

From: Jennifer Tulk <jtulk@nlta.ca>
Sent: Tuesday, January 2, 2024 9:47 AM
To: Hollett, Nancy
Subject: RE: Pre-Engagement Questionnaire Teachers Think Tank - PEP and EDU Comments .docx

Hi Nancy,

This is good from our perspective.

s. 29(1)(a)

Thanks,
Jenn

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Friday, December 29, 2023 1:57 PM
To: Jennifer Tulk <jtulk@nlta.ca>
Subject: Pre-Engagement Questionnaire Teachers Think Tank - PEP and EDU Comments .docx

CAUTION: This email originated from outside the NLTA. Do not click links or open unexpected attachments unless you know the content is safe.

Hi

Sharing with you before our meeting Tuesday afternoon.
Once NLTA is good with this, we'll start translation.

Thanks.

Nancy

"This email and any attached files are intended for the sole use of the primary and copied addressee(s) and may contain privileged and/or confidential information. Any distribution, use or copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender."

4\

7Draft Questionnaire - Teachers Think Tank

1. Please specify the region of the province you live in:

- Labrador
- Western
- Central
- Avalon

s. 29(1)(a)

2. Please indicate the approximate size of your school, based on student enrolment:

- Fewer than 50 students
- 51-100 students
- 101-150 students
- 151-200 students
- 201-250 students
- 251-300 students
- 301-350 students
- 351-400 students
- 401-450 students
- 451-500 students
- 501-550 students
- 551-600 students

s. 29(1)(a)

3. How long have you been teaching?

- < 1 year
- 1 to 5 years
- 6 to 10 years
- 11 to 20 years
- 20 + years

4. Do you intend to retire within the next two years?

- Yes
- No
- Don't know

5. In which grade/level do you teach?

- K-6
- 7-9
- 10-12
- K-12

s. 29(1)(a)



- Other



6. Which of the following best describes the majority of your teaching assignment?

- K-6 classroom teacher (including music, physical education, etc.)
- 7-12 classroom teacher (including music, physical education, etc.)
- Instructional Resource Teacher (IRT)
- Guidance Counsellor
- Reading Specialist
- Teacher Librarian
- Educational Psychologist
- Speech Language Pathologist
- Teaching sSchool aAdministrator (principal or assistant principal)
- Full Time School aAdministrator (principal or assistant principal)
- Itinerant Teacher (including DHH, BVI, program itinerants)
- EAL Teacher
- Teaching and Learning Assistant
- Program Specialist
- Substitute Teacher
- Other (please specify)

7. What is the status of your current (2023-24 school year) position? (Choose all options that apply)

- Permanent Full Time Teacher
- Permanent Part Time Teacher  s. 29(1)(a)
- Currently in a term/replacement contract (on leave from permanent position)
- Teacher in a Full Time Term/Replacement Contract
- Teacher in a Part Time Term/Replacement Contract  s. 29(1)(a)
- Substitute Teacher

Additional Questions based on teaching assignment:

If Teaching sSchool aAdministrator (Pprincipal or Aassistant Pprincipal) OR Full time School aAdministrator (Pprincipal or Aassistant Pprincipal)

- On average, how often in the run of a regular school week are you required to reassign staff to fill vacancies in your school due to lack of substitutes?
 - o Once a week
 - o 2-3 times a week
 - o Daily

- How would you describe the overall morale of your staff this school year compared to previous years?
 - o Excited for the day ahead
 - o Ok, but generally positive
 - o Neutral
 - o Ok, but generally negative
 - o Stressed and anxious
- Has there been an increase in your workload in the past year?
 - o Yes
 - o No
 - o [REDACTED]

s. 29(1)(a)

If Substitute Teacher

- Are you looking for permanent employment as a teacher?

s. 29(1)(a)

8. Are the demands of your workplace negatively impacting your mental health and wellness?
- Yes
 - No
 - Prefer not to say

s. 29(1)(a)

9. Reflecting on your own experiences and perceptions, do you identify as having experienced symptoms of burnout? [REDACTED] **Burnout:**
Burnout is a state of emotional, physical, and mental exhaustion caused by excessive and prolonged stress. Burnout in the course of employment can make one feel emotionally drained and unable to function in the context of work and other aspects of life.

- Yes
- No
- Prefer not to say

10. In the last year would you say that your work environment has:-

- Improved
- Stayed the same
- Worsened
- Prefer not to say
- Don't know

Please explain

11. Have you experienced any workplace violence since the start of the current (2023-24) school year? **Select All That Apply**

- Yes (drop down menu)
 - Emotional abuse
 - Physical violence
 - Threat(s) of physical violence
 - Verbal abuse
 - I have not experienced workplace-violence during the current school year
 - Don't know
 - Other, please specify (insert text box to explain other)
- No
- Don't know.

Please explain

11B. If yes, is your experience with workplace violence the same, less or more than the previous school year?

12. Are you looking to leave your current position because of working conditions?

- Yes, I am looking for a position at a different school/site in NL
- Yes, I am looking for a position at a different school/site outside of NL
- Yes, I am seriously considering leaving the teaching profession entirely
- Yes, I am looking to retire early
- No
- No, because I am due to retire soon
- Other, please explain (insert text box to explain)

The purpose of the Teachers Think Tank Event is to develop innovative solutions to help address recruitment and retention challenges facing the public K-12 education system in Newfoundland and Labrador. Please reflect on the opportunities and concerns within your school or workplace and provide any suggestions (no matter how small or large) you may have. The issues identified, opportunities and solutions recommended will be grouped into themes and will help inform and guide discussion at the Teachers Think Tank event.

13. What are your TOP THREE concerns at the moment? (Please select only three (3) concerns)

[REDACTED]

[REDACTED] s. 29(1)(a)

- Lack of preparation time
- Coverage for absent colleagues/lack of substitute teachers
- Lack of adequate resources in school/classroom
- Lack of direction/communication and support from school districts
- Lack of sick leave
- Lack of personal leave
- Violence/aggression in the workplace
- Lack of access to professional learning opportunities during the workday
- Class size challenges
- Class composition challenges
- The impact my work is having on my mental health (or physical)
- The impact my work is having on my physical health
- Salary
- Social media abuse/harassment from parents/students
- Regular/frequent re-deployment to cover certain tasks due to lack of student assistants s. 29(1)(a)
- Compassion fatigue [REDACTED] **Compassion Fatigue:** Compassion fatigue is a term that describes the physical, emotional, and psychological impact of helping others — often through experiences of stress or trauma. Compassion fatigue can lead to burnout, which is a cumulative sense of fatigue or dissatisfaction.
- Unmanageable workload/caseload
- Lack of affordable and appropriate housing options
- High cost of travel to access essential services, including health care
- Other (please specify)

[Note: Each choice has two follow up questions for Q13

Please describe your concern

What solutions do you suggest to address your concern?

14. Please identify UP TO THREE issues that should be prioritized to improve recruitment and retention of teachers in NL? (Please select only 3 issues) [REDACTED]

s. 29(1)(a)

- Increased and competitive salaries and benefits for all teachers
- Improvements to hiring practices
- Hiring incentives for rural and remote areas
- Provide incentives to retain existing permanent teachers
- Improved housing and travel supports
- Improved workload conditions
- Improved working conditions

- Increased access to paid leave (including sick leave)
- Increased access to meaningful professional learning
- Safe working conditions and supports for teachers
- Appropriate and enforceable class size limits
- Appropriate and enforceable class composition parameters
- Improved access to well-being and mental health supports
- Improved on-boarding and supports for beginning teachers

[Note: "Please explain" box expand once each answer for Q is selected.

What solutions do you suggest to address the issue?

15 Please identify UP TO THREE aspects of your work environment that are positive and you feel contribute to the retention of ~~t~~Teachers.

s. 29(1)(a)

16 Please briefly describe something that makes you proud to be a teacher or something that you enjoy about being a teacher.

17. Additional Comments

From: Noble, Tanya
Sent: Monday, January 22, 2024 10:31 AM
To: George, Kristina (EC-OPE), Hollett, Nancy, Mitchelmore, Nina
Subject: RE: Teacher Think Tank materials for French Translation

Hi Nancy,

Can you provide us with the email address of the individual, from either your department or French Services, that will review the French version of the landing page and questionnaire. This individual will also have to create a account on engageNL.

We are moving along!! Reach out if you need anything.

PEP Team

From: George, Kristina (EC-OPE) <KGeorge@gov.nl.ca>
Sent: Monday, January 22, 2024 10:14 AM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>; Noble, Tanya <tanyanoble@gov.nl.ca>; Mitchelmore, Nina <ninamitchelmore@gov.nl.ca>
Subject: RE: Teacher Think Tank materials for French Translation

Thanks Nancy.

Devin will begin building today.

Kristina

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Monday, January 22, 2024 9:54 AM
To: Noble, Tanya <tanyanoble@gov.nl.ca>; Mitchelmore, Nina <ninamitchelmore@gov.nl.ca>; George, Kristina (EC-OPE) <KGeorge@gov.nl.ca>
Subject: FW: Teacher Think Tank materials for French Translation

French documents attached.

<h2>Teachers Think Tank</h2>	<h2>Groupe de réflexion auprès du personnel enseignant</h2>
<h3>Overview</h3> <p>The Government of Newfoundland and Labrador and the Newfoundland and Labrador Teachers' Association (NLTA) are coming together with other colleagues to discuss issues and opportunities, and to help find solutions to address the recruitment and retention concerns and challenges facing teachers in the province.</p>	<h3>Survol</h3> <p>Le gouvernement de Terre-Neuve-et-du - Labrador et la Newfoundland and Labrador Teachers' Association (NLTA) travailleront avec d'autres collègues pour discuter des enjeux et des possibilités, et pour aider à trouver des solutions pour répondre aux préoccupations et aux défis en matière de recrutement et de maintien en poste des enseignant.e.s de la province.</p>
<h3>Get Involved</h3> <p>Your insight is important and is greatly welcomed through this questionnaire.</p> <p>By completing the online questionnaire, you will help us gain valuable insights that will determine how we can move forward together to address recruitment and retention challenges, opportunities, and gaps that teachers are facing.</p> <p>Thank you in advance for your participation.</p>	<h3>Impliquez-vous!</h3> <p>Votre avis est important et est grandement apprécié à travers ce questionnaire.</p> <p>En remplissant le questionnaire en ligne, vous nous aiderez à obtenir des informations précieuses qui détermineront comment nous pouvons avancer ensemble pour relever les défis, les possibilités et les lacunes en matière de recrutement et de maintien en poste auxquels les enseignant.e.s sont confronté.e.s.</p> <p>Merci d'avance pour votre participation</p>
<h3>Online Questionnaire</h3> <p>This questionnaire will be available until midnight on February 7, 2024. It should take you approximately 10-15 minutes to complete this questionnaire.</p> <p>If you have any questions related to this questionnaire or require an alternate</p>	<h3>Questionnaire en ligne</h3> <p>Ce questionnaire sera disponible jusqu'à minuit le 7 février 2024.</p> <p>Il vous faudra environ 10 à 15 minutes pour remplir le questionnaire.</p>

<p>format please contact the department at TeachersThinkTank@gov.nl.ca.</p>	<p>Si vous avez des questions au sujet de ce questionnaire ou si vous avez besoin d'un format alternatif, veuillez contacter le ministère de l'Éducation à l'adresse suivante TeachersThinkTank@gov.nl.ca.</p>
<p>Click Here to Complete the Questionnaire</p>	<p>Cliquez ici pour répondre au questionnaire</p>
<p>How Will Your Input Be Used?</p> <p>The information we receive will be reviewed by the Department of Education and the NLTA. All feedback will be considered during the Teachers Think Tank being held in February.</p>	<p>Comment votre contribution sera-t-elle utilisée ?</p> <p>Les informations que nous recevons seront examinées par le ministère de l'Éducation et la NLTA. Tous les commentaires seront pris en compte lors du Groupe de réflexion qui se tiendra en février.</p>
<p>Privacy Statement</p> <p>Please do not include your name or any information that could identify you. The collection of information is done under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015, for the purpose of collecting public feedback for the Teachers Think Tank.</p> <p>Any personal information that may be received will be governed in accordance with the Access to Information and Protection of Privacy Act, 2015 and will only be used for the purpose of informing participants of public engagement results at the end of the process.</p> <p>If you have any questions about how this information will be collected, used and disclosed, please contact TeachersThinkTank@gov.nl.ca</p>	<p>Déclaration de confidentialité</p> <p>Veuillez ne pas inclure votre nom et tout autre information qui pourrait vous identifier.</p> <p>La cueillette de renseignements est effectuée en vertu de l'article <u>61(c) of the Access to Information and Protection of Privacy Act, 2015, (Loi sur le droit à l'information et la protection de la vie privée, 2015)</u> dans le but de recueillir les commentaires du public pour le Groupe de réflexion.</p> <p>Tous les renseignements personnels qui pourraient être reçus seront régis conformément à la <i>Loi sur le droit à l'information et la protection de la vie privée, 2015</i> et ne seront utilisés que dans le but d'informer les participant.e.s des résultats à la fin du projet.</p>

	<p>Si vous avez des questions sur la manière dont ces informations seront collectées, utilisées et divulguées, veuillez contacter TeachersThinkTank@gov.nl.ca</p>
<p>Contact Us</p> <p>If you have any questions or additional comments regarding the Teachers Think Tank, please email TeachersThinkTank@gov.nl.ca.</p>	<p>Contactez-nous!</p> <p>Si vous avez des questions ou d'autres commentaires au sujet du Groupe de réflexion, veuillez envoyer un courriel à l'adresse suivante TeachersThinkTank@gov.nl.ca.</p>

Questionnaire – Groupe de réflexion auprès du personnel enseignant

Page 1 – Introduction

1. Veuillez spécifier la région de la province dans laquelle vous vivez.

Labrador

Ouest

Centre

Avalon

2. Veuillez indiquer le nombre approximatif d'élèves inscrits à votre école.

Moins de élèves 50 élèves

51-100 élèves

101-150 élèves

151-200 élèves

201-250 élèves

251-300 élèves

301-350 élèves

351-400 élèves

401-450 élèves

451-500 élèves

501-550 élèves

551-600 élèves

601-700 élèves

701-800 élèves

Plus de 800 élèves

3. Depuis quand enseignez-vous?

1 an

1 à 5 ans

6 à 10 ans

11 à 20 ans

Plus de 20 ans

4. Avez-vous l'intention de prendre votre retraite dans les deux prochaines années?

Oui

Non

Incertain·e

5. À quel niveau enseignez-vous ?

Maternelle à 6^e année

7^e à 9^e année

10^e à 12^e année

Maternelle à 12^e année

Autre (veuillez spécifier)

6. Lequel des énoncés suivants décrit le mieux la majorité de vos tâches d'enseignement ?

M-6^e année chargé·e de classe *? Box text (*y compris Musique, Éducation physique, etc*).

7^e -12^e année chargé·e de classe *? Box text (*y compris Musique, Éducation physique, etc*).

Enseignant·e ressource en pédagogie (adaptation scolaire)

Conseiller·ère en orientation

Spécialiste en lecture

Enseignant·e - bibliothécaire

Psychologue scolaire

Orthophoniste

Administration avec tâches d'enseignement *? box text (*direction ou direction adjointe*)

Administration à temps plein *? box text (*direction ou direction adjointe*)

Enseignant·e itinérant·e *? box text (*y compris pour les élèves sourds et malentendants, et pour les élèves aveugles et mal voyants, enseignant·e·s itinérant·e·s de programmes*)

Enseignant·e Anglais langue additionnelle

Aide-enseignante, enseignement et apprentissage

Spécialiste des programmes

Suppléant·e

Autre (veuillez spécifier):

7. Quel est le statut de votre poste actuel (année scolaire 2023-24) ? Choisissez

toutes les options qui s'appliquent :

Enseignant·e permanent·e à temps plein

Enseignant·e permanent·e à temps partiel

Présentement sous un contrat à temps plein/ de remplacement (en congé d'un poste permanent)

Enseignant sous un contrat à temps plein/ de remplacement

Enseignant·e sous un contrat à temps partiel / de remplacement

Supléant·e

Autre (veuillez spécifier) :

Page 2 – L'environnement de travail

8. Les exigences de votre lieu de travail ont-elles un impact négatif sur votre santé mentale et votre bien-être ?

Oui

Non

Préfère ne pas répondre

9. En réfléchissant à votre propre carrière, vous identifiez-vous comme ayant ressenti des symptômes d'épuisement professionnel ? **text box** (*L'épuisement professionnel est un état d'épuisement émotionnel, physique et mental causé par un stress excessif et prolongé. L'épuisement professionnel au cours d'un emploi peut provoquer un épuisement émotionnel et une incapacité à fonctionner dans le contexte du travail et d'autres aspects de la vie.*)

Oui

Non

Préfère ne pas répondre

10. Au cours de la dernière année, diriez-vous que votre environnement de travail :

s'est amélioré

est resté le même

s'est aggravé

pas certain·e

Veuillez expliquer votre réponse

11. Avez-vous été victime de violence au travail depuis la rentrée scolaire 2023-204 ?

Oui

FYI FOR FRENCH SERVICES IF PARTICPANT ANSWERS YES THERE WILL BE A DROP DOWN MENU WITH THE OPTIONS BELOW

- Abus émotionnel
- Abus physique
- Menace (s) de violence physique
- Violence verbale
- Autre (veuillez spécifier)

Votre expérience de violence au travail est-elle la même, inférieure ou supérieure à celle de l'année scolaire précédente ?

Non

Pas certain·e

12. Envisagez-vous de quitter votre poste actuel en raison des conditions de travail ?

Oui, je suis à la recherche d'un poste dans une autre école/communauté à Terre-Neuve-et-Labrador.

Oui, je suis à la recherche d'un poste dans une autre école/communauté ailleurs qu'à Terre-Neuve-et-Labrador.

Oui, j'envisage sérieusement de quitter complètement la profession d'enseignant.

Oui, je prévois prendre une retraite anticipée.

Non

Non, parce je compte prendre ma retraite bientôt.

Autre (veuillez spécifier):

--

Page 3 – Préoccupations et enjeux

L'objectif de l'initiative du Groupe de réflexion auprès du personnel enseignant est de développer des solutions innovantes pour aider à relever les défis de recrutement et de maintien en poste auxquels est confronté le système scolaire public de la maternelle à la 12^e année à Terre-Neuve-et-Labrador. Veuillez réfléchir aux possibilités et aux préoccupations au sein de votre école ou de votre lieu de travail et faire part de vos suggestions (peu importe leur taille). Les enjeux identifiés, les possibilités et les solutions recommandées seront regroupés en thèmes et contribueront à éclairer et à guider les discussions du Groupe de réflexion.

13. Quelles sont vos trois principales préoccupations à l'heure actuelle ?

Veillez sélectionner jusqu'à trois préoccupations.

