

**January 15, 2019**  
*Programs & Human Resources Committee*

## **1. OPENING**

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on Tuesday, January 15, 2019 via Skype. The meeting was called to order at 6:00 p.m. by the Chair, Kevin Ryan.

Members present: Kevin Ryan, Committee Chair  
Hayward Blake  
Lester Simmons  
Eric Ayers  
Pamela Gill

Regrets: John Smith  
Scott Burden

Also in attendance: Ed Walsh, Associate Director of Education (Acting)  
Tony Stack, CEO  
Darryl Feener, Assistant Director of Education, Avalon  
Christina (Tina) White, Assistant Director of Education, Labrador  
Donna Miller Fry, Assistant Director of Education, Western  
Cathy Martin, Administrative Assistant, Programs & Operations

## **2. ADOPTION OF AGENDA**

**MOTION:** Moved by Eric Ayers, seconded by Hayward Blake, and carried unanimously that the agenda be adopted as presented.

## **3. CONSIDERATION OF MINUTES**

**MOTION:** Moved by Kevin Ryan, seconded by Eric Ayers, and carried unanimously that the minutes of the December 19, 2018 Programs and Human Resources Committee meeting be adopted as presented.

## **4. Business Arising**

### **4.1 Education Action Plan Presentation at next Board Meeting**

Associate Deputy Minister Eldred Barnes, will present a progress report on the Education Action Plan at the next Board meeting Saturday, January 26, 2019.

## **4.2 Indigenous Education Committee Update**

Ms. Tina White, Assistant Director of Education, Labrador Region gave a verbally report on the actions of the Indigenous Education Committee.

## **4.3 Review of Programs Human Resources Committee Workplan**

Workplan chart for Information purposes only, showing an updated progress report. Mr. Walsh will be providing this chart on an ongoing basis.

## **5.1 District Policy Athletics (Decision)**

Prior to consolidation some of the predecessor districts provided guidance through policy on the expectation for students participating in school sports. The District believes that students should have access to a wide variety of athletic experiences and they should be designed to achieve maximum participation for all students in a safe and inclusive learning community. Student athletes who participate in athletic opportunities, along with their academic studies, are better positioned to achieve personal, mental/physical wellness and can further develop strong personal and interpersonal skills that will lead them into the 21st century

This policy establishes guidelines for student participation on school based athletic teams. All student athletes are expected to adhere to the Athletic Contract that has been developed in partnership with School Sports NL.

This policy applies to all students and schools within NLESD and includes all sports under the jurisdiction of School Sports Newfoundland & Labrador and all school-sponsored sports under the jurisdiction of individual sport governing bodies in the province.

School Sports NL and all principals in the province have been consulted in the development of this policy.

**MOTION: Moved by Kevin Ryan, seconded by Pamela Gill and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the Athletics Policy as presented.**

## **5.2 District Policy Student Travel (Decision)**

The Newfoundland and Labrador English School District recognizes and encourages student travel to access well-planned and properly organized learning experiences beyond the classroom. This policy outlines the criteria for planning and implementing student travel in order to promote safety, inclusion, and the effective use of instructional time. This policy also encourages the minimization of loss of instructional time where possible.

This policy will be applicable to all students, school groups and schools in the District.

**MOTION: Moved by Eric Ayers, seconded by Pamela Gill, and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the Student Travel Policy as presented.**

### **5.3 Internal Audit Report OH&S Compliance Implementation Plan (Decision)**

In April of 2018, the District executive contacted to Internal Audit Division to seek assistance in determining District compliance with provincial Occupational Health and Safety (OH&S) legislation and District policy. After initial discussion Internal Audit Division agreed to make the review part of its Internal Audit mandate for the 2018-19 fiscal year.

The objectives of this review were to:

1. Assess the internal controls in place relating to OH&S legislation including policies and related programs;
2. Assess compliance with OH&S programs and related policies and procedures; and
3. Provide recommendations, where appropriate, on any improvement(s) to help ensure the NLESD is compliant with required legislation; internal controls are in place to help mitigate identified risks, and increase awareness of PRIME rebate incentives.

Internal Audit Division provided the District with a draft report that focused on four areas;

1. OH&S Leadership and Management
2. OH&S Committees
3. Workplace NL Connect
4. School Inspections Enterprise Management System (SIEMS)

Internal Audit requested a response indicating the following:

1. Agree or disagree with the proposed recommendation;
2. If in agreement, provide a proposed corrective action plan;
3. If in agreement, provide a proposed implementation date;
4. If in disagreement, provide an explanation for your reasoning.

