

*February 13, 2020
Programs & Human Resources Committee*

1. OPENING

The Programs & Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on Thursday, February 13, 2020 via Skype. The meeting was called to order at 6:06 p.m. by the Chair, Kevin Ryan.

Members present: Keith Culleton, Committee Chair
Kevin Ryan,
Hayward Blake
Eric Ayers
Scott Burden
Raymond Bennett

Regrets. Pamela Gill

Also in attendance: Ed Walsh, Associate Director of Education (Programs & Human Resources)
Georgina Lake, Assistant Director of Education - Student Services - Avalon
Dan O'Brien, Assistant Director of Education - Programs - Western Region
Robyn Breen, Director of Student Support Services - Western Region
Tiffany Stack, Administrative Assistant, Human Resources

2. ADOPTION OF AGENDA

MOTION: Moved by Kevin Ryan, seconded by Ray Bennett, and carried unanimously that the agenda be adopted as presented.

3. CONSIDERATION OF MINUTES

MOTION: Moved by Hayward Blake, seconded by Eric Ayers, and carried unanimously that the minutes of the November 26, 2019 Programs and Human Resources Committee meeting be adopted as presented.

4. Business Arising (None)

New Business

5.1 Mental Health Initiatives

Presentation provided on Comprehensive School Health Initiative by Dan O'Brien, Assistant Director of Education - Programs for Western Region and Robyn Breen, Director of Student Support Services - Western Region.

There were questions regarding community partnerships. Ms. Lake advised that further review of partnerships will be discussed in the next meeting.

5.2 Criminal Reference Check Policy

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.

The policy was previously amended in April of 2019.

Highlights of the revised policy presented at this meeting include:

- a. Correct reference to appropriate executive titles.
- b. Inclusion of "other police forces" as providers of documents.
- c. Enhanced scope of the policy.
- d. Inclusion of expectation to submit originals to the district inside of a set time frame.

MOTION: Moved by Keith Culleton, seconded by Eric Ayers, and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the revised Criminal Records Screening Certificate and Vulnerable Sector Check Policy.

5.3 School Communication Protocol

One member of the committee attended the Emergency School Council Meeting at Leary's Brook Junior High in relation to the alleged incident reported recently in the media. Expressed concerns from parents and the community as they learned of the incident from the media and not school administration.

Discussion was held regarding the Protocol for Severe Behavioural Issues at a School on How to Communicate with Families

5.4 Supervision Policy Legal Opinion

The responsibility for the supervision of students is set out in the Schools Act, 1997. S.33 includes under the list of responsibilities of teachers “under the direction of the principal, maintaining and supervising order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities that are determined by the principal, with the teachers of the school, to be school activities.”

All school sponsored/sanctioned off site activities including student travel for sports, educational tours, etc. are considered to be school activities. In fact, this is what provides protection from an insurance/liability perspective. The Act places responsibility for supervision of students on the teacher(s) who is traveling with the group. The Policy allows for additional (approved) adults to travel as well but this has to be in addition to the number of required teachers. That is determined by the Policy based on what is considered reasonable from a safety perspective.

5.5 Programs HR Work Plan

Progress on the Programs and Human Resources Committee work-plan was discussed by committee members.

5.6 French Immersion Options

Discussion was held on the potential to offer French Immersion to rural areas through distance learning including the nature of the French Immersion curriculum, the nature of French Immersion learner and the CDLI platform for delivery.

Mr. Walsh will facilitate a review on the feasibility of providing French Immersion programming through CDLI and report back to the committee.

5.7 Code of Ethics and Conduct

The Code of Ethics and Conduct supports a recommendation of the Auditor General’s Report from 2018 on the management of the Procurement of Goods and Services.

The Code of Ethics and Conduct uphold District values of ‘students first’, learning, inclusion, respect, collaboration, accountability and innovation. It supports an environment of knowing your responsibilities, making the right choices, acting with integrity, and reporting wrongdoing without fear.

Mr. Walsh advised the committee that training for Code of Ethics and Conduct is currently under development

MOTION: Moved by Keith Culleton, seconded by Scott Burden, and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the Code of Ethics and Conduct document as presented.

Mr. Walsh will advise the committee of the next meeting date.

5. Adjournment

There being no further business the meeting adjourned at 7:23 pm.