- Manque de temps de préparation
 - Veuillez décrire votre préoccupation concernant le manque de temps de préparation et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Faire de la suppléance pour des collègues absents/ pénurie de suppléants
 - Veuillez décrire votre préoccupation concernant le fait de faire de la suppléance pour des collègues absents/ pénurie de suppléants, et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Manque de ressources adéquates à l'école /en classe
 - Veuillez décrire vos préoccupations concernant le manque de ressources adéquates à l'école /en classe, et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Manque de direction/communication et de soutien de la part du CSFP ou de NLSchools
 - Veuillez décrire vos préoccupations concernant le manque de direction/communication et de soutien de la part du CSFP ou de NLSchools, et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Manque de congés de maladie
 - Veuillez décrire vos préoccupations concernant le manque de congés de maladie, et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Manque de congé pour raisons personnelles

- Veuillez décrire vos préoccupations concernant le manque de congés pour raisons personnelles, et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Actes de violence/agressions sur le lieu de travail
 - Veuillez décrire vos préoccupations concernant les actes de violence/agressions sur le lieu de travail et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Manque d'accès aux possibilités d'apprentissage professionnel pendant la journée de travail
 - Veuillez décrire vos préoccupations concernant le manque d'accès aux possibilités d'apprentissage professionnel pendant la journée de travail et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Défis liés à la taille des classes
 - Veuillez décrire vos préoccupations concernant aux défis liés à la taille des classes et les solutions que vous suggéreriez pour répondre à cette préoccupation :

- Défis liés à la composition des classes
 - Veuillez décrire vos préoccupations concernant aux défis liés à la composition des classes et les solutions que vous suggéreriez pour répondre à cette préoccupation :

- L'impact de mon travail sur ma santé mentale (ou physique)

Veuillez décrire vos préoccupations concernant l'impact de mon travail sur ma santé mentale (ou physique) et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- L'impact de mon travail sur ma santé physique
 - Veuillez décrire vos préoccupations concernant l'impact de mon travail sur ma santé physique les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Salaire
 - Veuillez décrire vos préoccupations concernant le salaire et les solutions que vous suggéreriez pour répondre à cette préoccupation :

- Abus/harcèlement sur les réseaux sociaux de la part des parents/élèves
 - Veuillez décrire vos préoccupations concernant l'abus/le harcèlement sur les réseaux sociaux de la part des parents/élèves et les solutions que vous suggéreriez pour répondre à cette préoccupation :

- Redéploiement régulier/fréquent pour assurer certaines tâches en raison du manque d'aides-élèves
 - Veuillez décrire vos préoccupations concernant le redéploiement régulier/fréquent pour assurer certaines tâches en raison du manque d'aides-élèves et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Fatigue de compassion *? box text: *La fatigue de compassion est un terme qui décrit l'impact physique, émotionnel et psychologique de l'aide aux autres, souvent à travers des expériences de stress ou de traumatisme. La fatigue de compassion peut conduire à l'épuisement professionnel, qui est un sentiment cumulatif de fatigue ou d'insatisfaction.*
 - Veuillez décrire vos préoccupations concernant la fatigue de compassion et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Charge de travail/charge de dossiers ingérable
 - Veuillez décrire vos préoccupations concernant la charge de travail/la charge de dossiers ingérable et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Manque d'options de logements appropriés et abordables
 - Veuillez décrire vos préoccupations concernant le manque d'options de logements appropriés abordables et les solutions que vous suggéreriez pour répondre à cette préoccupation :
- Coût élevé des déplacements pour accéder aux services essentiels, y compris les soins de santé
 - Veuillez décrire vos préoccupations concernant le coût élevé des déplacements pour accéder aux services essentiels, y compris les soins de santé et les solutions que vous suggéreriez pour répondre à cette préoccupation
- Autre
 - Veuillez décrire toute autre préoccupation et les solutions que vous suggéreriez pour répondre à cette préoccupation :

14. Selon vous, quelles sont les trois principaux enjeux qui devraient être prioritaires pour améliorer le recrutement et le maintien en poste des enseignant·e·s à Terre-Neuve-et-Labrador ? Veuillez sélectionner trois enjeux au maximum.

- Salaires et avantages sociaux accrus et compétitifs pour tous les enseignant·e·s
 - Veuillez expliquer pourquoi des salaires et avantages sociaux accrus et compétitifs pour tous les enseignant·e·s devraient être une priorité, et comment la question peut être résolue :
- Amélioration des pratiques d'embauche
 - Veuillez expliquer pourquoi l'amélioration des pratiques d'embauche devrait être une priorité, et comment la question peut être résolue:
- Mesures d'incitation à l'embauche pour les régions rurales et éloignées
 - Veuillez expliquer pourquoi Mesures d'incitation à l'embauche pour les régions rurales et éloignées devraient être une priorité, et comment la question peut être résolue :
- Incitations pour maintenir les enseignant·e·s permanent·e·s déjà en poste
 - Veuillez expliquer pourquoi des incitations pour maintenir les enseignant·e·s permanent·e·s déjà en poste devraient être une priorité, et comment la question peut être résolue :
- Amélioration des aides financières au logement et aux déplacements

Veuillez expliquer pourquoi l'amélioration des aides financières au logement et aux déplacements devraient être une priorité, et comment la question peut être résolue :
- Amélioration de la charge de travail
 - Veuillez expliquer pourquoi l'amélioration de la charge de travail devrait être une priorité, et comment la question peut être résolue :
- Amélioration des conditions de travail
 - Veuillez expliquer pourquoi l'amélioration des conditions de travail devrait être une priorité, et comment la question peut être résolue :
- Accès accru aux congés payés (y compris les congés de maladie)
 - Veuillez expliquer pourquoi un accès accru aux congés payés (y compris les congés de maladie) devrait être une priorité, et comment la question peut être résolue :
- Accès accru à un apprentissage professionnel significatif
 - Veuillez expliquer pourquoi un accès accru à un apprentissage professionnel significatif devrait être une priorité, et comment la question peut être résolue :

Conditions de travail sécuritaires et soutiens pour les enseignant·e·s

- Veuillez expliquer pourquoi des conditions de travail sécuritaires et soutiens pour les enseignant·e·s devraient être une priorité, et comment la question peut être résolue :
- Limites de taille des classes appropriées et applicables
 - Veuillez expliquer pourquoi les limites de taille des classes appropriées et applicables devraient être une priorité, et comment la question peut être résolue :

Paramètres de composition des classes appropriés et applicables

- Veuillez expliquer pourquoi des Paramètres de composition des classes appropriés et applicables devraient être une priorité, et comment la question peut être résolue :
- Amélioration de l'accès en matière bien-être et de la santé mentale
 - Veuillez expliquer pourquoi une amélioration de l'accès en matière bien-être et de la santé mentale devrait être une priorité, et comment la question peut être résolue :
- Amélioration de l'intégration et du soutien pour les enseignant·e·s débutant·e·s
 - Veuillez expliquer pourquoi l'amélioration de l'intégration et du soutien pour les enseignant·e·s débutant·e·s devrait être une priorité, et comment la question peut être résolue :
- Autre
 - Veuillez expliquer toute autre préoccupation, et comment la question peut être résolue :

15. Veuillez identifier jusqu'à trois aspects de votre environnement de travail qui sont positifs et qui, selon vous, contribuent au maintien en poste des enseignant·e·s.

Le premier aspect de votre environnement de travail qui est positif et qui, selon vous, contribue au maintien en poste des enseignant·e·s...

Le deuxième aspect de votre environnement de travail qui est positif et qui, selon vous, contribue au maintien en poste des enseignant·e·s...

Le troisième aspect de votre environnement de travail qui est positif et qui, selon vous, contribue au maintien en poste des enseignant·e·s...

Page 4 Conclusion

16. Veuillez décrire brièvement ce qui vous rend fier·ère d'être enseignant·e ou ce que vous aimez dans ce métier.

17. Veuillez fournir tout commentaire supplémentaire ci-dessous.

Précédant

Soumettre

Message after they submit:

Nous vous remercions d'avoir participé au questionnaire en ligne du Groupe de réflexion et de nous avoir fait part de vos commentaires. Cliquez sur le bouton ci-dessous pour revenir à la page d'accueil.

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 2:38 PM
To: HillaryStacey@nlschools.ca
Subject: Think Tank

Hi Hillary

I understand you're available to do notetaking for tomorrow's Think Tank.

Are you available to do training this afternoon?

Nancy

Nancy Hollett

Department of Education
Government of Newfoundland and Labrador

Office: 709-729-0048 | Cell: 709-327-7878

E-Mail: NancyHollett@gov.nl.ca

3rd Floor, West Block
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 2:45 PM
To: Collins, Linda
Cc: Whalen, Sharon E (EDU)
Subject: Thank Tank

Hi Linda

Thank you for agreeing to be a notetaker for the Teacher's Think Tank tomorrow.

There is some concern that it may be challenging for you, given that you don't have a camera or a mic. We're wondering if you'd be OK to be on standby as a back up tomorrow, instead of being assigned a team.

We can email you if we need you to step in for us.

Would that be OK with you?

Nancy

Nancy Hollett

Department of Education
Government of Newfoundland and Labrador

Office: 709-729-0048 | Cell: 709-327-7878

E-Mail: NancyHollett@gov.nl.ca

3rd Floor, West Block
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

From: Noble, Tanya
Sent: Thursday, February 22, 2024 3:12 PM
To: Hollett, Nancy, jtulk@nlta.ca
Cc: Mitchelmore, Nina, George, Kristina (EC-OPE)
Subject: Detailed Design
Attachments: Detailed Design -Teacher Think Tank DRAFT Feb 22 2024.docx

Hi,

Most current copy of the detailed design.

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Thursday, February 22, 2024 2:59 PM
To: Noble, Tanya <tanyanoble@gov.nl.ca>; George, Kristina (EC-OPE) <KGeorge@gov.nl.ca>; Mitchelmore, Nina <ninamitchelmore@gov.nl.ca>; 'jtulk@nlta.ca' <jtulk@nlta.ca>
Subject: TTT Breakout Groups.xlsx

Final, as attached.

**Teacher Think Tank
Virtual Platform – WebEx
February 23, 2024**

Detail Design - Draft

8:00 Public Engagement and Planning (PEP) staff log on to begin room setups and trouble shooting

- Once in meeting the host (PEP) will:
 - Assign Host and Co-host to PEP staff
 - Participants are placed in lobby until host admits them
 - Enable cc (Nina)
 - Contacts:
 - PEP: Tanya Noble 709-678-7588, Nina Mitchelmore 709-457-7699, Kristina George 709-631-8244
 - Nancy Hollett 709-327-7878; Jennifer Tulk 709-682-3751

8:15 Departmental staff and then participants begin logging on – PEP

- Start admitting participants to the room. (NOTE when participants enter the room is to check mic and audio, etc. – instructions on screen) - All

8:25 Technology Highlights – PEP lead facilitator (Charmaine Flynn) – (5 min)

- The session will begin shortly.
 - If you experience technical difficulty throughout the session, please type in the chat box and PEP staff will reach out to you privately to help troubleshoot.
 - Put PEP email (Kristina) in chat (also on screen) - (Tanya/Kristina)

8:30 Opening Remarks – PEP lead facilitator (Charmaine Flynn) (20 min)

- Good day everyone and welcome to our Virtual Think Tank on Teaching in NL. My name is Tanya Noble, with the Public Engagement and Planning Division and I'll be your facilitator for our virtual session today.
- My goal is to help us transition through the agenda and keep us on time. Just a couple of highlights before we start:
 - There is an icon at the bottom left corner that turns on closed captioning option if you'd like to use it.
 - We ask that you keep your microphone muted when not speaking to reduce background noise and feedback.
 - I'll provide additional details throughout the session.
- Now I will call on the **Premier, Honourable Andrew Furey**, to start our session. (5min)
- Thank-you Premier.
- Next, I will invite **Honourable Krista Howell, Minister of Education** to bring some opening remarks. (5 min)
- Thank-you Minister Howell

- And now, I would like to introduce **Trent Langdon, President of the Newfoundland and Labrador Teachers Union**. (5 min)
- PEP Lead Facilitator thanks the Premier, Minister and Trent Langdon
 - Thank-you for your remarks.

8:50 Housekeeping - PEP lead facilitator (Charmaine Flynn) – (5 min)

- Just some quick housekeeping items before we get started:
 - There is an icon at the bottom left corner that turns on closed captioning option if you'd like to use it.
 - We ask that you keep your microphone muted when not speaking to reduce background noise and feedback. Should you forget, we have the capability to do it for you. You can unmute at any time when you wish to speak during the discussions when we move you to your breakout rooms, by clicking on the microphone icon on the bottom left of your screen.
 - I will also draw your attention to the raise hand icon at the bottom right of your screen. (this could also show as "more options" - If you have a question or a point of clarification is needed while in your discussion groups throughout the day, please use this raise hand icon. You can also raise your hand by hovering your cursor over your name in the participant list on the right.
 - Over the course of the session, we will be moving you to virtual small group discussions where everyone will have the opportunity to participate.
 - If you are comfortable, we ask that you turn on your video, especially when speaking, to help other participants identify who is speaking. To stop or start your video, simply use the button on the bottom of your screen.
 - You will see a button on the bottom right corner of your screen, labeled Chat. If you select that one, it will open a window that will allow you to view or participate in a group chat, visible to everyone in the virtual room. All comments from the virtual Chat will be provided to the department following today's session.
 - You can also select any individual participant from the drop down menu, to engage in a private chat.
 - Please use the chat feature at any point throughout the session if you have questions or technical issues and we will do our best to address your questions and assist with any technical issues.
 - If you lose connection at any time during the meeting, simply rejoin using the link provided in your invitation. When your connection returns you will be granted access to the room.
 - I would now like to draw your attention to the Privacy Policy. (SHOW SLIDE)
 - Please keep in mind that this is a public event. While we will take steps to ensure individuals are not identified in government documents, we cannot control what other participants may say outside this room.
 - Your views are being collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015.

- If you have any questions about how this information will be collected, used and disclosed, please contact TeachersThinkTank@gov.nl.ca.
- Please note that to respect the privacy of participants for these sessions, participants are not permitted to screenshot or record any part of the meeting.
- Finally, I'd like to make note of the contact information at the bottom of your screen for EAP. We realize that some of the topics and conversations we'll be participating in today may be difficult and challenging for some. If at any time you need a break please feel free to do so and if you feel you need someone to talk to we have people available to talk to you.
- Here are the numbers for EAP: (SHOW SLIDE/ PLACE IN CHAT)
 - EAP Coordinators:
 - Lori Hewitt (709) 733-3242
 - Kenda Riggs (709) 733-3265

8:55 Session Overview – PEP lead facilitator (Tanya Noble) – (5 min)

- Agenda Overview (including questions that will be discussed)
 - Over the course of this session we'll be hearing from two lived experience panels, we'll get a presentation on the results of the recent Think Tank questionnaire, we'll then be moving into discussion groups to let you tell us the challenges you are seeing and experiencing in your work with regards to recruitment and retention and we'll also hear from Department of Education and CSFP with updates on current recruitment and retention initiatives they are working on.
 - We also have a keynote speaker during lunch from the President Canadian Teachers Federation.
 - The agenda would have also been provided to you along with the link to this session. (Note: keep in mind we may have to adjust our breaks)

9:00 Lived Experience Panel (30 min)

- Let's jump right into the first item on our agenda and get started with our lived experience panel. Today we have 4 panelists to provide us with some perspectives from their daily work lives.
 - Krista Goulding, Bishop Field Elementary (7 min)
 - Beth Loder, Menihek High (7 min)
 - Chantal Hollett, Exploits Valley Intermediate (7 min)
 - Greg Williams, St. Peter's Junior High (7 min)

Note: Offer Premier & Minister opportunity to respond before departing.

9:30 BREAK (10 min)

- We'll now take a 10 break to stretch your legs and refresh your coffee. We will start again at 9:40 sharp with our 1st Discussion Cycle.

9:40 Presentation - An Overview of Research Findings from Think Tank Survey (20 min)

- As most of you know, and probably participated in, there was a questionnaire hosted on engageNL a couple of weeks ago in preparation for the session today. I would now like to ask Joanne Hogan, Director of Evaluation and Research, Department of Education to provide us with an overview of the results.
 - Questionnaire results presentation (20 min)

10:00 Transition to Breakout Discussions – PEP Lead Facilitator (Tanya)(5 min)

- We will now move to the virtual breakout room discussions. But before we do that, I wanted to go over some quick rules of engagement first.
 - Please mute your mic when not speaking to reduce background noise and feedback.
 - Be respectful of time when providing feedback to give everyone a chance to contribute.
 - Be respectful of differing opinions.
 - Don't interrupt other people when they're speaking (or attempt to speak over them).
 - Turn off all notifications and make sure your cell phone is on silent.
 - Try to make sure you are in a quiet area free from unnecessary distractions.
- Each room will have a facilitator and note taker who will guide the discussion and keep on track with time. During the discussion, notes will be taken and themed. This will be reported back at the end of the session. Throughout your discussion, DM Tracy King and NLTA President Trent Langdon and Stefanie Tuff, Executive Director, NLTA will visit the breakout rooms to listen to the discussion.
- In your discussion (approximately 30 min) you will discuss the top factors impacting teachers' mental health and well-being and what action can be taken to improve mental health and well-being of teachers.
- Once the 30 minutes have run out for discussion you will get a notification letting you know it is time to move to the next agenda item. When just one minute left in the discussion time before moving back to the main plenary room there will be a 60 second timer. Once that timer is up everyone will automatically be moved so hopefully no one gets cut off their conversation.
- If you run out of time, jot down your ideas and send to engagenl@gov.nl.ca. We will also place this email in the chat. (PLACE IN CHAT)
- I will now ask Nina Mitchelmore to put everyone in a break-out room for your discussions.

NOTE: Participants are placed in pre-determined break out rooms of approximately 8 participants. A facilitator and note taker will be in each individual room to guide discussions and to ensure equal opportunity for participants to raise their concerns.

- Send participants to breakout rooms (Nina).
- engagenl@gov.nl.ca in chat.

10:05 Break-out Room Discussion 1 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Introduce self and Note Taker.

10:05 Discussion Cycle 1 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on Q1. (1 min)

Q1: Personally and/or based on what you have observed with colleagues - What are the top factors impacting teachers' mental health and well-being, and what are some tangible actions that could help improve teachers' mental health and well-being? (30 min)

Probing questions:

- Have you experienced violence and/or aggressive behaviour in the classroom and how does that impact your mental health and your ability to do your job?
 - Share and discuss, and enter in worksheet/google doc.
 - For the first go around ask the individual to introduce themselves (state their name) and share their top factor and solution.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)
 - Aim to identify the factors impacting mental health and well-being and the actions to improve this.

NOTE: Any content questions or clarification, you can ask for help by clicking the button with three dots at the bottom of your screen which will notify Tanya Noble/Nancy Hollett that you need help. If this does not work you can contact her using the WebEx Chat function or text.

NOTE: When the 1 min warning for break out session is concluding. Room facilitator to address this with participants informing them that there is less than one min left in our discussion and that once the timer ends, we will all be moved immediately/automatically to the main room with all participants.

10:35 Presentation – Department of Education and CSFP provide updates on current recruitment and retention initiatives. (20 min)

- Welcome back from your discussion, next we will hear from Department of Education and CSFP on their current recruitment and retention activities for the teaching profession.
 - Department of Education/NL Schools: (10 min)
 - Andrew Hickey, Senior Management Official of Human Resources, and
 - Dan O'Brien, Recruiting Manager
 - CSFP: (10 min)
 - Selena Mell, Director of Education, CSFP

10:55 BREAK (10 min)

- We'll now take a 10 break to stretch your legs and refresh your coffee. We will start again at 11:05 sharp with a report back from our 1st Discussion Cycle.

11:05 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 1

11:10 Break-out Room Discussion 2 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Send participants to breakout rooms (Nina)

11:10 Discussion Cycle 2 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on Q2. (1 min)

Q2: Class size and composition have been identified through the questionnaire as a major concern for teachers - What focus areas need to be prioritized to effectively address the challenges presented by large class sizes and complex class compositions? (30 min)

Probing questions:

- What are some of the specific class composition issues you experience in your classroom/school?

- What do you see as a realistic approach to establish manageable class composition?
- Do you feel the inclusion model is properly resourced? What needs to happen to make that model functional?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)

11:40 Lunch

- We'll now take a 30 min lunch break. We will start again at 12:10 sharp with a keynote speaker.

