff over the next couple of years. In addition to the call in feature it also provides us with an electronic leave system. This program will be significantly beneficial in creating more efficiencies in the system.

### 5.4 New Employee Handbook

Mr. Buffett provided the committee with an overview of the new employee handbook which aims to welcome, recognize and support new staff. It gives them an overview of the big picture of the district and their role in supporting a safe and caring environment for the education of all our children.

**Next meeting: To be determined at the discretion of the Chair.**

## ADJOURNMENT

There being no further business the meeting adjourned at 2:15 PM