Internal Audit also required the District to develop an implementation plan to address all accepted recommendations. The District responded accepting all recommendations in the report and developed an implementation plan to address all items outlined in the report. A part of the development of this plan included consultation with WorkplaceNL. This work was completed in late December 2018.

**MOTION: Moved by Hayward Blake, seconded by Eric Ayers and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the Implementation Plan as presented.**

### **Occupational Health and Safety Policy (Decision)**

As stipulated by legislation under the provincial *Occupational Health and Safety Act* (Act) and *Occupational Health and Safety Regulations* (Regulations), workplaces that have ten or more workers are required to have an OH&S program. The program must be in writing and developed in consultation with the organization's OH&S committee(s). In general, employers are required to ensure the health, safety, and welfare of their workers. This is achieved primarily through developing and implementing the various elements of an effective OH&S

program. The program should consider the following:

1. A statement of the employer's commitment to cooperate with the OH&S committee(s) and workers;
2. A statement of responsibilities for OH&S;
3. Procedures to identify the need for, and preparation of safe work practices and procedures;
4. A plan for orienting and training workers and supervisors in safe work practices;
5. Provision for establishing and operating an OH&S committee;
6. A system for recognizing, evaluating and controlling hazards;
7. A plan for controlling biological and chemical hazards;
8. A system to ensure contractors comply with the program;
9. An emergency response plan;
10. Up-to-date OH&S records and statistics; and
11. A provision for monitoring the programs implementation and effectiveness

The District's OH&S Policy and accompanying sets of draft Administrative regulations have been developed in accordance with the provisions of the legislation. The District is currently consulting with the system on the expectations outlined in the regulations.

**MOTION: Moved by Hayward Blake, seconded by Pamela Gill and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the Occupational Health and Safety Policy as presented.**

#### **5.4 Reporting Structure for Principals (Decision)**

The District is committed to improving leadership accountability through a clearly defined and effective reporting structure that takes into account the geography and size of the current school district.

It is proposed that the Board approve the proposed reorganization inside of Programs Division that will have school principals report directly to a designated Director of Schools, as opposed to the regional Assistant Director of Education (Programs).

As outlined in the briefing provided to committee members the current reporting structure evolved out of the continued consolidation of school districts over the 30 years.

At one time school principals reported directly to the CEO/Director of Education inside each school district. As school districts grew larger, the reporting structure evolved to have principals report directly to the Assistant Director of Education (Programs) in each District and after the 2013 consolidation the Regional Assistant Director of Education (Programs). Currently, Regional Assistant Directors of Education (Programs) report to the Associate Director of Education (Programs and Operations).

The past practice of having principals report directly to the Director/Assistant Director of Education (Programs) is no longer feasible. The following are the direct reports to Regional Assistant Directors of Programs.

1. Assistant Director of Education-Programs (Avalon) - 121 Direct Reports
2. Assistant Director of Education-Programs (Central) - 98 Direct Reports
3. Assistant Director of Education-Programs (Western) -78 Direct Reports
4. Assistant Director of Education-Programs (Labrador) -43 Direct Reports

The District continues to have significant issues with the recruitment of individuals into these positions. Given the dynamic nature of these positions, the ideal candidates are those who have served in the role of school principal. In order for some principals to consider a promotion into these positions, they would have to accept a reduction in pay. Their work year would also change from 195 days a year to 265 days a year.

Developing structures that encourage school principals to apply for Directors of Schools positions supports the District's Strategic Plan for Leadership Development. Encouraging principals to apply for Director of School Positions supports succession planning for Director of Schools positions and creates a larger pool of highly qualified individuals that may present themselves for executive positions with the District.

The recent Premiers Task Force on Improving Educational Outcomes as well as the Educational Action Plan will require significant collaboration with school district personnel, school administrators and teachers as recommendations are implemented. The District will have to ensure the appropriate level of support for schools as they implement the recommendations contained in the report. The Director of Schools will play a critical leadership role in this process.

The proposed change will also provide alignment between the reporting structure, the accountabilities outlined in the Director of Schools position description as well as the Performance Accountability and Professional Growth policy approved by the Programs and Human Resources Committee on December 10, 2018.

**MOTION: Moved by Eric Ayers, seconded by Lester Simmons and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the proposed reorganization inside of Programs Division.**

## **5. Meeting Schedule**

The Programs and Human Resources meeting schedule was discussed and accepted.

## **6. The next meeting will be held on Thursday, February 21, 2019 at 6:00 pm**

## **7. Adjournment**

There being no further business the meeting adjourned at 7:10 pm. Moved by Eric Ayers.