

**November 26, 2019**  
*Programs & Human Resources Committee*

### **1) OPENING**

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on Tuesday, November 26, 2019 via Skype. The meeting was called to order at 6:05 p.m. by the Chair, Keith Cullen.

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

Regrets. Ray Bennett

Also in attendance: Ed Walsh, Associate Director of Education  
Georgina Lake, Assistant Director of Education - Student Services  
Cathy Martin, Administrative Assistant, Programs and Human Resources  
Chris Crane, Manager of Information Technology

### **2) ADOPTION OF AGENDA**

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

### **3) CONSIDERATION OF MINUTES**

**MOTION:** Moved by Scott Burden, seconded by Eric Ayers, and carried unanimously that the minutes of the October 17, 2019 Programs and Human Resources Committee meeting be adopted as presented.

#### **4) Business Arising**

No new business arising

#### **5) New Business**

##### **5.1 Online Hiring Package for Support Staff (Information)**

Mr. Walsh introduced Mr. Chris Crane, Manager of Information Technology.

Mr. Crane conducted a presentation on a new software package for Online Hiring for Support Staff (Student Assistants, Custodians, Secretaries and Management Staff, not including Executive) to the committee.

##### **5.2 Update on Plan for DHH Services (Information)**

Ms. Georgina Lake provided an update on Deaf and hard of hearing services.

1. Support the ASL needs of students to access the curriculum
  - a. Planning for short term programming stays for students/families/itinerants at APSEA
  - b. Liaise with Janeway staff (Audiology) and families of preschool aged children to facilitate language development, in ASL, if required.
  - c. Support ASL local course
  - d. Advocate for bursaries for ASL training and ASL Interpreter program
  
2. Enhance programming and services for students who are Deaf and hard of hearing
  - a. Complete caseload review - considering access to services and complex needs, adjust as needed (metro)
  - b. Coordinate the transition of all itinerants to use of APSEA database
  - c. Provide HR support for hires of DHH positions - retirement/ vacancies/hiring, recruitment
  
- 3 Provide professional learning opportunities for DHH itinerants
  - a. ASL
  - b. Partner with APSEA to access PL opportunities for DHH itinerants
  - c. Telepractice
  - d. Early language development
  
- 4 Enhance Partnerships

- a. MUN
- b. NLAD
- c. CHAA
- d. NCCD
- e. Janeway
- f. HCS
- g. EECD
- h. APSEA

The District's Steering Committee representative is Ms. Georgina Lake. The Districts Working Committee representative is Ms. Darlene Fewer Jackson. The next Working Committee meeting is scheduled for January 2020.

### **5.3 French Policy**

The Newfoundland and Labrador English School Board is committed to providing opportunities for students to access optional programming and programs that support the study of French. Learning French as a second language provides opportunities for students to develop French language skills and attitudes they will need to be able to communicate in French.

The current French Programs policy was passed by the Board on June 18, 2018. In the past year, the Programs and Human Resources Committee directed staff to review the French Programs Policy as it relates to opportunities for communities to access Early French Immersion Programs in a Multi-Aged Multi Graded context. The previous policy addressed the provision of multi-aging- multi-graded French immersion programs in the administrative regulations. The committee determined that this provision was better suited in the Policy itself. As such, the changes to this policy include;

#### **Policy Statement 3:**

Multi-grading and multi-aging may be utilized in existing Early/Late French Immersion programs in communities where there is a single system of schools and the program is experiencing declining enrollment.

#### **Administrative Regulations:**

2.2 The recognized entry point for Early French Immersion is Kindergarten. Requests for entry at any other grade level may be considered in exceptional circumstances and there must be consultation between the school administration and Assistant Director of Programs.

2.6 The recognized entry point for Late French Immersion is Grade 7. Requests for entry at any other grade level may be considered in exceptional circumstances and there must be consultation between the school administration and Assistant

Director of Programs.

**Recommendation:**

**That the Programs and Human Resources Committee recommend to the Board, approval of the revised French Program Policy as presented.**

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

**5.4 Development of Programs HR Work Plan (Decision)**

Work-plan chart provided for updated progress report.

The Chair opened the floor to Committee members to get some input into what they would like to see on the Work Plan for this year.

Future meeting topics:

Scott Burden:

Trustee Travel Policy – 200 km return

This may fall inside Finance and Operations or Executive Committee

Mr. Walsh will get information for next meeting

Kevin Hayward:

Update on recommendations from the Premier's Task Force

Chair:

Student Supervision Policy#: PROG-308

Add sitting Trustee or a volunteer that is already on the school's list as potential Teacher-sponsor for excursions/activities that go outside of the school

Hayward Blake:

Level of support for student Mental Health/Wellness in the education system.

Mr. Walsh will develop a plan to expose the Committee to the supports that are currently in the education system. Then the Committee can identify any gaps that they would like to focus on moving forward.

**6) Next Meeting**

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

The next meeting will be held on Tuesday, January 21, 2010, at 6:00 p.m.

**7) Adjournment**

There being no further business, the meeting adjourned at 7:37 p.m.