

**December 3, 2015**  
*Programs & Human Resources Committee*

**1. OPENING**

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on Thursday, December 3, 2015. The meeting was called to order at 3:05 by the Chair, Fred Douglas. (The meeting was originally scheduled for 9am December 4, 2015 but was rescheduled due to impending weather.)

Members present: Fred Douglas, Chair  
Newman Harris  
Guy Elliott  
Eric Snow  
Milton Peach

Regrets: Kim Cheeks  
George Sheppard  
Don Brown

Also in attendance: Darrin Pike, Director of Education  
Jeff Thompson, Associate Director of Education  
Gerald Buffett, Assistant Director of Education, 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 Eric Snow, seconded by Newman Harris, and carried unanimously that the agenda be adopted as presented.

**3. CONSIDERATION OF MINUTES**

**MOTION:** Moved by Newman Harris, seconded by Guy Elliott, and carried unanimously that the minutes of the October 3, 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: Child Protection

Jeff Thompson indicated that the Child Protection Policy was originally approved in June 2014. Since then, further clarity has been sought and adjustments have been made to the wording of the policy and the administrative regulations. This is simply an updated version of the policy. He also indicated that once all policies have been merged, it will be a regular practice to revisit and adjust policies as needed.

Heather Hillier indicated that there have not been a lot of changes to the Child Protection Policy and pointed out the most significant one has been in reference to students making allegations against other students. There is a separate process in place at schools for these types of situations.

Heather also pointed out that the policy has been reviewed by legal counsel, as well as the Department of Education, the Office of the Child Youth Advocate, and Child, Youth and Family Services. We are currently awaiting feedback from CYFS on the administrative regulations and will take their comments into consideration. It will also be reviewed next week at the Leadership meetings and feedback requested. The result should be a stronger set of guidelines.

**MOTION:** Moved by Eric Snow, seconded by Guy Elliott, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the Child Protection Policy as tabled at the December 3, 2015 meeting of the Programs and Human Resources Committee of the Board.

##### 5.2. Graduation Results: Celebrating successes and reshaping the collective conversation about the impact of public education.

See below.

##### 5.3. Programs Division: Workplan Priorities

Jeff Thompson provided a presentation which combined both 5.2 and 5.3 of the agenda – Graduation Results and Workplan Priorities of the Programs Division.

He indicated that the main focus today would be on Graduation Results. Other priorities are Core Literacy and Numeracy Skills, Safe and Caring and Socially Just Schools, and Enhancing Organizational Effectiveness.

Jeff presented a table reflecting graduation results over the last 12 years. Provincially, they have significantly increased from 87% in 2004 to 95% in 2015. Newfoundland and Labrador's dropout rate has significantly improved as well over the last two decades and now sits in the 6-7% range verses the mid to high teens in the 1980s and 1990s. So we are keeping many more students in school than in the past and



our graduation rates are better than ever. This success is something we are all pleased with and will continue to support through the goals of our strategic plan and our divisional workplan.

Jeff indicated that the critical role of district level staff is to support and empower schools to make the changes to ensure high quality educational services. This is done through responsive teaching that provides intervention and prevention supports to improve learning for all.

Jeff also added that assessment drives instruction and much of the significant improvement in student learning over the last decade has been because of the extent to which teachers have embraced the formative assessment practices outlined in the Assessment and Evaluation policies the former districts implemented. He indicated that it is imperative that the revised Assessment and Evaluation policy maintains the focus on formative assessment as the most powerful intervention tool available to teachers.

#### **5.4. Human Resources: Workplan Update**

Gerald Buffett provided a presentation on the Human Resources workplan and its goals. He elaborated on each of the five main goals being Performance Management, Professional Development, Planning, Human Resources Policies, and Electronic Human Resources Systems.

He indicated in particular the importance of Professional Development and the Leadership Succession Plan for 2015-16. A team approach has been put in place consisting of both Human Resources and Programs Senior Education Officers as well as principals. Expressions of interest from aspiring leaders will be requested in January with the first meetings planned to occur in March. We anticipate a Friday evening / Saturday format which will build on leadership skills and instructional leadership. There will be presentations from all divisions and involve group work, cooperative learning, case studies and scenarios.

It will consist of a three component approach for Principals, Assistant Principals, and Aspiring Leaders. With regard to Aspiring Leaders, it will also involve a Leadership Academy which will be a 4 day conference style PD session to take place in July 2016 with a follow-up during the 2016-17 school year.

A Summer Leadership Program was held in late August in all regions which was very well received. We plan to build on that for the 2015-16 school year.

Gerald also indicated that in similar programs in the past, approximately 35% of participants have been appointed to a leadership role in the following year after completing the program.

6. The next meeting will be held January 23-24, 2016 or at the call of the Chair.

#### **7. ADJOURNMENT**

There being no further business the meeting adjourned at 4:10.