12:10 Presentation - Heidi Yetman, President, Canadian Teachers Federation (30 min)

12:40 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 2

12:45 Lived Experience Panel (30 min)

- Let's get back into the session with our lived experience panel. Today we have 3 panelists to provide us with some perspectives from their daily work lives.
 - Marie-Chantal Hurley, Ecole des Grand-Vents (7 min)
 - Brent Gill, St. Josephs All-Grade (7 min)
 - Dionne Snow, Elwood Regional High (7 min)

1:15 Break-out Room Discussion 3 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Send participants to breakout rooms (Nina)

1:15 Discussion Cycle 3 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on Q3. (1 min)

Q3: Reflecting on the factors that contributed to your decision to become a teacher - What needs to happen to encourage more people to choose teaching as their profession? (30 min)

Probing questions:

- How can the education system be reimaged to retain the professionals currently in the system and make teaching an attractive profession for new people?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)

1:45 BREAK (10 min)

- We'll now take a 10 break to stretch your legs and refresh your coffee. We will start again at 1:55 sharp with a report back from our 3rd Discussion Cycle.

1:55 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 3

2:00 Break-out Room Discussion 4 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Send participants to breakout rooms (Nina)

2:00 Discussion Cycle 4 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on Q4. (1 min)

Q4: What issues should the Provincial Government prioritize in the K-12 public education system which, if addressed, would have a positive impact on teacher recruitment and retention? Please state the issue(s) and how you think Government should address them? (30 min)

Probing questions:

- What should be the first action government takes following this Think Tank?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)

2:45 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 4

2:50 Closing Remarks – NLTA & Minister of Education (5 min)

- Invite Tracy King, and Trent Langdon
 - I would now like to ask Tracy King to bring some closing remarks
 - Mr. Trent Langdon to conclude our Virtual Think Tank.

- Thank you. And that concludes our session for today folks. Enjoy the rest of your day everyone.

2:55 Session concludes

Save chat box information (Kristina/All)

TTT Breakout Groups

1

1 Ian Crewe
 2
 3 Adrien Cormier
 4 Nancy Healey
 5 Beth Loder
 6 Greg O'Leary
 7 Alicia Sainsbury
 8 Patricia Greene

2

Darlene Johnson
 Sheldon Slaney
 Angela Norman
 Sherry Potter
 Chantal Hollett
 Scott Linehan
 Dan O'Brien
 Peter Smith

3

Dale Lambe
 Russell Stockley
 Yvonne Dawe
 Chad Horne
 Greg Williams
 Robyn Hayes
 Niki O'Brien MacDonald
 Dr. Pamela Osmond-Johnson

4

Anglea Dawe
 Della Way
 Catherine Hoven
 Jackie Rockett
 Marie-Cantal Hurley
 Denise Coady
 Darrin Pike

5

Colin Short
 Sean Weir
 Holly Healey
 Sandy Crowley
 Brent Gill
 Mike Tobin
 Joanne Hogan

Facilitator Leanne Lane
 Notetaker Betty Morgan

Claudia Downey
 Hillary Stacey

Kim Butt
 Tiffany Stack

Kevin Darcy
 Jeannie Park

Filiz Conway
 Trudy Bursey

Spare Notetaker - Lorraine Kavanaugh

6

Hollis Cull
Stephanie Drover-Edmunds
Neil Baker
Leigh Borden
Dionne Snow
Andrew Hickey
Sharon Whalen
Tina White

SherrieLynn Dogurga
April Deering

7

Lynnette Snook
Dionne Snow
Peggy Hann
Stephanie Boone
Karen Goodnough
Leanne Wells
Terry Hall

Jennie Xi
Stephen Colson

8

Darryl George
Alison Edwards
Kelly Cribb
Krista Goulding
Katrina Moores
Kelly Ann Kinden
Selena Mell
Anne Burke

Tina Kean
Andrea Pearce

Breakout Groups Feb 6, 2024

	1	2	3	4	5	6	7	8
	1 Ian Carew 2 Tracey Payne 3 Adrien Cormier 4 Nancy Healey 5 Beth Loder 6 Greg O'Leary 7 Alicia Sainsbury 8 Peter Smith	Darlene Johnson Sheldon Slaney Angela Norman Sherry Potter Chantal Hollett Scott Linehan Dan O'Brien Patricia Greene	Dale Lambe Russell Stockley Yvonne Dawe Chad Horne Greg Williams Robyn Hayes Niki O'Brien MacDonald Dr. Pamela Osmond-Johnson	Anglea Dawe Della Way Catherine Hoven Jill Kennedy Marie-Cantal Hurley Terry Hall Darrin Pike	Colin Short Sean Weir Holly Healey Sandy Crowley Brent Gill Mike Tobin Joanne Hogan K-6 Rep	Hollis Cull Stephanie Drover-Edmunds Neil Baker Leigh Borden Dionne Snow Andrew Hickey Sharon Whalen 7-12 Rep	Lynnette Snook Kelly Cribb Darryl Murphy Stephanie Boone Karen Goodnough Leanne Wells Denise Coady	Darryl George Alison Edwards Dionne Snow Krista Goulding Katrina Moores Kelly Ann Kinden Selena Mell Anne Burke
Facilitator	Leanne Lane	Claudia Downey	Kim Butt	Kevin Darcy	Filiz Conway	SherrieLynn Dogurga	Jennie Xi	Tanya Barron
Notetaker	Betty Morgan	Tamara White	Tiffany Stack	Jeannie Park	Trudy Bursey	April Deering	Stephen Colson	Linda Collins
Spare Notetaker	Lorraine Kavanaugh							

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 4:19 PM
To: Noble, Tanya, George, Kristina (EC-OPE), Mitchelmore, Nina
Subject: FW: PPIA Checklist Teachers Think Tank Engagement - Feb 22, 2024.xlsx
Attachments: Copy of PPIA Checklist Teachers Think Tank Engagement - Feb 22 2024 - ATIPP approved SG.xlsx

From: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Sent: Thursday, February 22, 2024 3:26 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - Feb 22, 2024.xlsx

Great, thanks for the confirmation.

Please find attached PPIA with ATIPP Office signoff. Let me know if you have any questions regarding it.

Stephen

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Thursday, February 22, 2024 3:06 PM
To: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - Feb 22, 2024.xlsx

The intention is that any information that may identify someone will be removed from the final document.

From: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Sent: Thursday, February 22, 2024 3:04 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - Feb 22, 2024.xlsx

Hi Nancy,

Quick question before I send back the PPIA. Are these documents going to be reviewed before release to ensure that individuals cannot be identified? I will be recommending that people not include information that could identify someone, however but this may be difficult as the nature of some of the questions lends itself to sharing personal experiences. Just wanted to confirm that this is the case before the information is shared to the public or other teachers.

Thanks,
Stephen

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Thursday, February 22, 2024 11:00 AM
To: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Subject: PPIA Checklist Teachers Think Tank Engagement - Feb 22, 2024.xlsx

Hi Stephen

Please see the attached PPIA for tomorrow's Think Tank.

I very much appreciate your attention to this.

Thanks.

Nancy

Public Engagement PPIA

This checklist is to be completed by public bodies and submitted to the ATIPP Office electronically. If you need assistance completing this PPIA, please contact the Senior Privacy Analyst assigned to your public body, or call the ATIPP Office at 729-7072 or email: ATIPPOffice@gov.nl.ca .

GENERAL INFORMATION

Name of Engagement: **Teachers Think Tank**

Activity: **Education**

Public Body:

Contact Name: Nancy Hollett

Contact Title: Director of Communications - Integration

Contact Phone Number: 709-729-0048

Contact Email: NancyHollett@gov.nl.ca

PPIA Completed By: Nancy Hollett

Title: Director of Communications - Integration

Phone Number: 709-729-0048

Email: NancyHollett@gov.nl.ca

Date PPIA Completed: 21-Feb-24

PROJECT OVERVIEW

1 Which of the following best describes this project?

- One time engagement
- New annual or ongoing engagement
- Existing annual or ongoing engagement

Other

2 Briefly describe the topic of this engagement activity

The Teachers Think Tank will provide a dedicated forum to hear directly from teachers and determine opportunities to address those challenges head on.

3 Who will you be collecting responses from? Select all that apply

- General Public
- Targeted stakeholder groups - Educators and Parents/Guardians from school catchment area.
- Individuals in their professional capacity
- Other

4 How will the engagement activity be conducted? Select all that apply

- Online form
- Online engagement document with emailed responses
- Public engagement sessions
- Stakeholder sessions by invite
- Other

Comments:

4A If conducted in person, will any accommodations or allergy notices be requested?

- Yes
- No
- Unknown

5 What questions will you ask in the engagement activities? Please list all questions or attach the engagement document. Make sure to also include any demographic information you plan to collect.

as attached

COLLECTION OF PERSONAL INFORMATION

6 Will you be collecting the names of individuals who participate in the engagement activity(ies)?

- Yes, our records will contain the names connected with the opinions or other information of those responding
- We will have a list of those responding or attending sessions, but not who said what
- No
- Other (please describe)

6A Are you collecting any other information that can be used to identify someone (eg. email address, etc.). If so, please list this information

7 Are opinions being collected in a personal or professional capacity?

- A professional capacity (e.g. individual gives their opinion as an expert in their field, as a representative of an organization, etc.)
- A personal capacity
- Both

Comments:

8 Please list all personal information you will be collecting (eg. age, gender, etc)

Type of Personal Information	Purpose for Collection
Information on opinions	The questionnaire is intended to help inform a virtual discussion/workshop being held on February 23. The workshop will focus on solutions to issues of teacher recruitment and retention. General information to guide discussions is being sought.
Name	Attendance is by invitation, but no names will be attributed to statements made at the event.

Unsolicited information

9 Will any of the information collected be used for another purpose?

Yes

No

Unknown

9A If yes, please describe the other purpose and indicate if you will obtain consent

DISCLOSURE of PERSONAL INFORMATION

10 Will any of the following be made available to the public?

A "What We Heard" document summarizing responses

A list of participants

Responses with names and other identifying information removed

Full responses from participants, including names of participants

Other

11 How will information be made available to the public?

- Information posted online
- Information provided to individuals upon request

Other

12 Is there any information that will be shared with another public body or organization but not with the public?

Yes

No

If yes, list the type of information and who you will share it with

SECURITY and SAFEGUARDS

13 Have you discussed this project with OCIO/IT personnel to address information security

Yes

No

Not Applicable

List individuals involved in project security discussions:

14 Which of the following safeguards are in place to the personal information collected by this engagement activity? Select all that apply. If you need assistance, please contact the ATIPP Office

Physical Safeguards for this project

- Locked file cabinets
- Secure storage areas or records facilities (e.g. locked rooms, limited employee or public access)
- Secure building access (e.g. locked entrances, surveillance)
- Not Applicable

Other:

Administrative Safeguards for this project

- Security Clearances and/or Background Checks (e.g. employees, contractors, 3rd party)
- Privacy Clauses in 3rd party contracts
- Privacy Policies and/or Procedures
- Account Management (please attach process to be followed)
- Change Management (please attach process to be followed)
- No Safeguards
- Unknown
- Not Applicable

Other:

Technical Security/Safeguards for this project

- Encryption
- Access controls (e.g. user authentication, passwords, locking workstations)
- Data recovery procedures (e.g. Onsite/offsite backup procedures, disaster recovery plans)
- Secure disposal of electronic records
- Not Applicable

Other:

Access Controls for this project

- Access monitoring
- Historical auditing
- Exit procedures
- User limitations
- Not Applicable

Other:

15 Are the physical, technical and administrative security requirements documented?

<input type="radio"/>	Yes
<input checked="" type="radio"/>	No
<input type="radio"/>	Some are

ADDITIONAL INFO:

16 Can personal information be edited once it is entered into any project system/database? (s.42)

<input type="radio"/>	Yes - all information can be edited
<input type="radio"/>	Yes - some information can be edited
<input checked="" type="radio"/>	No

If yes (some), list types of information that cannot be edited:

17 Is there a retention schedule in place for this project?

<input type="radio"/>	Yes
<input type="radio"/>	No - however, one is being or will be developed
<input checked="" type="radio"/>	No

18 All additional documentation referenced above has been attached to this PPIA checklist

<input checked="" type="radio"/>	Yes
<input type="radio"/>	No

If no, provide additional information

Sign Off by Department

Have the program manager, or the person with responsibility for this project, review the completed PPIA. Once they have reviewed, list their name below and the date. This will be considered their sign-off on the PPIA by the ATIPP Office.

Program Manager (or equivalent)	Cory Buck (Manager of Information Services)
Date	2/22/2024

Send completed electronic copy of this PPIA to the Senior Privacy Analyst assigned to your public body. If you are unsure who the Analyst is, please contact the ATIPP Office at 729-7072 or atippoffice@gov.nl.ca

Definition of Personal Information:

Personal information is information that can identify an individual (e.g. name, address, social insurance numbers). Some information on its own is sufficient to identify an individual (e.g. name) whereas in other instances, information must be combined to identify an individual (address, age and gender of the individual). Information that relates directly to and is about an individual is considered the personal information of the individual. It is important to note that while paragraph 2(u) provides examples, it is not an exhaustive list of personal information. Photographs, driver license numbers and social insurance numbers are also considered to be forms of personal information, although they are not specifically included in the definition of personal

Examples of Personal Information**Financial & Banking Information**

credit card number

debit card number

social insurance number (SIN)

income tax information

financial status or history

Personal Health Information

MCP

disabilities

test results

medications

health care status or history

General Personal Information

educational information (status or history)

employment information (status or history)

criminal record, status or history

date of birth

name

home address

home telephone

personal email address

age

sex

sexual orientation

religious beliefs or associations

national origin

ethnic origin and/or skin colour

political beliefs or associations

marital status

family information or status

anyone else's opinions about the individual

the individual's views or opinions

Photograph

Video

Privacy Impact Report

GENERAL INFORMATION

Date PIA submitted 2/22/2024

Risk Analysis

#	Potential Risk	Overall Risk
1	Risk of individuals providing unnecessary personal information	Low
2	Risk of retaining information beyond what is necessary	Low
3		
4		

Recommendations

Project Status

<input checked="" type="checkbox"/>	Approved
<input type="checkbox"/>	Conditionally Approved - subject to recommendations
<input type="checkbox"/>	Requires additional analysis
<input type="checkbox"/>	PIA Required

Recommendations

1	Ensure individuals are aware that they should refrain from providing personal information, unless necessary.
2	Develop retention schedule for the information.
3	Ensure any information that may identify someone will be removed from the final document.
4	
5	
6	

Follow-up on Recommendations

<input type="checkbox"/>	1 month
<input type="checkbox"/>	6 month
<input checked="" type="checkbox"/>	12 months

Sign Off

ATIPP Sr. Privacy Analyst	Stephen Glassman
Date submitted to Public Body	2/22/2024

Risk Assessment Methodology

GENERAL INFORMATION

When completing a privacy impact report, assessment of each identified risk must be completed. This assesses the impact of harm in the event of a breach, along with the likelihood of a breach occurring.

Impact of Event

To determine the impact of a breach, consider the personal information involved and the consequences of the potential impacts. All factors identified in the impact table can, under certain circumstances, be ranked higher or lower. For example, for many, a home mailing address could be considered low risk personal information. That same home mailing address on a database of a women's shelter could be considered high risk personal information, the disclosure of which could cause safety concerns.

Factors affecting impact of risk	Considerations (listed in order from highest impact examples to lowest)
Sensitivity of Information	<ul style="list-style-type: none"> • Identity information, financial information, biometrics, health information • Educational information, nationality • Postal code, low sensitivity personal opinions about low sensitivity topics, e.g. the weather
Mosaic effect of information	<ul style="list-style-type: none"> • Very small population or geographic area, very unique characteristics (e.g. small town) • Moderate population or geographic area, potentially identifying characteristics (e.g. region with low population) • Large population or geographic area, common characteristics (e.g. province of NL)
Effect on individuals or third parties	<ul style="list-style-type: none"> • Risk of identity theft, physical harm, hurt or humiliation, or risk to business opportunities • Pestered by marketers, inconvenienced • No effect or unnoticed
Number of people affected by potential breach	<ul style="list-style-type: none"> • 101+people • 11-100 people • 0-10 people
Audience of unauthorized disclosures	<ul style="list-style-type: none"> • 101+people • 11-100 people • 0-10 people
Effect on public bodies credibility of reputation	<ul style="list-style-type: none"> • Bad press, political ramifications, public outcry • Length of time, if any, system is unavailable • Internal ramifications, major process overhauls • Expected, of little consequence

Impact of Breach	
Level	Descriptor
5	Major
4	Significant
3	Moderate
2	Minor
1	Insignificant

Likelihood of Event	
To determine likelihood, public bodies should consider the chance of something happening.	
Factors affecting likelihood of a risk happening	Considerations (listed in order from most likely to least likely)
Content is public facing (i.e. comments section for a web site or a public body's Facebook page)	<ul style="list-style-type: none"> No moderation or monitoring of content Content is monitored or moderated during business hours only All content is moderated before being posted
Employee access to content	<ul style="list-style-type: none"> Open access Role-based access to all client files (i.e. all analysts can access any client file) Need-to-know access to client files only (i.e. only assigned analyst can access client file)
Technical security measures	<ul style="list-style-type: none"> No encryption, no password protection Password protection only All content in transit is encrypted and password protected
Physical security measures	<ul style="list-style-type: none"> Open, street access (no sign-in, no pass cards). No open storage. No identification needed for sign-in. Unescorted access. Restricted, escorted access only.
Policies	<ul style="list-style-type: none"> No access policies, no clear-set guidelines regarding information management. No education of existing policies. Some policies in place, but no education of these policies. Clear-set policies regarding information management and widespread education provided on these policies.
Similar breaches in past	<ul style="list-style-type: none"> public body has had similar breaches in the past and has done nothing to prevent similar breaches from occurring Public body has had similar breaches in the past and has done some things to prevent similar breaches from occurring (e.g. sent a memo to staff, etc.) Public body has had similar breaches in the past, has reviewed and updated policies and procedures concerning the collection, use, access,
Clear legislative authority	<ul style="list-style-type: none"> Public body does not have legislative authority to collect the personal information collected. Public body has legislative authority under s.61 (c) of ATIPPA, 2015 to collect personal information for the program/service. Public body has legislative authority under an Act to specifically collect the personal information collected.

Likelihood of Breach	
Level	Descriptor
5	Almost certain
4	Likely
3	Possible
2	Unlikely
1	Rare

Overall Risk Score

The overall score attributed to the risk of such a breach occurring is calculated based on the likelihood and impact ratings to produce a score and risk level. Overall risk scores should be assessed for each identified risk. While impact and likelihood of breaches list several factors, only apply 1 overall number for impact and one overall number for likelihood. Once risks have been identified and measured, a decision must be made on how to manage the risk.

Overall Risk (impact x likelihood)

Level	Descriptor
20+	Extreme
11-19	High
5-10	Moderate
1-4	Low

Overall Risk for each potential risk in PIR

Potential Risk	Impact	Likelihood	Total	Risk Level
Risk of individuals providing unnecessary pers	2	2	4	Low
Risk of retaining information beyond what is r	2	2	4	Low
			0	
			0	

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 4:28 PM
To: Noble, Tanya, Butt, Kim
Cc: Dogurga, SherrieLynn, Kean, Tina
Subject: RE: Think Tank

Hi

We are asking everyone to take their laptops home.
We're going ahead tomorrow, unless the power goes.
If we have to reschedule, I'll send an email in the morning.

N

From: Noble, Tanya <tanyanoble@gov.nl.ca>
Sent: Thursday, February 22, 2024 9:29 AM
To: Butt, Kim <KimButt@gov.nl.ca>; Hollett, Nancy <NancyHollett@gov.nl.ca>
Cc: Dogurga, SherrieLynn <SherrieLynnDogurga@gov.nl.ca>; Barron, Tonya <TonyaBarron@gov.nl.ca>
Subject: RE: Think Tank

Hi Kim,

Thanks for reaching out. I will refer that question to Nancy (included in this email).

