

July 26, 2017
Programs & Human Resources Committee

1. OPENING

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on Wednesday, July 26, 2017. The Chair, Corey Parsons, called the meeting to order at 12:15.

Members present: Corey Parsons, Committee Chair
John George
Keith Culleton
Kevin Ryan
Scott Burden

Regrets: Hayward Blake
Lester Simmons
Hilary Primmer

Also in attendance: Tony Stack, Director of Education (Interim)
Lloyd Collins, Assistant Director of Education, Human Resources
Lucy Warren, Associate Director of Education (Programs) (Interim)
Ken Morrissey, Director of Communication
Cathy Martin, Administrative Assistant, Programs

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

2. ADOPTION OF AGENDA

MOTION: Moved by John George, seconded by Keith Culleton, and carried unanimously that the agenda be adopted as presented.

3. CONSIDERATION OF MINUTES

MOTION: Moved by Scott Burden, seconded by John George, and carried unanimously that the minutes of the May 16, 2017 Programs and Human Resources Committee meeting be adopted as presented.

4. NEW BUSINESS

4.1. Use of Instructional Time Policy

On May 16, 2017, a draft Use of Instructional Time Policy and Administrative Regulations was presented to the Programs and HR Committee for review and consideration to bring forth to the Board on June 3rd. The Committee decided that the policy required further reflection and revision. The Trustees were requested to send their concerns and ideas to Lucy. The Use of Instructional Time Policy and Administrative Regulations have been revised based on the feedback. The revisions include: firmer language in some of the policy directives; a reordering of the policy directives; the removal of policy statement #3; the addition of current policy statement #8; changes in the administrative regulations of the current policy statement #9; and a realignment of the administrative regulations so that they correspond with each of the policy directives.

MOTION: Moved by John George, seconded by Keith Culleton, and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the Use of Instructional Time Policy and associated administrative regulations as presented.

4.2. Media Relations Policy

Ken Morrissey outlined that The *Media Relations* policy is intended to provide guidance to employees of the Newfoundland and Labrador English School District about their interactions with the media and their responsibilities to protect the best interests of students when engaged with the media. Further, the policy will act as a protocol and play a role in informing media of their responsibilities when interacting with students and staff.

The policy is based upon a protocol currently available on the District website, as well as practices occurring in schools throughout the District. The policy strives to ensure the senior leadership team of the District is informed of media issues, both positive and negative, and allow the opportunity for District personnel to provide advice and guidance to employees and students who may be engaged with the media.

MOTION: Moved by Kevin Ryan, seconded by Scott Burden, and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the Media Relations Policy,



4.3. Human Resources: Staffing Update

Lloyd Collins provided the following update on the staffing process to date:

- 78% of competitions that closed on or before July 14th. are filled.
- As of the July 21 ad, we are no longer required to consider permanent teachers for term positions. This enables us to avoid fallout jobs and speed up the process (Article 6.11(c)).
- As of the August 4th. ad, we will no longer advertise permanent positions. Will fill as term and advertise as permanent next spring. (Article 37.01(a)).
Gave two examples of one vacancy creating four competitions.

4.4. Political Activity in Schools

Trustees agreed to continue discussion regarding a Political Activity in Schools during Elections Policy. Lucy Warren will develop a policy framework and make accessible to trustees on-line so they can comment, make suggestions, and dialogue with other trustees about composition of the policy.

5. The next meeting will be held at the call of the Chair.

6. ADJOURNMENT

There being no further business the meeting adjourned at 12:53 p.m. Motion to adjourn by Scott Burden, seconded by John George.

