



**April 2, 2019**  
*Programs & Human Resources Committee*

**1. OPENING**

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on Tuesday, April 2, 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  
Scott Burden  
Lester Simmons  
John Smith  
Eric Ayers

Regrets: Pamela Gill  
Hayward Blake

NLESD Staff Present: Tony Stack, Director of Education  
Ed Walsh, Associate Director of Education (Acting)  
Georgina Lake, Director of Educational Programs  
Tim Goodyear, Program Specialist, CDLI  
Cathy Martin, Administrative Assistant, Programs

**2. ADOPTION OF AGENDA**

**MOTION:** Moved by John Smith, seconded by Eric Ayres, and carried unanimously that the agenda be adopted as presented.

**3. CONSIDERATION OF MINUTES**

**MOTION:** Moved by Kevin Ryan, seconded by John Smith, and carried unanimously that the minutes of the February 21, 2019 Programs and Human Resources Committee meeting be adopted as presented.

## **4. Business Arising**

### **4.1 Review of Programs HR Committee Work-plan**

Work Plan Chart provided for updated progress report. Policy PROG-HR813 Whistleblowing: Employee Disclosure of Wrongdoing and Policy PROG-HR806 Criminal Records Screening and Vulnerable Sector Check will be updated in the Work Plan Chart.

### **4.2 Guidelines for organizations involved in schools**

Mr. Walsh will review earlier documents and feedback to compile a set of draft guidelines for review by Committee members before next meeting.

## **5. New Business**

### **5.3. CDLI Content Development Grade 9**

Ms. Georgina Lake and Mr. Tim Goodyear were introduced to the Committee members. Item 5.3 CDLI Content Development Grade 9 was discussed first in New Business.

Mr. Goodyear provided an overview of the content and features of the Grade 9 Math Course developed in CDLI this year.

Mr. Goodyear will prepare a video summary of his presentation and send it along to the Committee members.

Ms. Lake and Mr. Goodyear thanked the Committee for their time. Ms. Lake and Mr. Goodyear left the meeting at 6:45 pm.

### **5.1. Policy Whistleblowing: Employee Disclosure of Wrongdoing (Decision)**

The Newfoundland and Labrador English School Board is committed to upholding the public trust and to ensuring the highest standards of behavior. The Board expects all employees, and others performing work on behalf of the Board, to behave in an ethical and honest manner at all times. Furthermore, the Board believes that the vast majority of its employees are committed to acting professionally, with integrity, and in the best interests of students and the public.

This policy applies to all NLESD employees: unionized, non-unionized and management; full-time, part-time, casual, substitute; permanent or temporary; apprentice, work term/intern or contract. Bargaining unit employees should also consult their respective collective agreements.

The policy is in addition to and not a replacement for the Whistleblower Protection Act of the Government of Newfoundland and Labrador

This policy supports addressing a finding of the Auditor General's report "Management of the Procurement of Goods and Services" from September 2018; specifically "There was no internal reporting mechanism by which employees could report suspected unethical behavior. (p. 37)

### **Recommendation:**

**That the Programs and Human Resources Committee recommend to the Board, approval of the Whistleblowing: Employee Disclosure of Wrongdoing Policy as presented.**

**MOTION: Moved by John Smith, seconded by Lester Simmons, and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the Whistleblowing: Employee Disclosure of Wrongdoing Policy.**

## **5.2. Policy Criminal Records Screening and Vulnerable Sector Check (Decision)**

The Newfoundland and Labrador English School District (NLESD) requires all new employees, post-secondary students and owners and employees of private contractors who may be alone with students to provide satisfactory Criminal Records Screening Certificates including a Vulnerable Sector Check from the RNC or the RCMP prior to the commencement of any duties.

This policy applies to all successful candidates recommended for employment with the District and all existing employees. It also applies to owners and employees of private contractors who are successful bidders for District contractual services, and whose employees may be in the position to work alone with students to fulfill their contractual obligation, or who provide transportation services; all volunteers providing services deemed medium or high risk, as outlined in the District's Volunteer Policy; all post-secondary students completing work terms; individuals completing government-sponsored employment or training; and any other individual providing service to students/schools (e.g., photography services).

The NLESD has a responsibility to provide a safe and secure working and learning environment. All reasonable precautions shall be taken to determine whether individuals pose a threat to students, employees, or district operations, particularly those who have direct and regular contact with students and/or are in positions deemed safety-sensitive or with heightened risk.

This policy was originally developed and passed by the Board in November of 2014. To view; <https://www.nlesd.ca/includes/files/policies/doc/1456152074796.pdf>

Highlights of the revised policy include:

- a. Elimination of third party Criminal Record Check providers.
- b. Evaluation criteria for positive Criminal Record Checks
- c. Expectations for contractors doing work in schools (Photographers)
- d. Expectation for employees to self-report charges/convictions

After discussion, the committee recommended the revised policy for Board approval.

### **Recommendation:**

**That the Programs and Human Resources Committee recommend to the Board, approval of the revised Criminal Records Screening and Vulnerable Sector Check Policy as presented.**

**MOTION: Moved by Eric Ayers, seconded by Scott Burden, and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the Criminal Records Screening and Vulnerable Sector Check Policy as presented.**

6. The next meeting will be held on Thursday, May 23, 2019.

7. **Adjournment**

There being no further business the meeting adjourned at 7:00 pm.