I would suggest being prepared either way if you have that ability.

Looking forward to tomorrow! Reach out if you have any other questions or concerns.

Tanya Noble

Engagement Planner
Executive Council, Communication and Public Engagement Branch
Government of Newfoundland and Labrador
709-678-7588 | tanyanoble@gov.nl.ca

From: Butt, Kim <KimButt@gov.nl.ca>
Sent: Thursday, February 22, 2024 8:30 AM
To: Noble, Tanya <tanyanoble@gov.nl.ca>
Cc: Dogurga, SherrieLynn <SherrieLynnDogurga@gov.nl.ca>; Barron, Tonya <TonyaBarron@gov.nl.ca>
Subject: Think Tank

Hi Tanya,

With the weather forecasted for St. John's, I was wondering if the think tank is going ahead and should I bring my laptop home just in case?

Thanks,
Kim

Kim Butt

Policy and Program Development Specialist
Early Learning and Child Development Division
Department of Education
Phone: 729-3593
kimbutt@gov.nl.ca

Office 3503B
3rd Floor, West Block
Confederation Building
P.O. Box 8700
St. John's, NL
A1B 4J6

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 4:58 PM
To: Katrina Moores
Subject: RE: You Are Invited: Teachers Think Tank , Friday, February 23, 2024

I sent it just a little while ago. Did you receive it?

From: Katrina Moores <katrinamoores@nlschools.ca>
Sent: Thursday, February 22, 2024 4:36 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Cc: Hayes, Robyn <RobynHayes@gov.nl.ca>
Subject: Re: You Are Invited: Teachers Think Tank , Friday, February 23, 2024

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nancy,

I registered myself and the co-chairs on February 12. Will we receive the link to join in the morning?

Thank you,
Katrina

On Mon, Feb 12, 2024 at 4:04 PM Hollett, Nancy <NancyHollett@gov.nl.ca> wrote:

INVITATION

Honourable Dr. Andrew Furey
Premier of Newfoundland and Labrador

Honourable Krista Lynn Howell
Minister of Education

and

Trent Langdon
President of the Newfoundland and Labrador Teachers' Association

Invite you to participate in a virtual Teachers Think Tank.

Friday, February 23, 2024

8:30 a.m. – 3:00 p.m. NST

Webex Meeting

(link will be supplied to those attending prior to the event)

The Teachers Think Tank is an opportunity to come together with colleagues to discuss issues and opportunities, and to help find solutions to address challenges facing teachers in Newfoundland and Labrador.

Please RSVP to teachersthinktank@gov.nl.ca on or before Wednesday, February 21, 2024.

From: Pomeroy, Sonja
Sent: Thursday, December 7, 2023 12:08 PM
To: Barfoot, Scott, Picco, Angela, McCabe, Meghan
Cc: Sorensen, David, Robinson, Lynn, Hollett, Nancy
Subject: RE: Teachers Think Tank

Thanks! Sounds great

From: Barfoot, Scott <ScottBarfoot@gov.nl.ca>
Sent: Thursday, December 7, 2023 10:51 AM
To: Picco, Angela <angelapicco@gov.nl.ca>; McCabe, Meghan <MeghanMcCabe@gov.nl.ca>; Pomeroy, Sonja <SonjaPomeroy@gov.nl.ca>
Cc: Sorensen, David <DavidSorensen@gov.nl.ca>; Robinson, Lynn <LynnRobinson@gov.nl.ca>; Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: Re: Teachers Think Tank

Hi,
I really like this.
Can we take some time later today/early tomorrow to discuss? Is there a time for you that works?

s. 29(1)(a)

Yes please on the CAP.

MM - fyi

On Dec 7, 2023, at 10:46 AM, Picco, Angela <angelapicco@gov.nl.ca> wrote:

Hi folks,

We are planning to announce next week that we will be hosting a Teachers Think Tank in the early new year. Plan is to do a news release the morning of Thursday, December 14. We would also like to do a media avail; Minister and President Trent from NLTA are available at 10:15 that morning, but scheduling is tight and as such we'd like to do it in front of HoA. Thoughts? Let me know if a CAP is needed.

Thanks,
Angela

Angela Picco (*shelherhers*)
Director of Communications
Department of Education
Government of Newfoundland and Labrador
Office: (709) 729-3879
Cell: (709) 687-4753
angelapicco@gov.nl.ca

From: Glassman, Stephen
Sent: Wednesday, January 24, 2024 3:53 PM
To: Senior, Pam, Buck, Cory, Hollett, Nancy
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx
Attachments: PPIA Checklist Teachers Think Tank Engagement - January 23 - ATIPP Approved SG.xlsx

Thanks, and you're welcome.

Additionally, my apologies, as I made a small typo on the PPIA. On line 117 it was supposed to read EngageNL and not MyGovNL. I have attached the corrected version.

Sorry for any confusion.

Stephen

From: Senior, Pam <PamSenior@gov.nl.ca>
Sent: Wednesday, January 24, 2024 9:49 AM
To: Glassman, Stephen <StephenGlassman@gov.nl.ca>; Buck, Cory <CoryBuck@gov.nl.ca>; Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Thank you Stephen for your quick turn around on this PPIA. We will be sure to send Phase II directly you.

Pam

From: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Sent: Wednesday, January 24, 2024 9:44 AM
To: Buck, Cory <CoryBuck@gov.nl.ca>; Senior, Pam <PamSenior@gov.nl.ca>; Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Thanks.

Please find attached PPIA with ATIPP signoff and recommendations.

In relation to phase two of this initiative, assuming there is a PPIA to be developed, you can provide that to me directly.

Let me know if you have any questions.

Thanks again,
Stephen

From: Buck, Cory <CoryBuck@gov.nl.ca>
Sent: Wednesday, January 24, 2024 9:18 AM
To: Glassman, Stephen <StephenGlassman@gov.nl.ca>; Senior, Pam <PamSenior@gov.nl.ca>; Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

No problem, this is approved.

Cory Buck

709.729.7425 (t) | corybuck@gov.nl.ca

From: Glassman, Stephen <StephenGlassman@gov.nl.ca>

Sent: Wednesday, January 24, 2024 9:15 AM

To: Senior, Pam <PamSenior@gov.nl.ca>; Buck, Cory <CoryBuck@gov.nl.ca>; Hollett, Nancy <NancyHollett@gov.nl.ca>

Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Pam,

This is perfect, thanks.

Cory – before I send back, are you able to give me confirmation that you approve this version? I can put your name and date on the bottom of this one then. No need sending back and forth again.

Thank again,

Stephen

From: Senior, Pam <PamSenior@gov.nl.ca>

Sent: Wednesday, January 24, 2024 8:46 AM

To: Glassman, Stephen <StephenGlassman@gov.nl.ca>; Buck, Cory <CoryBuck@gov.nl.ca>; Hollett, Nancy <NancyHollett@gov.nl.ca>

Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Stephen,

Please see attached updated PPIA.

Thank you for assistance,

Pam

From: Glassman, Stephen <StephenGlassman@gov.nl.ca>

Sent: Tuesday, January 23, 2024 4:50 PM

To: Senior, Pam <PamSenior@gov.nl.ca>; Buck, Cory <CoryBuck@gov.nl.ca>; Hollett, Nancy <NancyHollett@gov.nl.ca>

Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Pam,

Great, thanks for the information.

Once the edited PPIA is provided back I will send any further feedback or signoff ASAP (it will be my priority first thing when I get in tomorrow).

Thanks again,

Stephen

From: Senior, Pam <PamSenior@gov.nl.ca>

Sent: Tuesday, January 23, 2024 4:43 PM

To: Glassman, Stephen <StephenGlassman@gov.nl.ca>; Buck, Cory <CoryBuck@gov.nl.ca>; Hollett, Nancy <NancyHollett@gov.nl.ca>

Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Stephen,

Please see responses below.

Thanks,
Pam

From: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Sent: Tuesday, January 23, 2024 3:35 PM
To: Buck, Cory <CoryBuck@gov.nl.ca>
Cc: Senior, Pam <PamSenior@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Sorry, just a quick question and a requested edit:

- In terms of the personal information being collected (question 8), are you able to fill out that section? Based on the survey, information on opinions, employment status, mental health, and area of the province is being collected. As well as unsolicited information with the open text fields. PPIA will be updated and provided shortly. The questionnaire is intended to help inform a virtual discussion/workshop being held on February 23. The workshop will focus on solutions to issues of teacher recruitment and retention. General information to guide discussions is being sought.
- In terms of the 'what we heard document', will it be aggregating responses? Yes, responses will be aggregated.

Let me know if you have any questions of your own.

Thanks again,
Stephen

From: Glassman, Stephen
Sent: Tuesday, January 23, 2024 2:49 PM
To: Buck, Cory <CoryBuck@gov.nl.ca>
Cc: Senior, Pam <PamSenior@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Thanks, Cory. I will fill out the appropriate sections and provide back to you both before end of day today.

Stephen

From: Buck, Cory <CoryBuck@gov.nl.ca>
Sent: Tuesday, January 23, 2024 2:12 PM
To: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Cc: Senior, Pam <PamSenior@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Stephen, please see attached.

Thanks,

Cory

Cory Buck

709.729.7425 (t) | corybuck@gov.nl.ca

From: Senior, Pam <PamSenior@gov.nl.ca>
Sent: Tuesday, January 23, 2024 2:01 PM
To: Buck, Cory <CoryBuck@gov.nl.ca>
Subject: FW: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Cory,

Would you please sign PPIA I sent this morning and return it to Stephen.

Thanks,
Pam

From: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Sent: Tuesday, January 23, 2024 1:58 PM
To: Senior, Pam <PamSenior@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Pam,

I have essentially reviewed the PPIA (just awaiting managerial signoff now) – however, I noticed that the bottom of the PPIA was not signed and dated. Would you be able to send me back a signed copy that I can provide out assessment and recommendations on? It doesn't need to be a wet signature.

Thanks
Stephen

From: Senior, Pam <PamSenior@gov.nl.ca>
Sent: Tuesday, January 23, 2024 11:57 AM
To: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

All good, thank you Stephen. Any questions let me know.

Pam

From: Glassman, Stephen <StephenGlassman@gov.nl.ca>
Sent: Tuesday, January 23, 2024 10:55 AM
To: Senior, Pam <PamSenior@gov.nl.ca>
Cc: Drover, Erin <ErinDrover@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Pam,

Please ignore my previous email, as Erin provided the information to me. I will review and get back to you later today.

Let me know if you have any questions.

Thanks,

Stephen

From: Senior, Pam <PamSenior@gov.nl.ca>
Sent: Tuesday, January 23, 2024 9:29 AM
To: Drover, Erin <ErinDrover@gov.nl.ca>
Cc: Hollett, Nancy <NancyHollett@gov.nl.ca>; Buck, Cory <CoryBuck@gov.nl.ca>
Subject: FW: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Erin,

Please see attached PPIA. EDU is hoping to have a reply by Wednesday, January 24, 2024.

If you have any questions or concerns please reach out.

Thank you,
Pam

From: Buck, Cory <CoryBuck@gov.nl.ca>
Sent: Friday, January 12, 2024 11:20 AM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>; Senior, Pam <PamSenior@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Nancy,

I reviewed the PPIA, I have no real concerns from a privacy perspective. There is one note in section 13. The section states that this was discussed with OCIO/IT, you just need to add the individuals that were involved in those discussions.

The open ended questions show no indication that personal information should be included in the fields but there is always a chance someone may give more than they should. For that reason we need to include a privacy statement in the questionnaire as a reminder of this. You can add the below to the Questionnaire.

Privacy Statement: Please do not include your name or any information that could identify you. The collection and protection of information is being done under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015**, for the purpose of receiving feedback (insert purpose here. For example “relating to issues/challenges facing Educators in the province”). If you have any questions about the collection or use of this information, please contact the Policy and Information Management Division of the Department of Education at (709) 729-6281.

Once you have everything finalized and ready to go, please send it back and I will submit it to the ATIPP office for approval.

Thanks,

Cory

Cory Buck

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Thursday, January 11, 2024 3:53 PM
To: Buck, Cory <CoryBuck@gov.nl.ca>; Senior, Pam <PamSenior@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

No it wasn't.
The document is misnamed in the shared folder.
The correct is attached.

From: Hollett, Nancy
Sent: Thursday, January 11, 2024 3:49 PM
To: Buck, Cory <CoryBuck@gov.nl.ca>; Senior, Pam <PamSenior@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

The questionnaire was attached in my previous emails.

From: Buck, Cory <CoryBuck@gov.nl.ca>
Sent: Thursday, January 11, 2024 3:33 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>; Senior, Pam <PamSenior@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi Nancy,

Yes, it would be you who did the PPIA. I will make note that I reviewed it as well.

I will need the list of questions that will be asked before I can proceed as it will dictate the risk around the protection of personal information in this project. Please send along the questionnaire when you get the chance.

Thanks,

Cory

Cory Buck

709.729.7425 (t) | corybuck@gov.nl.ca

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Thursday, January 11, 2024 2:20 PM
To: Buck, Cory <CoryBuck@gov.nl.ca>; Senior, Pam <PamSenior@gov.nl.ca>
Subject: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Hi

I filled out the document.
Cory, if you could review this one, I think it's easier. I didn't fill out the who did the PPIA. Is that me?

Nancy

Public Engagement PPIA

This checklist is to be completed by public bodies and submitted to the ATIPP Office electronically. If you need assistance completing this PPIA, please contact the Senior Privacy Analyst assigned to your public body, or call the ATIPP Office at 729-7072 or email: ATIPPOffice@gov.nl.ca .

GENERAL INFORMATION

Name of Engagement Activity: **Teachers Think Tank**

Public Body: **Education**

Contact Name: Nancy Hollett

Contact Title: Director of Communications - Integration

Contact Phone Number: 709-729-0048

Contact Email: NancyHollett@gov.nl.ca

PPIA Completed By: Nancy Hollett

Title: Director of Communications - Integration

Phone Number: 709-729-0048

Email: NancyHollett@gov.nl.ca

Date PPIA Completed: 12-Jan-24

PROJECT OVERVIEW

1 Which of the following best describes this project?

- One time engagement
- New annual or ongoing engagement
- Existing annual or ongoing engagement

Other

2 Briefly describe the topic of this engagement activity

- The Teachers Think Tank will provide a dedicated forum to hear directly from teachers and determine opportunities to address those challenges head on.
- The questionnaire is the phase one of the engagement process.

3 Who will you be collecting responses from? Select all that apply

- General Public
- Targeted stakeholder groups - Educators and Parents/Guardians from school catchment area.
- Individuals in their professional capacity
- Other

4 How will the engagement activity be conducted? Select all that apply

- Online form
- Online engagement document with emailed responses
- Public engagement sessions
- Stakeholder sessions by invite
- Other

Comments:

4A If conducted in person, will any accommodations or allergy notices be requested?

- Yes
- No
- Unknown

5 What questions will you ask in the engagement activities? Please list all questions or attach the engagement document. Make sure to also include any demographic information you plan to collect.

as attached

COLLECTION of PERSONAL INFORMATION

6 Will you be collecting the names of individuals who participate in the engagement activity(ies)?

- Yes, our records will contain the names connected with the opinions or other information of those responding
- We will have a list of those responding or attending sessions, but not who said what
- No
- Other (please describe)

6A Are you collecting any other information that can be used to identify someone (eg. email address, etc.). If so, please list this information

People will participate with access code. No accounts will be required.

7 Are opinions being collected in a personal or professional capacity?

- A professional capacity (e.g. individual gives their opinion as an expert in their field, as a representative of an organization, etc.)

- A personal capacity
- Both

Comments:

8 Please list all personal information you will be collecting (eg. age, gender, etc)

Type of Personal Information	Purpose for Collection
Information on opinions	The questionnaire is intended to help inform a virtual discussion/workshop being held on February 23. The workshop will focus on solutions to issues of teacher recruitment and retention. General information to guide discussions is being sought.
Employment status	The survey is intended for teachers working in schools. It is designed to determine if certain positions /grades/ full time/part time within the K-12 system are may reveal more concerns than others.
If worplace is negatively impacting their mental health or if they are experiencing burnout.	General questions asking if teachers feel their if the demands of their worplace is negatively impacting their mental health or if they are experienceing burnout. The questions are optional and does not ask for a specific diagnosis. Responses are intended to help inform a virtual discussion/workshop being held on February 23. The workshop will focus on solutions to issues of teacher recruitment and retention. General information to guide discussions is being sought.
Which of 4 areas of the province a teacher lives in.	To determine if there are regional differences throughout the province. Areas defined are large and would not permit identification of a teacher.
Open fields	Provides an oppourtunity for teachers to express their concerns, frustrations as well as provide positive comments respecting their jobs. Responses are intended to help inform a virtual discussion/workshop being held on February 23. The workshop will focus on solutions to issues of teacher recruitment and retention. General information to guide discussions is being sought.

Unsolicited information
9 Will any of the information collected be used for another purpose?

- Yes
- No
- Unknown

9A If yes, please describe the other purpose and indicate if you will obtain consent

DISCLOSURE of PERSONAL INFORMATION

10 Will any of the following be made available to the public?

- A "What We Heard" document summarizing responses
- A list of participants
- Responses with names and other identifying information removed
- Full responses from participants, including names of participants

Other

11 How will information be made available to the public?

- Information posted online
- Information provided to individuals upon request

Other

12 Is there any information that will be shared with another public body or organization but not with the public?

- Yes
- No

If yes, list the type of information and who you will share it with

SECURITY and SAFEGUARDS

13 Have you discussed this project with OCIO/IT personnel to address information security

- Yes
- No
- Not Applicable

List individuals involved in project security discussions:

14 Which of the following safeguards are in place to the personal information collected by this engagement activity? *Select all that apply. If you need assistance, please contact the ATIPP Office*

Physical Safeguards for this project

- Locked file cabinets
- Secure storage areas or records facilities (e.g. locked rooms, limited employee or public access)
- Secure building access (e.g. locked entrances, surveillance)
- Not Applicable

Other:

Administrative Safeguards for this project

- Security Clearances and/or Background Checks (e.g. employees, contractors, 3rd party)
- Privacy Clauses in 3rd party contracts
- Privacy Policies and/or Procedures
- Account Management (please attach process to be followed)
- Change Management (please attach process to be followed)
- No Safeguards
- Unknown
- Not Applicable

Other:

Technical Security/Safeguards for this project

- Encryption
- Access controls (e.g. user authentication, passwords, locking workstations)
- Data recovery procedures (e.g. Onsite/offsite backup procedures, disaster recovery plans)
- Secure disposal of electronic records
- Not Applicable

Other: EngageNL is the platform used (which has went through the PIA process)

Access Controls for this project

- Access monitoring
- Historical auditing
- Exit procedures
- User limitations
- Not Applicable

Other:

15 Are the physical, technical and administrative security requirements documented?

- Yes
- No
- Some are

ADDITIONAL INFO:

16 Can personal information be edited once it is entered into any project system/database? *(s.42)*

- Yes - all information can be edited
- Yes - some information can be edited
- No

If yes (some), list types of information that cannot be edited:

17 Is there a retention schedule in place for this project?

- Yes
- No - however, one is being or will be developed
- No

18 All additional documentation referenced above has been attached to this PPIA checklist

- Yes
- No

If no, provide additional information

Sign Off by Department	
Have the program manager, or the person with responsibility for this project, review the completed PPIA. Once they have reviewed, list their name below and the date. This will be considered their sign-off on the PPIA by the ATIPP Office.	
Program Manager (or equivalent)	Cory Buck (Manager of Information Services)
Date	1/24/2024

Send completed electronic copy of this PPIA to the Senior Privacy Analyst assigned to your public body. If you are unsure who the Analyst is, please contact the ATIPP Office at 729-7072 or atippoffice@gov.nl.ca

Definition of Personal Information:

Personal information is information that can identify an individual (e.g. name, address, social insurance numbers). Some information on its own is sufficient to identify an individual (e.g. name) whereas in other instances, information must be combined to identify an individual (address, age and gender of the individual). Information that relates directly to and is about an individual is considered the personal information of the individual. It is important to note that while paragraph 2(u) provides examples, it is not an exhaustive list of personal information. Photographs, driver license numbers and social insurance numbers are also considered to be forms of personal information, although they are not specifically included in the definition of personal information.

