

*November 5, 2020
Programs and Human Resources Committee*

1. OPENING

The Programs and Human Resources Committee meeting of the Newfoundland & Labrador English School Board was held on Thursday, November 5, 2020 via Zoom. The meeting was called to order at 6:07 p.m. by Trustee Kevin Ryan.

Members present: Kevin Ryan
Scott Burden
Eric Ayers
Raymond Bennett

Regrets: Hayward Blake
Pam Gill
Keith Culleton, Chair

Also in attendance: Ed Walsh, Associate Director of Education (Programs & Human Resources)
Georgina Lake, Assistant Director of Education - Student Services
Nancy Mandeville, Provincial Lead for Remote Learning
Cathy Martin, Administrative Assistant

2. ADOPTION OF AGENDA

MOTION: Moved by Scott Burden, seconded by Eric Ayers, and carried unanimously that the agenda be adopted as presented.

3. CONSIDERATION OF MINUTES

MOTION: Moved by Kevin Ryan, seconded by Ray Bennett, and carried unanimously that the minutes of the September 17, 2020 Programs and Human Resources Committee meeting be adopted as presented.

4. Business Arising

4.1 School violence away from school property

The committee asked staff to explore what the District is able to do regarding inappropriate student behaviour that occurs away from school property. In the majority of cases the off site behaviour issues are a carry over from an on school property incident. The District's Safe and Caring Schools Policy references student behaviours that occur off of school property and that information is captured in Review 360 as well the corresponding discipline.

4.2 French programming

Deferred, topic to be discussed in conjunction with the ConnectEd presentation.

4.3 Performance appraisal

Programs Human Resources staff are currently reviewing the Performance Appraisal process for all employees. This work continues and there was nothing further to report on at this meeting.

4.4 Programs/HR Work Plan 2020-2021

Committee members discussed progress on the Programs and Human Resources Committee work-plan.

5. New Business

5.1 ConnectEd Virtual Learning update

Mr. Walsh introduced Nancy Mandeville, Provincial Lead for Remote Learning.

Committee members were presented with an overview of the ConnectEd Remote Learning initiative. This included current student enrollment, staffing as well as teaching, learning and assessment practices. There was discussion on the potential and next steps for this initiative.

5.2 Policy Respectful Workplace-Harassment Prevention and Resolution

The Newfoundland and Labrador English School District is committed to a respectful workplace through fostering prevention and prompt resolution of harassment and discrimination.

This policy is updated to reflect changes made to Occupational Health and Safety Regulations passed by the government.

Many of the requirements set out in the new OH&S Regulations were already addressed in the District's Respectful Workplace and Harassment Prevention and Resolution Policy, which now forms the basis of the District's Harassment Prevention Plan under the new OH&S Regulations.

The following is a summary of amendments to this policy.

Policy statements have been adjusted to ensure employees are aware of their obligation to report observations of inappropriate conduct.

Supervisors/Management/School Administrators are now obligated to intervene if they become aware of alleged harassment or discrimination.

Employees are obligated to report observed instances of workplace harassment to their manager.

Third party harassment (by contractor, student, parent/guardian) in the workplace will not be tolerated and employees who experience harassment will bring the issue to their immediate supervisor or school administrator.

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 amended Respectful Workplace and Harassment Prevention and Resolution Policy as presented.

5.3 Policy Prevention of Workplace Violence

The Newfoundland and Labrador English School District is committed to a respectful workplace through fostering prevention and prompt resolution of harassment and discrimination. The District has updated the Prevention of Workplace Violence Policy (HR-811) in accordance with amendments to the Occupational Health and Safety Regulations passed by government.

There is one change to this policy. In summary, the new policy statement highlights the District obligation to protect employees from family violence that would likely expose a worker to physical injury that may occur in the workplace.

Motion: Moved by Kevin Ryan, seconded by Ray Bennett, and carried unanimously that the Programs and Human Resources Committee recommend to the Board approval of the amended Prevention of Workplace Violence Policy as presented.

6. Next Meeting

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

7. Adjournment

There being no further business the meeting adjourned at 7:25 pm. Motion to adjourn by Kevin Ryan, seconded by Eric Ayers.