

*January 23, 2016
Programs & Human Resources Committee*

1. OPENING

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on January 23, 2016. The meeting was called to order at 11:10 a.m. by the Chair, Fred Douglas.

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

Regrets: Milton Peach

Also in attendance: 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 Don Brown, seconded by George Sheppard, and carried unanimously that the agenda be adopted as presented.

3. CONSIDERATION OF MINUTES

It was noted that the word "Acting" was incorrectly written in Mr. Gerald Buffett's title: Assistant Director of Education (Acting), Human Resources. It was agreed unanimously that this was an error and should be omitted.

MOTION: Moved by Guy Elliott, seconded by George Sheppard, and carried unanimously that the minutes of the December 3, 2015 meeting be adopted as amended.

4. BUSINESS ARISING

No Business Arising

5. NEW BUSINESS

5.1 Consideration of Draft Policy PROG-315 ‘Service Dogs’

Mr. Jeff Thompson, Associate Director of Education provided a brief synopsis of the reason for the creation of this policy. Traditionally, service dogs were primarily used by children with vision impairment, but has now expanded to support children with autism, epilepsy, and diabetes. Heather Hillier, Senior Administrative Officer, briefed the Trustees on how the policy was formed. Much research was done in preparing the policy and it is aligned with Provincial Service Animal Act. There are schools within the NLESD that have already worked through issues arising from having service dogs. Administration from these schools also contributed to the formation of this policy. Mr. Gerald Buffett, Assistant Director of Education (Human Resources), indicated that employee requests for use of a service dog would be processed through our Human Resources personnel.

Trustees briefly discussed the policy and asked questions regarding the use of other service animals and any additional staffing requirements. Heather Hillier addressed the concerns about other animals citing that the policy will remain limited to service dogs, at least for the time being, as dogs are more widely used. There is still concern around integrating other animals into the school setting. Gerald Buffett addressed the staffing requirement by indicating it was usually a student assistant assigned and staffing may not be impacted as student assistants have to be redeployed based on need/priority before one is added.

MOTION: Moved by Eric Snow, seconded by Don Brown, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the ‘Service Dogs’ policy as tabled at the January 23, 2016 meeting of the Programs and Human Resources Committee of the Board.

5.2 Consideration of the Draft Policy PROG-316 ‘Tobacco Free’

The Chair, Mr. Fred Douglas asked Heather to provide a synopsis of the Tobacco Free policy. Heather noted that this is the first of a number of policies geared towards healthy living. At one time, this particular policy was called Smoke Free, but in light of the introduction of new products, the policy had to be more specific. The Tobacco Free policy is meant to provide a smoke free work and educational environmental. There is no smoking/no tobacco permitted on district property, in vehicles on district property or in any district owned vehicles regardless of whether or not the vehicles are on district property. The policy also applies to the public use of district facilities/schools. For example, individuals or groups using a school for a private function, as is common in many smaller communities, are not permitted to smoke in or on school grounds. The Committee Chair asked the Trustees if they had any questions or concerns. The topic of a new Federal Government plan to legalize marijuana was discussed. Heather responded to the concern noting that, should that occur, our policy would be reviewed and any necessary adjustments would



be brought to the Board at that time. Another Trustee raised the issue of enforcement of the policy. It was agreed by all that administration should be vigilant in enforcement of the policy and set the right example for the students.

MOTION: Moved by Guy Elliott, seconded by Eric Snow, and carried unanimously that the Programs and Human Resources Committee recommend to the Board, approval of the 'Tobacco Free' policy as tabled at the January 23, 2016 meeting of the Programs and Human Resources Committee of the Board.

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

ADJOURNMENT

There being no further business the meeting adjourned at 11:42 AM.