Examples of Personal Information**Financial & Banking Information**

credit card number

debit card number

social insurance number (SIN)

income tax information

financial status or history

Personal Health Information

MCP

disabilities

test results

medications

health care status or history

General Personal Information

educational information (status or history)

employment information (status or history)

criminal record, status or history

date of birth

name

home address

home telephone

personal email address

age

sex

sexual orientation

religious beliefs or associations

national origin

ethnic origin and/or skin colour

political beliefs or associations
marital status
family information or status
anyone else's opinions about the individual
the individual's views or opinions
Photograph
Video

Privacy Impact Report

GENERAL INFORMATION

Date PPIA submitted 1/24/2024

Risk Analysis

#	Potential Risk	Overall Risk
1	Risk of individuals providing unnecessary personal information	Low
2	Risk of retaining information beyond what is necessary	Low
3		
4		

Recommendations

Project Status

<input checked="" type="checkbox"/>	Approved
<input type="checkbox"/>	Conditionally Approved - subject to recommendations
<input type="checkbox"/>	Requires additional analysis
<input type="checkbox"/>	PIA Required

Recommendations

1	Ensure all forms of data collection include a privacy notice.
2	Related to the above, ensure individuals are aware that they should refrain from providing personal information, unless necessary (i.e. open text fields including a note to not include any personally identifying information, unless necessary).
3	Develop retention schedule for the information.
4	
5	
6	

Follow-up on Recommendations

<input type="checkbox"/>	1 month
<input type="checkbox"/>	6 month
<input checked="" type="checkbox"/>	12 months

Sign Off

ATIPP Sr. Privacy Analyst	Stephen Glassman
Date submitted to Public Body	1/24/2024

Risk Assessment Methodology

GENERAL INFORMATION

When completing a privacy impact report, assessment of each identified risk must be completed. This assesses the impact of harm in the event of a breach, along with the likelihood of a breach occurring.

Impact of Event

To determine the impact of a breach, consider the personal information involved and the consequences of the potential impacts. All factors identified in the impact table can, under certain circumstances, be ranked higher or lower. For example, for many, a home mailing address could be considered low risk personal information. That same home mailing address on a database of a women's shelter could be considered high risk personal information, the disclosure of which could cause safety concerns.

Factors affecting Impact of risk	Considerations (listed in order from highest Impact examples to lowest)
Sensitivity of Information	<ul style="list-style-type: none"> Identity information, financial information, biometrics, health information Educational information, nationality Postal code, low sensitivity personal opinions about low sensitivity topics, e.g. the weather
Mosaic effect of information	<ul style="list-style-type: none"> Very small population or geographic area, very unique characteristics (e.g. small town) Moderate population or geographic area, potentially identifying characteristics (e.g. region with low population) Large population or geographic area, common characteristics (e.g. province of NL)
Effect on individuals or third parties	<ul style="list-style-type: none"> Risk of identity theft, physical harm, hurt or humiliation, or risk to business opportunities Pestered by marketers, inconvenienced No effect or unnoticed
Number of people affected by potential breach	<ul style="list-style-type: none"> 101+people 11-100 people 0-10 people
Audience of unauthorized disclosures	<ul style="list-style-type: none"> 101+people 11-100 people 0-10 people
Effect on public bodies credibility of reputation	<ul style="list-style-type: none"> Bad press, political ramifications, public outcry Length of time, if any, system is unavailable Internal ramifications, major process overhauls Expected, of little consequence

Impact of Breach	
Level	Descriptor
5	Major
4	Significant
3	Moderate
2	Minor
1	Insignificant

Likelihood of Event	
To determine likelihood, public bodies should consider the chance of something happening.	
Factors affecting likelihood of a risk happening	Considerations (listed in order from most likely to least likely)
Content is public facing (i.e. comments section for a web site or a public body's Facebook page)	<ul style="list-style-type: none"> No moderation or monitoring of content Content is monitored or moderated during business hours only All content is moderated before being posted
Employee access to content	<ul style="list-style-type: none"> Open access Role-based access to all client files (i.e. all analysts can access any client file) Need-to-know access to client files only (i.e. only assigned analyst can access client file)
Technical security measures	<ul style="list-style-type: none"> No encryption, no password protection Password protection only All content in transit is encrypted and password protected
Physical security measures	<ul style="list-style-type: none"> Open, street access (no sign-in, no pass cards). No open storage. No identification needed for sign-in. Unescorted access. Restricted, escorted access only.
Policies	<ul style="list-style-type: none"> No access policies, no clear-set guidelines regarding information management. No education of existing policies. Some policies in place, but no education of these policies. Clear-set policies regarding information management and widespread education provided on these policies.
Similar breaches in past	<ul style="list-style-type: none"> public body has had similar breaches in the past and has done nothing to prevent similar breaches from occurring Public body has had similar breaches in the past and has done some things to prevent similar breaches from occurring (e.g. sent a memo to staff, etc.) Public body has had similar breaches in the past, has reviewed and updated policies and procedures concerning the collection, use, access,
Clear legislative authority	<ul style="list-style-type: none"> Public body does not have legislative authority to collect the personal information collected. Public body has legislative authority under s.61 (c) of ATIPPA, 2015 to collect personal information for the program/service. Public body has legislative authority under an Act to specifically collect the personal information collected.

Likelihood of Breach	
Level	Descriptor
5	Almost certain
4	Likely
3	Possible
2	Unlikely
1	Rare

Overall Risk Score

The overall score attributed to the risk of such a breach occurring is calculated based on the likelihood and impact ratings to produce a score and risk level. Overall risk scores should be assessed for each identified risk. While impact and likelihood of breaches list several factors, only apply 1 overall number for impact and one overall number for likelihood. Once risks have been identified and measured, a decision must be made on how to manage the risk.

Overall Risk (Impact x likelihood)

Level	Descriptor
20+	Extreme
11-19	High
5-10	Moderate
1-4	Low

Overall Risk for each potential risk in PIR

Potential Risk	Impact	Likelihood	Total	Risk Level
Risk of individuals providing unnecessary pers	2	2	4	Low
Risk of retaining information beyond what is r	2	2	4	Low
			0	
			0	

From: DHHBVI SICExecutive <dhhbviexecutive@gmail.com>
Sent: Monday, February 12, 2024 4:21 PM
To: Hollett, Nancy
Subject: Re: You Are Invited: Teachers Think Tank , Friday, February 23, 2024
Attachments: image001.jpg

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nancy,

You can send the invite to my work email. kellycribb@nlschools.ca

Kelly Cribb
for DHHBVI SIC executive

"The fact that you worry about being a good teacher, means that you already are one." Jodi Picoult

On Mon, Feb 12, 2024, 3:53 PM Hollett, Nancy <NancyHollett@gov.nl.ca> wrote:

From: Hollett, Nancy
Sent: Tuesday, February 20, 2024 4:27 PM
To: Pardy, Tanya
Cc: Baker-Worthman, Lisa
Subject: Facilitator Info Session

Hi Tanya

This is the link for the facilitator's info session tomorrow morning at 9:00 am. If you could forward that to the folks from EL who are lending a hand with the Think Tank, I'd greatly appreciate it.

Nancy

When it's time, join your Webex meeting here.

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://publicengagement.webex.com/publicengagement/j.php?MTID=m2c1eb4d3ceef4d9e26f4d5ab223e1910>

Join by meeting number

Meeting number (access code): 2634 737 1924

Meeting password: GwE3bRVcF53

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,26347371924## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 26347371924@publicengagement.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

If you are a host, click here to view host information.

Need help? Go to <https://help.webex.com>

Nancy Hollett

Director of Communications - Integration
Department of Education
Government of Newfoundland and Labrador

Office: 709-729-0048 | Cell: 709-327-7878
E-Mail: NancyHollett@gov.nl.ca

From: Andrew Hickey (HQ) <andrewhickey@nlschools.ca>
Sent: Wednesday, February 21, 2024 8:14 AM
To: Hollett, Nancy
Subject: Re: FW: Orientation Materials - Break out Facilitators and Notetakers

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Done

On Wed, Feb 21, 2024 at 7:39 AM Hollett, Nancy <NancyHollett@gov.nl.ca> wrote:

Hi Andrew

Please forward the attached information to the notetakers for the Think Tank. They're scheduled for training at 9:00 a.m.

Thanks

Nancy

From: Noble, Tanya <tanyanoble@gov.nl.ca>
Sent: Tuesday, February 20, 2024 9:33 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Cc: George, Kristina (EC-OPE) <KGeorge@gov.nl.ca>; Mitchelmore, Nina <ninamitchelmore@gov.nl.ca>
Subject: Orientation Materials - Break out Facilitators and Notetakers

Hi Nancy,

Attached are the materials to share for the orientation session.

Looking forward to meeting everyone tomorrow!

Tanya Noble

Engagement Planner

Executive Council, Communication and Public Engagement Branch

Government of Newfoundland and Labrador

709-678-7588 | tanyanoble@gov.nl.ca

--

andrewhickey@nlschools.ca

=====
Confidentiality Warning: This message and any attachments are intended for the sole use of the intended recipient(s), and may contain privileged and/or confidential information. If you are not an intended recipient, any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you received this email in error, please delete the message and attachments immediately and notify the sender by return email. Thank you!

avis de confidentialité: Ce courriel, ainsi que tout renseignement ci-inclus, est destiné uniquement au(x) destinataire(s) susmentionné(s) et peut contenir de l'information confidentielle. Si vous n'êtes pas le destinataire prévu, tout examen, copie, impression, reproduction, distribution ou autre utilisation de ce courriel est strictement interdit. Si vous avez reçu ce message par erreur, veuillez en aviser immédiatement l'expéditeur par retour de ce courriel et veuillez supprimer immédiatement cette communication. Merci.

From: Hollett, Nancy
Sent: Wednesday, February 21, 2024 7:45 AM
To: Collins, Linda, Kavanagh, Lorraine, Xie, Jinnong (Jennie), Conway, Filiz, Darcy, Kevin, Lane, Leanne, Downey, Claudia, Barron, Tonya, Butt, Kim, Dogurga, SherrieLynn
Subject: FW: Orientation Materials - Break out Facilitators and Notetakers
Attachments: Facilitator Design -Teacher Think Tank DRAFT Feb 20 2024.docx, Facilitator Tips.pdf, Notetaker Links - Teachers Think Tank.docx, Notetaker Tips Online.pdf

Hi Everyone

Thank you all so much for agreeing to lend a hand for our Teachers Think Tank on Friday.

I'm forwarding this information in advance of your training session this morning at 9:00 a.m.

I've also pasted the link below so that you have that handy as well.

Thanks

Nancy

When it's time, join your Webex meeting here.

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://publicengagement.webex.com/publicengagement/j.php?MTID=m2c1eb4d3ceef4d9e26f4d5ab223e1910>

Join by meeting number

Meeting number (access code): 2634 737 1924

Meeting password: GwE3bRVcF53

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,26347371924## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 26347371924@publicengagement.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

From: Noble, Tanya <tanyanoble@gov.nl.ca>

Sent: Tuesday, February 20, 2024 9:33 PM

To: Hollett, Nancy <NancyHollett@gov.nl.ca>

Cc: George, Kristina (EC-OPE) <KGeorge@gov.nl.ca>; Mitchelmore, Nina <ninamitchelmore@gov.nl.ca>

Subject: Orientation Materials - Break out Facilitators and Notetakers

Hi Nancy,

Attached are the materials to share for the orientation session.

Looking forward to meeting everyone tomorrow!

Tanya Noble

Engagement Planner

Executive Council, Communication and Public Engagement Branch

Government of Newfoundland and Labrador

709-678-7588 | tanyanoble@gov.nl.ca

**Teacher Think Tank
Virtual Platform – WebEx
February 23, 2024**

Facilitator Design - Draft

Contacts:

- PEP: Tanya Noble 709-678-7588, Nina Mitchelmore 709-457-7699, Kristina George 709-699-2044
- Nancy Hollett 709-327-7878; Jennifer Tulk 709-682-3751

8:15 Departmental staff and then participants begin logging on

8:30 Opening Remarks

9:00 Lived Experience Panel

9:30 BREAK (10 min)

9:40 Presentation - An Overview of Research Findings from Think Tank Survey

10:00 Transition to Breakout Discussions – PEP Lead Facilitator (5 min)

NOTE: Participants are placed in pre-determined break out rooms of approximately 8 participants. A facilitator and note taker will be in each individual room to guide discussions and to ensure equal opportunity for participants to share their ideas.

10:05 Break-out Room Discussion 1 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Introduce self and Note Taker.

10:05 Discussion Cycle 1 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on Q1 (1 min)

Q1: Personally and/or based on what you have observed with colleagues - What are the top factors impacting teachers' mental health and well-being, and what are some tangible actions that could help improve teachers' mental health and well-being? (30 min)

Probing questions:

- Have you experienced violence and/or aggressive behaviour in the classroom and how does that impact your mental health and your ability to do your job?

- Share and discuss, and enter in worksheet/google doc.
 - For the first go around ask the individual to introduce themselves (state their name) and share their top factor and solution.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)
 - Aim to identify the factors impacting mental health and well-being and the actions to improve this.

NOTE: Any content questions or clarification, you can ask for help by clicking the button with three dots at the bottom of your screen which will notify Tanya Noble/Nancy Hollett that you need help. If this does not work you can contact her using the WebEx Chat function or text to the number at top of document.

NOTE: When the 1 min warning for break out session is concluding. Room facilitator to address this with participants informing them that there is less than one min left in our discussion and that once the timer ends, we will all be moved immediately/automatically to the main room with all participants.

10:35 Presentation – Department of Education and CSFP provide updates on current recruitment and retention initiatives.

10:55 BREAK (10 min)

11:05 Report Back from Breakout Rooms

11:10 Break-out Room Discussion 2 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)

11:10 Discussion Cycle 2 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on Q2. (1 min)

Q2: Class size and composition have been identified through the questionnaire as a major concern for teachers - What focus areas need to be prioritized to effectively address the challenges presented by large class sizes and complex class compositions? (30 min)

Probing questions:

- What are some of the specific class composition issues you experience in your classroom/school?

- What do you see as a realistic approach to establish manageable class composition?
- Do you feel the inclusion model is properly resourced? What needs to happen to make that model functional?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)

11:45 Lunch (30 min)

12:15 Presentation - Heidi Yetman, President, Canadian Teachers Federation

12:35 Report Back from Breakout Rooms

12:45 Lived Experience Panel

1:15 Break-out Room Discussion 3 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)

1:15 Discussion Cycle 3 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on Q3. (1 min)

Q3: Reflecting on the factors that contributed to your decision to become a teacher - What needs to happen to encourage more people to choose teaching as their profession? (30 min)

Probing questions:

- How can the education system be reimaged to retain the professionals currently in the system and make teaching an attractive profession for new people?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)

1:45 BREAK (10 min)

1:55 Report Back from Breakout Rooms

2:00 Break-out Room Discussion 4 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)

2:00 Discussion Cycle 4 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on Q4. (1 min)

Q4: What issues should the Provincial Government prioritize in the K-12 public education system which, if addressed, would have a positive impact on teacher recruitment and retention? Please state the issue(s) and how you think Government should address them? (30 min)

Probing questions:

- What should be the first action government takes following this Think Tank?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)

2:45 Report Back from Breakout Rooms

2:50 Closing Remarks

3:00 Session concludes

Facilitator Tips

Specific Roles:

- Facilitate the discussion;
- Maintain focus on the discussion questions;
- Ensure participants are engaged;
- Encourage balanced participation; and
- Ensure the laptop recorder is capturing key points on laptop.

Your role is NOT to:

- Insert your own opinions;
- Act as a content expert; or
- Drive the conversation according to your own areas of interest.

FACILITATION SKILL	EXAMPLE OF VERBAL BEHAVIORS
Allowing participants to reflect	Before we start, let's take a minute to think to ourselves about the discussion question(s) and our responses. Feel free to jot down your ideas in the Participant Handout.
Script for your introduction	My name is _____ and I will be facilitating our conversation today, which means I will be staying neutral and not sharing my own ideas. Let's quickly introduce ourselves before we get into the discussion and begin answering the questions.
Setting up discussion	Our task for the next XX minutes is to explore the question of...
Drawing out participants	I want to make sure that we get a chance to hear from everyone...
Gently cutting someone off so as to equalize participation	I want to see if we could get some other folks into this conversation...
Listening deeply	So, what I hear you speaking to is a concern about...
Exploring different points of view	_____ has talked about the importance of X, and _____ has raised some concerns with Y. I'm wondering how others see it...
Testing for support among ideas	There seem to be several people who share the view that...
Managing the allotted time	We have about X minutes left and I want to see if there are any other key ideas that we've not heard so far.
Testing for clarity/shared agreement	Does this statement convey what you've been saying about...?

Note: If links below do not work once you click on them, or you are prompted to update your Chrome browser, copy and paste the links below into any web browser.

Discussion Cycle 1:

Personally and/or based on what you have observed with colleagues – what are the top factors impacting teachers' mental health and well-being, and what are some tangible actions that could help improve teachers' mental health and well-being?

<https://docs.google.com/forms/d/e/1FAIpQLSd3hyOUR3n0FqHhwdoWvT2m4Dph26CbqgohgqzpwzqBIE-bA/viewform>

Discussion Cycle 2:

Class size and composition have been identified through the questionnaire as a major concern for teachers, what focus areas need to be prioritized to effectively address the challenges presented by large class sizes and complex class compositions?

https://docs.google.com/forms/d/e/1FAIpQLSc4_W7yYHtlUJqIUDLks3quPmxOyjUqIB3YPSrsUvFiQ1Pp8Q/viewform

Discussion Cycle 3:

Reflecting on the factors that contributed to your decision to become a teacher, what needs to happen to encourage more people to choose teaching as their profession?

<https://docs.google.com/forms/d/e/1FAIpQLSflh36XmZUeMJ6fOMnnByl0JPfXHqDBTDvUJUJQpkcEeasmIA/viewform>

Discussion Cycle 4:

What issues should the Provincial Government prioritize in the K-12 public education system which, if addressed, would have a positive impact on teacher recruitment and retention? Please state the issue(s) and how you think Government should address them?

https://docs.google.com/forms/d/e/1FAIpQLSdJMecDkFqIC4Q8CrbCSg7jLkSOdTNeilaTKUDMKsio_Ph-Zw/viewform

Public Engagement Notetaker Tips

Instructions for Notetakers

You will be using google docs to capture the comments from participants. The comments that you enter and send will instantly be available for the Theme Team to review, as well as be saved for further analysis.

- Be neutral, record their words, not yours
- Listen for and capture the *essence* of what is said
- Listen for the table facilitator to paraphrase key points, and capture it
- Record short statements that will be meaningful to someone reading them later. Do not use broad statements. When capturing comments remember that someone reading them later will not be privy to the context or content so provide some substance to statements.
- Take note of strongly held views that are shared by one or two participants and capture these. At the end of a session, enter them into the computer; clearly indicate that they are "minority comments"
- Always follow the lead of your table facilitator
- Process is anonymous so do not record names or any identifiable indicators
- Submit participant responses after each comment – very important
- Don't worry about whether your spelling is correct!

Name	Break Out Room Facilitators
Tina White	Director of Schools
Delores Clarke Genge	Director of Schools
Stephen Perchard	Director of Schools
Ryan Kelly	Director of Schools
Duane Smith	Director of Schools
Don Perry	Director of Schools
Susan Perry	Director of Schools
Kirk Smith	Director of Schools
Jamie Coady	Director of Schools
Lorraine Williams	Director of Schools

Name	Note Takers
Betty Morgan	Administrative Assistant
Tamara White	Administrative Assistant
Tiffany Stack	Administrative Assistant
Jeannie Park	Administrative Assistant
Trudy Bursey	Confidential Secretary
April Deering	Confidential Secretary
Stephen Colson	Confidential Secretary

From: Andrew Hickey (HQ) <andrewhickey@nlschools.ca>
Sent: Wednesday, February 21, 2024 11:22 AM
To: Hollett, Nancy
Subject: Re: FW: Think Tank - Note Taking

Jeannie Park will take her spot.
Her email is JeanniePark@nlschool.ca

On Wed, Feb 21, 2024 at 10:55 AM Hollett, Nancy <NancyHollett@gov.nl.ca> wrote:

Hi

Anyone down your way that could take Tamara's place?

Can you double check that everyone else is good to go?

Thanks

Nancy

From: Tamara White <tamarawhite@nlschools.ca>
Sent: Wednesday, February 21, 2024 10:37 AM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: Think Tank - Note Taking

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nancy,

s. 29(1)(a)

I have [REDACTED] for Friday, it may be best that someone else takes my place as a note taker, I am paired with Claudia.

Tamara P. White

Administrative Assistant - Student Services

Department of Education

K-12 Education

Government of Newfoundland & Labrador

95 Elizabeth Avenue

St. John's, NL, A1B 1R6

Tel: (709) 758-2701

E: tamarawhite@nlschools.ca



"I am only one, but I am one. I cannot do everything, but I can do something. And I will not let what I cannot do interfere with what I can do."

Edward Everett Hale

This message (including attachments, if any) is confidential and may be privileged. Any unauthorized distribution or disclosure is prohibited. Disclosure to anyone other than the intended recipient does not constitute waiver of privilege. If you have received this email in error, please notify the sender, delete it and any attachments from your computer system and records.

Ce message (y compris les pièces jointes, le cas échéant) est confidentiel et peut être privilégié. Toute distribution ou divulgation non autorisée est interdite. La divulgation à toute personne autre que le destinataire prévu ne constitue pas une renonciation au privilège. Si vous avez reçu cet e-mail par erreur, veuillez nous en informer et le supprimer ainsi que toutes les pièces jointes de votre système informatique et de vos enregistrements.

=====

Confidentiality Warning: This message and any attachments are intended for the sole use of the intended recipient(s), and may contain privileged and/or confidential information. If you are not an intended recipient, any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you received this email in error, please delete the message and attachments immediately and notify the sender by return email. Thank you!

avis de confidentialité: Ce courriel, ainsi que tout renseignement ci-inclus, est destiné uniquement au(x) destinataire(s) susmentionné(s) et peut contenir de l'information confidentielle. Si vous n'êtes pas le destinataire prévu, tout examen, copie, impression, reproduction, distribution ou autre utilisation de ce courriel est strictement interdit. Si vous avez reçu ce message par erreur, veuillez en aviser immédiatement l'expéditeur par retour de ce courriel et veuillez supprimer immédiatement cette communication. Merci.

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 4:44 PM
To: Hollett, Nancy
Subject: Teachers Think Tank Agenda and Login Info - Friday, February 23
Attachments: Teachers Think Tank Agenda February 23.pdf

Thank you for your interest in the **Virtual Teacher Think Tank** in consultation with the Department of Education and the Newfoundland and Labrador Teachers Association on Friday, February 23, 2024 from 8:30 a.m. to 3:00 p.m.

Webex will be used for this session.

We encourage you to join the meeting at the link below **5 minutes prior to the start** of the session. You can join the meeting through your web browser or by downloading the Webex app.

Please test your Internet connection in advance of the meeting, and ensure your headphones/speakers and microphone are working. When you sign in you will be placed in the meeting lobby until entry is permitted.

The link provided below is for your use only. If you are no longer able to participate, please let us know so we can remove you from the list.

This event will be supported by closed captioning (CC). **If you require any disability related accommodations please let us know by responding to this email.**

If you experience trouble joining the meeting, please contact Kristina George by email at kgeorge@gov.nl.ca or by phone at 709 631 8244.

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://publicengagement.webex.com/publicengagement/j.php?MTID=m31da6bf99040735c4e45b5782b91fdb9>

Join by meeting number

Meeting number (access code): 2630 552 1085

Meeting password: QgFfmGia537

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,26305521085## US Toll

Join by phone

+1-415-655-0001 US Toll

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 4:49 PM
To: McCabe, Meghan
Subject: FW: Teachers Think Tank Agenda and Login Info - Friday, February 23
Attachments: Teachers Think Tank Agenda February 23.pdf

Hi

Just send you the login info and the agenda in case you need it.

Nancy

Thank you for your interest in the **Virtual Teacher Think Tank** in consultation with the Department of Education and the Newfoundland and Labrador Teachers Association on Friday, February 23, 2024 from 8:30 a.m. to 3:00 p.m.

Webex will be used for this session.

We encourage you to join the meeting at the link below **5 minutes prior to the start** of the session. You can join the meeting through your web browser or by downloading the Webex app.

Please test your Internet connection in advance of the meeting, and ensure your headphones/speakers and microphone are working. When you sign in you will be placed in the meeting lobby until entry is permitted.

The link provided below is for your use only. If you are no longer able to participate, please let us know so we can remove you from the list.

This event will be supported by closed captioning (CC). **If you require any disability related accommodations please let us know by responding to this email.**

If you experience trouble joining the meeting, please contact Kristina George by email at kgeorge@gov.nl.ca or by phone at 709 631 8244.

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://publicengagement.webex.com/publicengagement/j.php?MTID=m31da6bf99040735c4e45b5782b91fdb9>

Join by meeting number

Meeting number (access code): 2630 552 1085

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 4:55 PM
To: Lane, Leanne, Downey, Claudia, Butt, Kim, Darcy, Kevin, Conway, Filiz, Dogurga, SherrieLynn, Xie, Jinnong (Jennie), Kean, Tina, Pearce, Andrea, aprildeering@nlschools.ca, stephencolson@nlschools.ca, bettymorgan@nlschools.ca, hiliariystacey@nlschools.ca, tiffanystack@nlschools.ca, jeanniepark@nlschools.ca, trudyburse@nlesd.ca
Subject: FW: Teachers Think Tank Agenda and Login Info - Friday, February 23
Attachments: Teachers Think Tank Agenda February 23.pdf

Thank you for your help with the **Virtual Teacher Think Tank** in consultation with the Department of Education and the Newfoundland and Labrador Teachers Association on Friday, February 23, 2024 from 8:30 a.m. to 3:00 p.m.

Webex will be used for this session.

We encourage you to join the meeting at the link below **5 minutes prior to the start** of the session. You can join the meeting through your web browser or by downloading the Webex app.

Please test your Internet connection in advance of the meeting, and ensure your headphones/speakers and microphone are working. When you sign in you will be placed in the meeting lobby until entry is permitted.

The link provided below is for your use only. If you are no longer able to participate, please let us know so we can remove you from the list.

This event will be supported by closed captioning (CC). **If you require any disability related accommodations please let us know by responding to this email.**

If you experience trouble joining the meeting, please contact Kristina George by email at kgeorge@gov.nl.ca or by phone at 709 631 8244. We will be going ahead tomorrow unless there is a power interruption. If it's not going ahead, I'll send you an email in the morning to let you know.

If you haven't taken your laptop home, please let me know ASAP.

Thanks.

Nancy

[Join meeting](#)

More ways to join:

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 4:56 PM
To: Andrew Hickey (HQ)
Subject: FW: Teachers Think Tank Agenda and Login Info - Friday, February 23
Attachments: Teachers Think Tank Agenda February 23.pdf

Hi Andrew

This didn't go through to Tiffany. Can you forward it to her for me?

Thanks,

Nancy

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 4:44 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: Teachers Think Tank Agenda and Login Info - Friday, February 23

Thank you for your interest in the **Virtual Teacher Think Tank** in consultation with the Department of Education and the Newfoundland and Labrador Teachers Association on Friday, February 23, 2024 from 8:30 a.m. to 3:00 p.m.

Webex will be used for this session.

We encourage you to join the meeting at the link below **5 minutes prior to the start** of the session. You can join the meeting through your web browser or by downloading the Webex app.

Please test your Internet connection in advance of the meeting, and ensure your headphones/speakers and microphone are working. When you sign in you will be placed in the meeting lobby until entry is permitted.

The link provided below is for your use only. If you are no longer able to participate, please let us know so we can remove you from the list.

This event will be supported by closed captioning (CC). **If you require any disability related accommodations please let us know by responding to this email.**

If you experience trouble joining the meeting, please contact Kristina George by email at kgeorge@gov.nl.ca or by phone at 709 631 8244.

[Join meeting](#)

More ways to join:

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 6:05 PM
To: leannewells@nlschools.ca
Subject: FW: Teachers Think Tank Agenda and Login Info - Friday, February 23
Attachments: Teachers Think Tank Agenda February 23.pdf

Hi

I had two Leanne's and put the other name in twice.
I'm sorry about that.

See you tomorrow.

Nancy

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 4:48 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: Teachers Think Tank Agenda and Login Info - Friday, February 23

Thank you for your interest in the **Virtual Teacher Think Tank** in consultation with the Department of Education and the Newfoundland and Labrador Teachers Association on Friday, February 23, 2024 from 8:30 a.m. to 3:00 p.m.

Webex will be used for this session.

We encourage you to join the meeting at the link below **5 minutes prior to the start** of the session. You can join the meeting through your web browser or by downloading the Webex app.

Please test your Internet connection in advance of the meeting, and ensure your headphones/speakers and microphone are working. When you sign in you will be placed in the meeting lobby until entry is permitted.

The link provided below is for your use only. If you are no longer able to participate, please let us know so we can remove you from the list.

This event will be supported by closed captioning (CC). **If you require any disability related accommodations please let us know by responding to this email.**

If you experience trouble joining the meeting, please contact Kristina George by email at kgeorge@gov.nl.ca or by phone at 709 631 8244.

[Join meeting](#)

Teachers Think Tank

AGENDA

February 23, 2024 • 8:30 am - 3:00 pm

8:30 am **Welcoming Remarks**

- Honourable Andrew Furey, Premier of Newfoundland and Labrador
- Honourable Krista Lynn Howell, Minister of Education
- Trent Langdon, President, NLTA

8:50 am **Housekeeping/Session Overview**

9:00 am **Lived Experience Panel #1**

- Krista Goulding, Bishop Feild Elementary
- Beth Loder, Menihek High
- Chantal Hollett, Exploits Valley Intermediate
- Greg Williams, St. Peter's Junior High

9:30 am **Refreshment Break**

9:40 am **An Overview of Research Findings from Think Tank Questionnaire**

- Presentation by Joanne Hogan, Director of Evaluation and Research

10:00 am **Break-Out Room Discussion Cycle 1**

- Personally and/or based on what you have observed with colleagues – what are the top factors impacting teachers' mental health and well-being, and what are some tangible actions that could help improve teachers' mental health and well-being?

10:35 am **Updates on current recruitment and retention initiatives**

- Update from Andrew Hickey, SMO Human Resources, and Dan O'Brien, Recruiting Manager, Government of NL
- Update from Selena Mell, Directrice générale de l'éducation / Director of Education, CSFP

10:55 am **Refreshment Break**

11:05 am **Report back from Break-Out Rooms**



Teachers Think Tank **AGENDA**

11:10 am **Break-Out Room Discussion Cycle 2**

- Class size and composition have been identified through the questionnaire as a major concern for teachers – what focus areas need to be prioritized to effectively address the challenges presented by large class sizes and complex class compositions?

11:45 am **Break for lunch**

12:15 pm **Keynote Address**

- Heidi Yetman, President, Canadian Teachers' Federation

12:35 pm **Report back from Break-Out Rooms**

12:40 pm **Lived Experience Panel**

- Marie-Chantal Hurley, Ecole des Grand-Vents
- Brent Gill, St. Josephs All-Grade
- Dionne Snow, Elwood Regional High

1:10 pm **Break-Out Room Discussion Cycle 3**

- Reflecting on the factors that contributed to your decision to become a teacher – what needs to happen to encourage more people to choose teaching as their profession?

1:45 pm **Refreshment Break**

1:55 pm **Report back from Break-Out Rooms**

2:00 pm **Break-Out Room Discussion Cycle 4**

- What issues should the Provincial Government prioritize in the K-12 public education system which, if addressed, would have a positive impact on teacher recruitment and retention? Please state the issue(s) and how you think Government should address them.

2:45 pm **Report back from Break-Out Rooms**

2:50 pm **Closing Remarks**

- Tracy King, DM, Department of Education
- Trent Langdon, NLTA



From: Hollett, Nancy
Sent: Thursday, February 22, 2024 9:31 AM
To: Picco, Angela
Subject: RE: Teacher's Think Tank Agenda

s. 29(1)(a)

This looks great. [REDACTED]

Thanks,

Nancy

From: Picco, Angela <angelapicco@gov.nl.ca>
Sent: Wednesday, February 21, 2024 4:34 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: FW: Teacher's Think Tank Agenda
Importance: High

See attached.

Angela Picco (*shelherhers*)
Director of Communications
Department of Education
Government of Newfoundland and Labrador
Office: (709) 729-3879
Cell: (709) 687-4753
angelapicco@gov.nl.ca



From: Mackey, Patrick <PatrickMackey@gov.nl.ca>
Sent: Wednesday, February 21, 2024 4:33 PM
To: Picco, Angela <angelapicco@gov.nl.ca>
Subject: Teacher's Think Tank Agenda

Angela:

See attached agenda PDF for approval. If all is good, that file is good to go.

Cheers,
Pat

Patrick Mackey
Executive Council, Communications
Marketing and Brand Management
Government of Newfoundland and Labrador

From: Picco, Angela
Sent: Monday, February 12, 2024 12:10 PM
To: Hollett, Nancy
Subject: FW: 24069 - revised invitation for Virtual Teachers Think Tank
Attachments: 24069 Invitation - Virtual Teacher Think-tank.pdf, 24069 Invitation - Virtual Teacher Think-tank.jpg

Angela Picco (*she/her/hers*)

Director of Communications
Department of Education
Government of Newfoundland and Labrador
Office: (709) 729-3879
Cell: (709) 687-4753
angelapicco@gov.nl.ca



From: Mackey, Patrick <PatrickMackey@gov.nl.ca>
Sent: Monday, February 12, 2024 11:51 AM
To: Picco, Angela <angelapicco@gov.nl.ca>
Subject: 24069 - revised invitation for Virtual Teachers Think Tank

Angela:

See attached revised invitation for Virtual Teachers Think Tank in PDF & JPG formats.

Cheers,
Pat

Patrick Mackey
Executive Council, Communications
Marketing and Brand Management
Government of Newfoundland and Labrador
T 709.729.0075

INVITATION

Honourable Dr. Andrew Furey
Premier of Newfoundland and Labrador

Honourable Krista Lynn Howell
Minister of Education

and

Trent Langdon
President of the Newfoundland and Labrador Teachers' Association

Invite you to participate in a virtual Teachers Think Tank.

Friday, February 23, 2024

8:30 a.m. – 3:00 p.m. NST

Webex Meeting

(link will be supplied to those attending prior to the event)

The Teachers Think Tank is an opportunity to come together with colleagues to discuss issues and opportunities, and to help find solutions to address challenges facing teachers in Newfoundland and Labrador.

Please RSVP to teachersthinktank@gov.nl.ca on or before Wednesday, February 21, 2024.


**Newfoundland
&
Labrador**

INVITATION

Honourable Dr. Andrew Furey
Premier of Newfoundland and Labrador

Honourable Krista Lynn Howell
Minister of Education

and

Trent Langdon
President of the Newfoundland and Labrador Teachers' Association

Invite you to participate in a virtual Teachers Think Tank.

Friday, February 23, 2024

8:30 a.m. – 3:00 p.m. NST

Webex Meeting

(link will be supplied to those attending prior to the event)

The Teachers Think Tank is an opportunity to come together with colleagues to discuss issues and opportunities, and to help find solutions to address challenges facing teachers in Newfoundland and Labrador.

Please RSVP to teachersthinktank@gov.nl.ca on or before Wednesday, February 21, 2024.

From: McCabe, Meghan
Sent: Friday, February 9, 2024 3:48 PM
To: Hollett, Nancy
Cc: Pomeroy, Sonja
Subject: RE: 24069 - Virtual Teacher Think Tank Invitation

Grand, thank you!

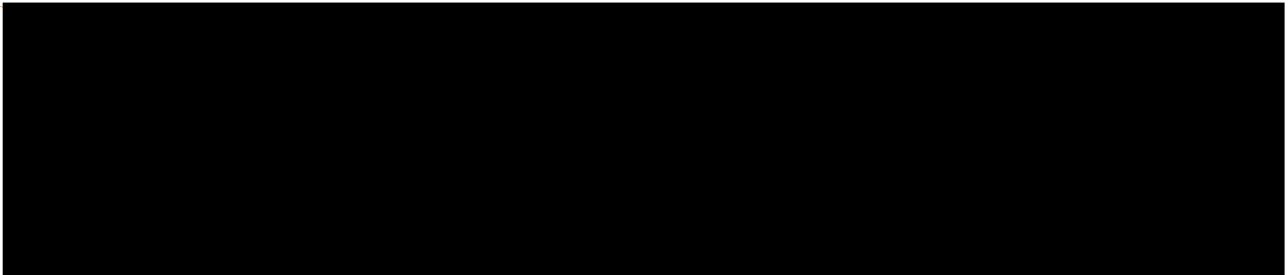
From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Friday, February 9, 2024 3:45 PM
To: McCabe, Meghan <MeghanMcCabe@gov.nl.ca>
Cc: Pomeroy, Sonja <SonjaPomeroy@gov.nl.ca>
Subject: Re: 24069 - Virtual Teacher Think Tank Invitation

I will have that change made.

On Feb 9, 2024, at 3:30 PM, McCabe, Meghan <MeghanMcCabe@gov.nl.ca> wrote:

Thanks, they look good!

s. 29(1)(a)



From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Friday, February 9, 2024 3:25 PM
To: McCabe, Meghan <MeghanMcCabe@gov.nl.ca>; Pomeroy, Sonja <SonjaPomeroy@gov.nl.ca>
Subject: FW: 24069 - Virtual Teacher Think Tank Invitation

Hi

Please see the attached invitation to the Teachers Think Tank.
If you're OK with it, we'll get them out.

Thanks,

Nancy

From: Jennifer Tulk <jtulk@nlta.ca>
Sent: Thursday, February 8, 2024 3:54 PM
To: Hollett, Nancy
Subject: Re: 24069 - Virtual Teacher Think Tank Invitation

Yes, I have it updated. I was just waiting on the student rep names.

I had to [REDACTED] Can I send in the am?

s. 29(1)(a)

Sent from my iPhone

On Feb 8, 2024, at 3:47 PM, Hollett, Nancy <NancyHollett@gov.nl.ca> wrote:

CAUTION: This email originated from outside the NLTA. Do not click links or open unexpected attachments unless you know the content is safe.

Are you able to send add the lives experience panel emails to the spreadsheet and send it back?

N

On Feb 8, 2024, at 2:07 PM, Jennifer Tulk <jtulk@nlta.ca> wrote:

Invite is all good from our perspective!

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Thursday, February 8, 2024 11:46 AM
To: Jennifer Tulk <jtulk@nlta.ca>
Subject: RE: 24069 - Virtual Teacher Think Tank Invitation

CAUTION: This email originated from outside the NLTA. Do not click links or open unexpected attachments unless you know the content is safe.

No problem at all.

From: Jennifer Tulk <jtulk@nlta.ca>
Sent: Thursday, February 8, 2024 11:44 AM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: RE: 24069 - Virtual Teacher Think Tank Invitation

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you receive the sender and know the content is safe.

Looks good to me. I'll run by Trent and Stefanie and get back to you.

Can I request sending tomorrow? I wanted to send a pre-invite message to our SICs so they know that only one person from their group is invited to attend!

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Thursday, February 8, 2024 11:42 AM
To: Jennifer Tulk <jtulk@nlta.ca>
Subject: FW: 24069 - Virtual Teacher Think Tank Invitation

CAUTION: This email originated from outside the NLTA. Do not click links or open unexpected attachments unless you know the content is safe.

This OK with you?

I will send either this afternoon or tomorrow morning, depending on when I get all the approvals.

Nancy

From: Hollett, Nancy
Sent: Thursday, February 22, 2024 3:00 PM
To: jtulk@nlta.ca
Subject: FW: 24089 - Teacher's Think Tank agenda - revised
Attachments: Teachers Think Tank.pdf

How does this one look?

Teachers Think Tank

AGENDA

February 23, 2024 • 8:30 am - 3:00 pm

8:30 am **Welcoming Remarks**

- Honourable Andrew Furey, Premier of Newfoundland and Labrador
- Honourable Krista Lynn Howell, Minister of Education
- Trent Langdon, President, NLTA

8:50 am **Housekeeping/Session Overview**

9:00 am **Lived Experience Panel #1 (4 members)**

- Krista Goulding, Bishop Field Elementary
- Beth Loder, Menihek High
- Chantal Hollett, Exploits Valley Intermediate
- Greg Williams, St. Peter's Junior High

9:30 am **Refreshment Break**

9:40 am **An Overview of Research Findings from Think Tank Questionnaire**

- Presentation by Joanne Hogan, Director of Evaluation and Research

10:00 am **Break-Out Room Discussion Cycle 1**

- Personally and/or based on what you have observed with colleagues – what are the top factors impacting teachers' mental health and well-being, and what are some tangible actions that could help improve teachers' mental health and well-being?

10:35 am **Updates on current recruitment and retention initiatives**

- Update from Andrew Hickey, SMO Human Resources, and Dan O'Brien, Recruiting Manager, Government of NL
- Update from Selena Mell, Directrice générale de l'éducation / Director of Education, CSFP

10:55 am **Refreshment Break**

11:05 am **Report back from Break-Out Rooms**



Teachers Think Tank **AGENDA**

11:10 am **Break-Out Room Discussion Cycle 2**

- Class size and composition have been identified through the questionnaire as a major concern for teachers – what focus areas need to be prioritized to effectively address the challenges presented by large class sizes and complex class compositions?

11:45 am **Break for lunch**

12:15 pm **Keynote Address**

- Heidi Yetman, President, Canadian Teachers' Federation

12:35 pm **Report back from Break-Out Rooms**

12:40 pm **Lived Experience Panel**

- Marie-Chantal Hurley, Ecole des Grand-Vents
- Brent Gill, St. Josephs All-Grade
- Dionne Snow, Elwood Regional High

1:10 pm **Break-Out Room Discussion Cycle 3**

- Reflecting on the factors that contributed to your decision to become a teacher – what needs to happen to encourage more people to choose teaching as their profession?

1:45 pm **Refreshment Break**

1:55 pm **Report back from Break-Out Rooms**

2:00 pm **Break-Out Room Discussion Cycle 4**

- What issues should the Provincial Government prioritize in the K-12 public education system which, if addressed, would have a positive impact on teacher recruitment and retention? Please state the issue(s) and how you think Government should address them.

2:45 pm **Report back from Break-Out Rooms**

2:50 pm **Closing Remarks**

- Tracy King, DM, Department of Education
- Trent Langdon, NLTA



From: Hollett, Nancy
Sent: Thursday, February 22, 2024 2:43 PM
To: Picco, Angela
Subject: FW: 24089 - Teacher's Think Tank Agenda REVISED
Attachments: Teachers Think Tank.pdf

s. 29(1)(a)

I was just told Bishop Field is spelled Bishop Field.

I'd like to send this my 3:30 if it's at all possible to have it corrected by then.

Thanks,

Nancy

From: Picco, Angela <angelapicco@gov.nl.ca>
Sent: Thursday, February 22, 2024 11:42 AM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: FW: 24089 - Teacher's Think Tank Agenda REVISED

Angela Picco (*she/her/hers*)
Director of Communications
Department of Education
Government of Newfoundland and Labrador
Office: (709) 729-3879
Cell: (709) 687-4753
angelapicco@gov.nl.ca



From: Mackey, Patrick <PatrickMackey@gov.nl.ca>
Sent: Thursday, February 22, 2024 11:06 AM
To: Picco, Angela <angelapicco@gov.nl.ca>
Subject: 24089 - Teacher's Think Tank Agenda REVISED

Angela:

See attached revised agenda.

Pat

Patrick Mackey
Executive Council, Communications
Marketing and Brand Management

From: Jennifer Tulk <jtulk@nlta.ca>
Sent: Thursday, February 22, 2024 1:23 PM
To: Hollett, Nancy
Subject: RE: 24089 - Teacher's Think Tank Agenda REVISED

Thanks!

I was just told Bishop Field is spelled Bishop Feild.

Not sure if its too late to make a change.

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Thursday, February 22, 2024 12:30 PM
To: Jennifer Tulk <jtulk@nlta.ca>
Subject: FW: 24089 - Teacher's Think Tank Agenda REVISED

CAUTION: This email originated from outside the NLTA. Do not click links or open unexpected attachments unless you know the content is safe.

Just got this back. I'm going to each lunch and then send it around.

Teachers Think Tank

AGENDA

February 23, 2024 • 8:30 am - 3:00 pm

8:30 am **Welcoming Remarks**

- Honourable Andrew Furey, Premier of Newfoundland and Labrador
- Honourable Krista Lynn Howell, Minister of Education
- Trent Langdon, President, NLTA

8:50 am **Housekeeping/Session Overview**

9:00 am **Lived Experience Panel #1**

- Krista Goulding, Bishop Feild Elementary
- Beth Loder, Menihek High
- Chantal Hollett, Exploits Valley Intermediate
- Greg Williams, St. Peter's Junior High

9:30 am **Refreshment Break**

9:40 am **An Overview of Research Findings from Think Tank Questionnaire**

- Presentation by Joanne Hogan, Director of Evaluation and Research

10:00 am **Break-Out Room Discussion Cycle 1**

- Personally and/or based on what you have observed with colleagues – what are the top factors impacting teachers' mental health and well-being, and what are some tangible actions that could help improve teachers' mental health and well-being?

10:35 am **Updates on current recruitment and retention initiatives**

- Update from Andrew Hickey, SMO Human Resources, and Dan O'Brien, Recruiting Manager, Government of NL
- Update from Selena Mell, Directrice générale de l'éducation / Director of Education, CSFP

10:55 am **Refreshment Break**

11:05 am **Report back from Break-Out Rooms**



Teachers Think Tank **AGENDA**

11:10 am **Break-Out Room Discussion Cycle 2**

- Class size and composition have been identified through the questionnaire as a major concern for teachers – what focus areas need to be prioritized to effectively address the challenges presented by large class sizes and complex class compositions?

11:45 am **Break for lunch**

12:15 pm **Keynote Address**

- Heidi Yetman, President, Canadian Teachers' Federation

12:35 pm **Report back from Break-Out Rooms**

12:40 pm **Lived Experience Panel**

- Marie-Chantal Hurley, Ecole des Grand-Vents
- Brent Gill, St. Josephs All-Grade
- Dionne Snow, Elwood Regional High

1:10 pm **Break-Out Room Discussion Cycle 3**

- Reflecting on the factors that contributed to your decision to become a teacher – what needs to happen to encourage more people to choose teaching as their profession?

1:45 pm **Refreshment Break**

1:55 pm **Report back from Break-Out Rooms**

2:00 pm **Break-Out Room Discussion Cycle 4**

- What issues should the Provincial Government prioritize in the K-12 public education system which, if addressed, would have a positive impact on teacher recruitment and retention? Please state the issue(s) and how you think Government should address them.

2:45 pm **Report back from Break-Out Rooms**

2:50 pm **Closing Remarks**

- Tracy King, DM, Department of Education
- Trent Langdon, NLTA



From: Andrew Hickey (HQ) <andrewhickey@nlschools.ca>
Sent: Monday, February 12, 2024 4:08 PM
To: Hollett, Nancy
Subject: Re: Code for Teachers

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Code 09 District Approved.
Please send me a list of teachers so we can approve them.

On Mon, Feb 12, 2024 at 4:05 PM Hollett, Nancy <NancyHollett@gov.nl.ca> wrote:

Hi

What code do I give teachers who are registering for the Think Tank?

Thanks.

Nancy

Nancy Hollett

Director of Communications - Integration

Department of Education

Government of Newfoundland and Labrador

Office: 709-729-0048 | Cell: 709-327-7878

E-Mail: NancyHollett@gov.nl.ca

3rd Floor, West Block

Confederation Building

P.O. Box 8700

St. John's, NL A1B 4J6

From: Hollett, Nancy
Sent: Monday, February 12, 2024 6:05 PM
To: Sherry Potter
Subject: RE: You Are Invited: Teachers Think Tank , Friday, February 23, 2024

HI

It's Code 09 District Approved.

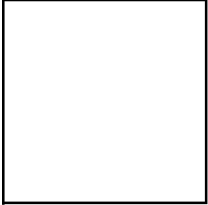
If you need anything further, please let me know.

Nancy

From: Sherry Potter <sherrypotter@nlschools.ca>
Sent: Monday, February 12, 2024 3:58 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: Re: You Are Invited: Teachers Think Tank , Friday, February 23, 2024

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Would you be able to share the Code we use for the Substitute Day so I can pass it along to my admin?



On Mon, 12 Feb 2024 at 15:54, Hollett, Nancy <NancyHollett@gov.nl.ca> wrote:

From: Hollett, Nancy
Sent: Tuesday, February 13, 2024 11:35 AM
To: Gregory Williams
Subject: RE: You Are Invited: Teachers Think Tank , Friday, February 23, 2024

HI

You should use "Code 09 District Approved".

Thanks
Nancy

From: Gregory Williams <gregorywilliams@nlschools.ca>
Sent: Tuesday, February 13, 2024 10:52 AM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: Re: You Are Invited: Teachers Think Tank , Friday, February 23, 2024

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nancy,
I have sent my RSVP to the Teacher Think Tank email account. Will I also be sent out a code for substitute time?
I would like to book my substitute as early as possible.
Thanks
Greg Williams

On Mon, Feb 12, 2024 at 3:54 PM Hollett, Nancy <NancyHollett@gov.nl.ca> wrote:

From: Hollett, Nancy
Sent: Tuesday, February 13, 2024 12:41 PM
To: Alison Edwards
Subject: RE: You Are Invited: Teachers Think Tank , Friday, February 23, 2024

Yes, please use code 09 District Approved.

Thanks.

Nancy

From: Alison Edwards <alisonedwards@nlschools.ca>
Sent: Tuesday, February 13, 2024 6:54 AM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>
Subject: Re: You Are Invited: Teachers Think Tank , Friday, February 23, 2024

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi there,

Will sub time be provided for the Think Tank?

Thank you,
Alison

On Mon, Feb 12, 2024, 3:54 p.m. Hollett, Nancy <NancyHollett@gov.nl.ca> wrote:

From: Noble, Tanya
Sent: Tuesday, February 20, 2024 2:58 PM
To: Hollett, Nancy, jtulk@nlta.ca
Cc: Mitchelmore, Nina, George, Kristina (EC-OPE)
Subject: Detailed Design
Attachments: Detailed Design -Teacher Think Tank DRAFT Feb 20 2024.docx

Hi,

Attached is the most recent Detailed Design with the questions included. We will run through at our meeting.

TN

Tanya Noble

Engagement Planner
Executive Council, Communication and Public Engagement Branch
Government of Newfoundland and Labrador

709-678-7588 | tanyanoble@gov.nl.ca

**Teacher Think Tank
Virtual Platform – WebEx
February 23, 2024**

Detail Design

8:00 Public Engagement and Planning (PEP) staff log on to begin room setups and trouble shooting

- Once in meeting the host (PEP) will:
 - Assign Host and Co-host to PEP staff
 - Participants are placed in lobby until host admits them
 - Enable cc (---)
 - Contacts:
 - PEP: Tanya Noble 709-678-7588, Nina Mitchelmore 709-457-7699, Kristina George 709-699-2044
 - Nancy Hollett 709-327-7878; Jennifer Tulk 709-682-3751

8:15 Departmental staff and then participants begin logging on – PEP

- Start admitting participants to the room. (NOTE when participants enter the room is to check mic and audio, etc. – instructions on screen)

8:25 Technology Highlights – PEP lead facilitator (Tanya Noble) – (5 min)

- The session will begin shortly.
 - If you experience technical difficulty throughout the session, please type in the chat box and PEP staff will reach out to you privately to help troubleshoot. Put PEP email -- in chat (also on screen) (--)

8:30 Opening Remarks – PEP lead facilitator (20 min)

- Good day everyone and welcome to our Virtual Think Tank on Teaching in NL. My name is Tanya Noble, with the Public Engagement and Planning Division and I'll be your facilitator for our virtual session today.
- My goal is to help ensure that we get through the agenda on time and that everyone gets to participate in some great discussion. Just a couple of highlights before we start:
 - There is an icon at the bottom left corner that turns on closed captioning option if you'd like to use it.
 - We ask that you keep your microphone muted when not speaking to reduce background noise and feedback.
 - I'll provide additional details throughout the session.
- Now I will call on the Premier to start our session (5min)
- Department of Education opening remarks (5 min)
 - I would now like to introduce the Minister Howell to bring some opening remarks.
 - Minister Howell will introduce Trent Landon for remarks.
- NLTA opening remarks (5 min)
 - Next, I would like to introduce Trent Langdon, President of the Newfoundland and Labrador Teachers Union.

- PEP Lead Facilitator thanks the Premier, Minister and Trent Langdon
 - Thank-you for your remarks.

8:50 Housekeeping - PEP lead facilitator (Tanya Noble) – (5 min)

- Just some quick housekeeping items before we get started:
 - There is an icon at the bottom left corner that turns on closed captioning option if you'd like to use it.
 - We ask that you keep your microphone muted when not speaking to reduce background noise and feedback. Should you forget, we have the capability to do it for you. You can unmute at any time when you wish to speak during the discussions when we move you to your breakout rooms, by clicking on the microphone icon on the bottom left of your screen.
 - I will also draw your attention to the raise hand icon at the bottom right of your screen. (this could also show as "more options" - If you have a question or a point of clarification is needed while in your discussion groups throughout the day, please use this raise hand icon. You can also raise your hand by hovering your cursor over your name in the participant list on the right.
 - Over the course of the session, we will be moving you to virtual small group discussions where everyone will have the opportunity to participate.
 - If you are comfortable, we ask that you turn on your video, especially when speaking, to help other participants identify who is speaking. To stop or start your video, simply use the button on the bottom of your screen.
 - You will see a button on the bottom right corner of your screen, labeled Chat. If you select that one, it will open a window that will allow you to view or participate in a group chat, visible to everyone in the virtual room. All comments from the virtual Chat will be provided to the department following today's session.
 - You can also select any individual participant from the drop down menu, to engage in a private chat.
 - Please use the chat feature at any point throughout the session if you have questions or technical issues and we will do our best to address your questions and assist with any technical issues.
 - If you lose connection at any time during the meeting, simply rejoin using the link provided in your invitation. When your connection returns you will be granted access to the room.
 - I would now like to draw your attention to the Privacy Policy. (SHOW SLIDE)
 - Please keep in mind that this is a public event. While we will take steps to ensure individuals are not identified in government documents, we cannot control what other participants may say outside this room.
 - Your views are being collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015.
 - If you have any questions about how this information will be collected, used and disclosed, please contact ??? via email at ?????
 - Please note that to respect the privacy of participants for these sessions, participants are not permitted to screenshot or record any part of the meeting.

- Finally, I'd like to make note of the contact information at the bottom of your screen for EAP. We realize that some of the topics and conversations we'll be participating in today may be difficult and challenging for some. So if at any time you need a break please feel free to do so and if you feel you need someone to talk to we have people available to talk to you.
- Here are the numbers for EAP:
 - EAP Coordinators:
 - Lori Hewitt (709) 733-3242
 - Kenda Riggs (709) 733-3265

8:55 Session Overview – PEP lead facilitator (??) – (5 min)

- Agenda Overview (including questions that will be discussed)
 - Over the course of this session we'll be hearing from two lived experience panels, we'll get a presentation on the results of the recent Think Tank questionnaire, we'll then be moving into discussion groups to let you tell us the challenges you are seeing and experiencing in your work with regards to recruitment and retention and we'll also hear from NL Schools and CSFP with updates on current recruitment and retention initiatives they are working on.
 - We also have a keynote speaker during lunch from the Canadian Teachers Federation
 - The agenda would have also been provided to you along with the link to this session

9:00 Lived Experience Panel (30 min)

- So let's jump right into the first item on our agenda and get started with our lived experience panel. Today we have 4 panelists to provide us with some perspectives from their daily work lives.
 - Krista Goulding, Bishop Field Elementary (7 min)
 - Beth Loder, Menihek High (7 min)
 - Marie-Chantal Hurley, Ecole des Grand-Vents (7 min)
 - Brent Gill, St. Josephs All-Grade (7 min)

9:30 Presentation - An Overview of Research Findings from Think Tank Survey (20 min)

- As most of you know, and probably participated in, there was a questionnaire hosted on engageNL a couple of weeks ago in preparation for the session today. I would now like to ask Joanne Hogan, Director of Evaluation and Research, Department of Education to provide us with an overview of the results.
 - Questionnaire results presentation (15 min)

9:50 BREAK (10 min)

- We'll now take a 10 break to stretch your legs and refresh your coffee. We will start again at 10:00 sharp with our 1st Discussion Cycle.

10:00 Transition to Breakout Discussions – PEP Lead Facilitator (5 min)

- We will now move to the virtual breakout room discussions. But before we do that, I wanted to go over some quick rules of engagement first.
 - Please mute your mic when not speaking to reduce background noise and feedback.
 - Be respectful of time when providing feedback to give everyone a chance to contribute.
 - Be respectful of differing opinions.
 - Don't interrupt other people when they're speaking (or attempt to speak over them).
 - Turn off all notifications and make sure your cell phone is on silent.
 - Try to make sure you are in a quiet area free from unnecessary distractions.
- Each room will have a facilitator and note taker who will guide the discussion and keep on track with time. During the discussion, notes will be taken and themed. This will be reported back at the end of the session. Throughout your discussion, DM Tracy King and NLTA President Trent Langdon will visit the breakout rooms to listen to the discussion.
- In your discussion (approximately 30 min) you will identify and discuss ???
- Once the 30 minutes have run out for discussion you will get a notification letting you know it is time to move to the next agenda item. When just one minute left in the discussion time before moving back to the main plenary room there will be a 60 second timer. Once that timer is up everyone will automatically be moved so hopefully no one gets cut off their conversation.
- If you run out of time, jot down your ideas and send to engagenl@gov.nl.ca
- I will now ask Nina Mitchelmore to put everyone in a break-out room for your discussions.

NOTE: Participants are placed in pre-determined break out rooms of approximately 8 participants. A facilitator and note taker will be in each individual room to guide discussions and to ensure equal opportunity for participants to raise their concerns.

- Send participants to breakout rooms (--)

10:05 Break-out Room Discussion 1 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Introduce self and Note Taker.

10:05 Discussion Cycle 1 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on the challenges presented on ???. (1 min)

Q1: From your personal experience, or based on what you have observed with colleagues - What are the top factors impacting teachers' mental health and well-being, and what are some tangible actions that could help improve teachers' mental health and well-being? (30 min)

Probing questions:

- Have you experienced violence and/or aggressive behaviour in the classroom and how does that impact your mental health and your ability to do your job?
- Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' to get each participant to share their top issue or challenge;
 - For the first go around ask the individual to introduce themselves (state their name)
 - Aim to identify the obstacles that need be overcome

NOTE: Any content questions or clarification, you can ask for help by clicking the button with three dots at the bottom of your screen which will notify ??? that you need help. If this does not work you can contact her using the WebEx Chat function.

NOTE: When the 1 min warning for break out session is concluding. Room facilitator to address this with participants informing them that there is less than one min left in our discussion and that once the timer ends, we will all be moved immediately/automatically to the main room with all participants.

10:35 Presentation – NLSchools and CSFP provide updates on current recruitment and retention initiatives. (20 min)

- Welcome back from your discussion, next we will hear from NLSchools and CSFP on their current recruitment and retention activities for the teaching profession.
 - Department of Education/NL Schools – Andrew Hickey, Senior Management Official of Human Resources (10 min)
 - CSFP – ??? (10 min)

10:55 BREAK (10 min)

- We'll now take a 10 min break to stretch your legs and refresh your coffee. We will start again at 11:05 sharp with a report back from our 1st Discussion Cycle.

11:05 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:

- Discussion Cycle 1

11:10 Break-out Room Discussion 2 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Send participants to breakout rooms (--)

11:10 Discussion Cycle 2 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on the challenges presented on recruitment and retention. (1 min)

Q2: Class size and composition have been identified through the questionnaire as a major concern for teachers - What focus areas need to be prioritized to effectively address the challenges presented by large class sizes and complex class compositions? (30 min)

Probing questions:

- What are some of the specific class composition issues you experience in your classroom/school?
- What do you see as a realistic approach to establish manageable class composition?
- Do you feel the inclusion model is properly resourced? What needs to happen to make that model functional?
- Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' to get each participant to share their top issue or challenge;
 - For the first go around ask the individual to introduce themselves (state their name)
 - Aim to identify the obstacles that need be overcome

11:40 Lunch

- We'll now take a 30 min lunch break. We will start again at 12:10 sharp with a keynote speaker.

12:10 Presentation - Heidi Yetman, President, Canadian Teachers Federation (30 min)**12:40 Report Back from Breakout Rooms (5 min)**

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 2

12:45 Lived Experience Panel (30 min)

- Let's get back into the session with our lived experience panel. Today we have 3 panelists to provide us with some perspectives from their daily work lives.
 - Chantal Hollett, Exploits Valley Intermediate (7 min)
 - Dionne Snow, Elwood Regional High (7 min)
 - Greg Williams, St. Peter's Junior High (7 min)

1:15 Break-out Room Discussion 3 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Send participants to breakout rooms (--)

1:15 Discussion Cycle 3 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on the challenges presented on recruitment and retention. (1 min)

Q3: Reflecting on the factors that contributed to your decision to become a teacher - What needs to happen to encourage more people to choose teaching as their profession? (30 min)**Probing questions:**

- How can the education system be reimagined to retain the professionals currently in the system and make teaching an attractive profession for new people?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' to get each participant to share their top issue or challenge;
 - For the first go around ask the individual to introduce themselves (state their name)
 - Aim to identify the obstacles that need be overcome

1:45 BREAK (10 min)

- We'll now take a 10 break to stretch your legs and refresh your coffee. We will start again at 1:55 sharp with a report back from our 3rd Discussion Cycle.

1:55 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 3

2:00 Break-out Room Discussion 4 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Send participants to breakout rooms (--)

2:00 Discussion Cycle 4 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on the challenges presented on recruitment and retention. (1 min)

Q4: What issues should the Provincial Government prioritize in the K-12 public education system which, if addressed, would have a positive impact on teacher recruitment and retention? Please state the issue(s) and how you think Government should address them? (30 min)

Probing questions:

- What should be the first action government takes following this Think Tank?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' to get each participant to share their top issue or challenge;
 - For the first go around ask the individual to introduce themselves (state their name)
 - Aim to identify the obstacles that need be overcome

2:45 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 4

2:50 Closing Remarks – (NLTA & Gov NL – possibly DM of Education) (5 min)

- Invite Trent Langdon/Tracy King
 - I would now like to ask ??? to bring some closing remarks to conclude our Virtual Think Tank.
- Thank you ???. And that concludes our session for today folks. Enjoy the rest of your day everyone.

2:55 Session concludes

Save chat box information (--)

From: Noble, Tanya
Sent: Wednesday, February 21, 2024 4:11 PM
To: Hollett, Nancy, Jennifer Tulk
Cc: George, Kristina (EC-OPE), Mitchelmore, Nina
Subject: Detailed Design - TTT
Attachments: Detailed Design -Teacher Think Tank DRAFT Feb 20 2024.docx

Hi,

See attached the latest version of the design. Not much changed – mainly the Tech (blue) assignments.

Talk tomorrow.

Tanya Noble

Engagement Planner
Executive Council, Communication and Public Engagement Branch
Government of Newfoundland and Labrador

709-678-7588 | tanyanoble@gov.nl.ca

**Teacher Think Tank
Virtual Platform – WebEx
February 23, 2024**

Detail Design - Draft

8:00 Public Engagement and Planning (PEP) staff log on to begin room setups and trouble shooting

- Once in meeting the host (PEP) will:
 - Assign Host and Co-host to PEP staff
 - Participants are placed in lobby until host admits them
 - Enable cc (Nina)
 - Contacts:
 - PEP: Tanya Noble 709-678-7588, Nina Mitchelmore 709-457-7699, Kristina George 709-631-8244
 - Nancy Hollett 709-327-7878; Jennifer Tulk 709-682-3751

8:15 Departmental staff and then participants begin logging on – PEP

- Start admitting participants to the room. (NOTE when participants enter the room is to check mic and audio, etc. – instructions on screen) - All

8:25 Technology Highlights – PEP lead facilitator (Charmaine Flynn) – (5 min)

- The session will begin shortly.
 - If you experience technical difficulty throughout the session, please type in the chat box and PEP staff will reach out to you privately to help troubleshoot.
 - Put PEP email (Kristina) in chat (also on screen) - (Tanya/Kristina)

8:30 Opening Remarks – PEP lead facilitator (Charmaine Flynn) (20 min)

- Good day everyone and welcome to our Virtual Think Tank on Teaching in NL. My name is Tanya Noble, with the Public Engagement and Planning Division and I'll be your facilitator for our virtual session today.
- My goal is to help us transition through the agenda and keep us on time. Just a couple of highlights before we start:
 - There is an icon at the bottom left corner that turns on closed captioning option if you'd like to use it.
 - We ask that you keep your microphone muted when not speaking to reduce background noise and feedback.
 - I'll provide additional details throughout the session.
- Now I will call on the **Premier, Honourable Andrew Furey**, to start our session. (5min)
- Thank-you Premier.
- Next, I will invite **Honourable Krista Howell, Minister of Education** to bring some opening remarks. (5 min)
- Thank-you Minister Howell

- And now, I would like to introduce **Trent Langdon, President of the Newfoundland and Labrador Teachers Union**. (5 min)
- PEP Lead Facilitator thanks the Premier, Minister and Trent Langdon
 - Thank-you for your remarks.

8:50 Housekeeping - PEP lead facilitator (Charmaine Flynn) – (5 min)

- Just some quick housekeeping items before we get started:
 - There is an icon at the bottom left corner that turns on closed captioning option if you'd like to use it.
 - We ask that you keep your microphone muted when not speaking to reduce background noise and feedback. Should you forget, we have the capability to do it for you. You can unmute at any time when you wish to speak during the discussions when we move you to your breakout rooms, by clicking on the microphone icon on the bottom left of your screen.
 - I will also draw your attention to the raise hand icon at the bottom right of your screen. (this could also show as "more options" - If you have a question or a point of clarification is needed while in your discussion groups throughout the day, please use this raise hand icon. You can also raise your hand by hovering your cursor over your name in the participant list on the right.
 - Over the course of the session, we will be moving you to virtual small group discussions where everyone will have the opportunity to participate.
 - If you are comfortable, we ask that you turn on your video, especially when speaking, to help other participants identify who is speaking. To stop or start your video, simply use the button on the bottom of your screen.
 - You will see a button on the bottom right corner of your screen, labeled Chat. If you select that one, it will open a window that will allow you to view or participate in a group chat, visible to everyone in the virtual room. All comments from the virtual Chat will be provided to the department following today's session.
 - You can also select any individual participant from the drop down menu, to engage in a private chat.
 - Please use the chat feature at any point throughout the session if you have questions or technical issues and we will do our best to address your questions and assist with any technical issues.
 - If you lose connection at any time during the meeting, simply rejoin using the link provided in your invitation. When your connection returns you will be granted access to the room.
 - I would now like to draw your attention to the Privacy Policy. (SHOW SLIDE)
 - Please keep in mind that this is a public event. While we will take steps to ensure individuals are not identified in government documents, we cannot control what other participants may say outside this room.
 - Your views are being collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015.

- If you have any questions about how this information will be collected, used and disclosed, please contact TeachersThinkTank@gov.nl.ca.
- Please note that to respect the privacy of participants for these sessions, participants are not permitted to screenshot or record any part of the meeting.
- Finally, I'd like to make note of the contact information at the bottom of your screen for EAP. We realize that some of the topics and conversations we'll be participating in today may be difficult and challenging for some. If at any time you need a break please feel free to do so and if you feel you need someone to talk to we have people available to talk to you.
- Here are the numbers for EAP: (SHOW SLIDE/ PLACE IN CHAT)
 - EAP Coordinators:
 - Lori Hewitt (709) 733-3242
 - Kenda Riggs (709) 733-3265

8:55 Session Overview – PEP lead facilitator (Tanya Noble) – (5 min)

- Agenda Overview (including questions that will be discussed)
 - Over the course of this session we'll be hearing from two lived experience panels, we'll get a presentation on the results of the recent Think Tank questionnaire, we'll then be moving into discussion groups to let you tell us the challenges you are seeing and experiencing in your work with regards to recruitment and retention and we'll also hear from Department of Education and CSFP with updates on current recruitment and retention initiatives they are working on.
 - We also have a keynote speaker during lunch from the President Canadian Teachers Federation.
 - The agenda would have also been provided to you along with the link to this session. (Note: keep in mind we may have to adjust our breaks)

9:00 Lived Experience Panel (30 min)

- Let's jump right into the first item on our agenda and get started with our lived experience panel. Today we have 4 panelists to provide us with some perspectives from their daily work lives.
 - Krista Goulding, Bishop Field Elementary (7 min)
 - Beth Loder, Menihek High (7 min)
 - Chantal Hollett, Exploits Valley Intermediate (7 min)
 - Greg Williams, St. Peter's Junior High (7 min)

9:30 BREAK (10 min)

- We'll now take a 10 break to stretch your legs and refresh your coffee. We will start again at 9:40 sharp with our 1st Discussion Cycle.

9:40 Presentation - An Overview of Research Findings from Think Tank Survey (20 min)

- As most of you know, and probably participated in, there was a questionnaire hosted on engageNL a couple of weeks ago in preparation for the session today. I would now like to ask Joanne Hogan, Director of Evaluation and Research, Department of Education to provide us with an overview of the results.
 - Questionnaire results presentation (20 min)

10:00 Transition to Breakout Discussions – PEP Lead Facilitator (Tanya)(5 min)

- We will now move to the virtual breakout room discussions. But before we do that, I wanted to go over some quick rules of engagement first.
 - Please mute your mic when not speaking to reduce background noise and feedback.
 - Be respectful of time when providing feedback to give everyone a chance to contribute.
 - Be respectful of differing opinions.
 - Don't interrupt other people when they're speaking (or attempt to speak over them).
 - Turn off all notifications and make sure your cell phone is on silent.
 - Try to make sure you are in a quiet area free from unnecessary distractions.
- Each room will have a facilitator and note taker who will guide the discussion and keep on track with time. During the discussion, notes will be taken and themed. This will be reported back at the end of the session. Throughout your discussion, DM Tracy King and NLTA President Trent Langdon and Stefanie Tuff, Executive Director, NLTA will visit the breakout rooms to listen to the discussion.
- In your discussion (approximately 30 min) you will discuss the top factors impacting teachers' mental health and well-being and what action can be taken to improve mental health and well-being of teachers.
- Once the 30 minutes have run out for discussion you will get a notification letting you know it is time to move to the next agenda item. When just one minute left in the discussion time before moving back to the main plenary room there will be a 60 second timer. Once that timer is up everyone will automatically be moved so hopefully no one gets cut off their conversation.
- If you run out of time, jot down your ideas and send to engagenl@gov.nl.ca. We will also place this email in the chat. (PLACE IN CHAT)
- I will now ask Nina Mitchelmore to put everyone in a break-out room for your discussions.

NOTE: Participants are placed in pre-determined break out rooms of approximately 8 participants. A facilitator and note taker will be in each individual room to guide discussions and to ensure equal opportunity for participants to raise their concerns.

- Send participants to breakout rooms (Nina).

- engagenl@gov.nl.ca in chat.

10:05 Break-out Room Discussion 1 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Introduce self and Note Taker.

10:05 Discussion Cycle 1 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on the challenges presented on ????. (1 min)

Q1: Personally and/or based on what you have observed with colleagues - What are the top factors impacting teachers' mental health and well-being, and what are some tangible actions that could help improve teachers' mental health and well-being? (30 min)

Probing questions:

- Have you experienced violence and/or aggressive behaviour in the classroom and how does that impact your mental health and your ability to do your job?
 - Share and discuss, and enter in worksheet/google doc.
 - For the first go around ask the individual to introduce themselves (state their name) and share there top factor and solution.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)
 - Aim to identify the factors impacting mental health and well-being and the actions to improve this.

NOTE: Any content questions or clarification, you can ask for help by clicking the button with three dots at the bottom of your screen which will notify Tanya Noble/Nancy Hollett that you need help. If this does not work you can contact her using the WebEx Chat function or text.

NOTE: When the 1 min warning for break out session is concluding. Room facilitator to address this with participants informing them that there is less than one min left in our

discussion and that once the timer ends, we will all be moved immediately/automatically to the main room with all participants.

10:35 Presentation – Department of Education and CSFP provide updates on current recruitment and retention initiatives. (20 min)

- Welcome back from your discussion, next we will hear from Department of Education and CSFP on their current recruitment and retention activities for the teaching profession.
 - Department of Education/NL Schools: (10 min)
 - Andrew Hickey, Senior Management Official of Human Resources, and
 - Dan O'Brien, Recruiting Manager
 - CSFP: (10 min)
 - Selena Mell, Director of Education, CSFP

10:55 BREAK (10 min)

- We'll now take a 10 break to stretch your legs and refresh your coffee. We will start again at 11:05 sharp with a report back from our 1st Discussion Cycle.

11:05 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 1

11:10 Break-out Room Discussion 2 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Send participants to breakout rooms (Nina)

11:10 Discussion Cycle 2 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on the challenges presented on recruitment and retention. (1 min)

Q2: Class size and composition have been identified through the questionnaire as a major concern for teachers - What focus areas need to be prioritized to effectively address the challenges presented by large class sizes and complex class compositions? (30 min)

Probing questions:

- What are some of the specific class composition issues you experience in your classroom/school?
- What do you see as a realistic approach to establish manageable class composition?

- Do you feel the inclusion model is properly resourced? What needs to happen to make that model functional?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)

11:40 Lunch

- We'll now take a 30 min lunch break. We will start again at 12:10 sharp with a keynote speaker.

12:10 Presentation - Heidi Yetman, President, Canadian Teachers Federation (30 min)

12:40 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 2

12:45 Lived Experience Panel (30 min)

- Let's get back into the session with our lived experience panel. Today we have 3 panelists to provide us with some perspectives from their daily work lives.
 - Marie-Chantal Hurley, Ecole des Grand-Vents (7 min)
 - Brent Gill, St. Josephs All-Grade (7 min)
 - Dionne Snow, Elwood Regional High (7 min)

1:15 Break-out Room Discussion 3 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Send participants to breakout rooms (Nina)

1:15 Discussion Cycle 3 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on the challenges presented on recruitment and retention. (1 min)

Q3: Reflecting on the factors that contributed to your decision to become a teacher - What needs to happen to encourage more people to choose teaching as their profession? (30 min)

Probing questions:

- How can the education system be reimagined to retain the professionals currently in the system and make teaching an attractive profession for new people?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)

1:45 BREAK (10 min)

- We'll now take a 10 break to stretch your legs and refresh your coffee. We will start again at 1:55 sharp with a report back from our 3rd Discussion Cycle.

1:55 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 3

2:00 Break-out Room Discussion 4 – Break-out Facilitators & Note Takers (30 min)

- Note Takers enter comments into a google form (theme team compiles highlights for report back when returned to main group).
- Breakout room Facilitator sets up discussion cycles. (1 min)
 - Send participants to breakout rooms (Nina)

2:00 Discussion Cycle 4 (30 min)

- Table facilitators ask participants to take a minute to write down their thoughts on the challenges presented on recruitment and retention. (1 min)

Q4: What issues should the Provincial Government prioritize in the K-12 public education system which, if addressed, would have a positive impact on teacher recruitment and retention? Please state the issue(s) and how you think Government should address them? (30 min)

Probing questions:

- What should be the first action government takes following this Think Tank?
 - Share and discuss, and enter in worksheet/google doc.
 - Do 1 'go-round' – record each comment/idea;
 - Then ask 'in addition to those individual ideas that have been shared, are there any others emerging for you?' (add into document/google form)

2:45 Report Back from Breakout Rooms (5 min)

- Lead facilitator reinforces that all ideas have been collected from the discussions.
 - Lead Facilitator reports highlights collected from:
 - Discussion Cycle 4

2:50 Closing Remarks – NLTA & Minister of Education (5 min)

- Invite Minister Howell(Tracy King), and Trent Langdon
 - I would now like to ask Minister Howell (Tracy King) to bring some closing remarks
 - Mr. Trent Langdon to conclude our Virtual Think Tank.
- Thank you. And that concludes our session for today folks. Enjoy the rest of your day everyone.

2:55 Session concludes

Save chat box information (Kristina/All)

From: Hollett, Nancy
Sent: Thursday, January 4, 2024 10:34 AM
To: Jennifer Tulk
Subject: Agenda
Attachments: Draft Agenda_Think Tank.docx

Hi Jennifer

This is the agenda that I had. I had started to fix it up for the TTT. I'll get the full nurses one for us as well, but this will help show how things got structured.

Nancy

Nancy Hollett

Director of Communications - Integration
Department of Education
Government of Newfoundland and Labrador

Office: 709-729-0048 | Cell: 709-327-7878

E-Mail: NancyHollett@gov.nl.ca

3rd Floor, West Block
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Teachers Think Tank

AGENDA

Date: ____, 2023**Time:** 9:00 am – 12:00 pm**Location:** Virtual

- | | | |
|----|--|----------|
| 1. | Welcoming Remarks

Premier
Minister
Trent Langdon | 9:00 am |
| 2. | Lived Experience Panel

• Members of the NLTA | 9:15 am |
| 3. | Discussion Cycle 1: Considering the lived experiences of the panelists, the research, and existing initiatives, what challenges exist to improve the recruitment and retention of teachers? | 10:50 am |
| 3. | An Overview of Research Findings from Think Tank Survey

? add report-back from DC #1 | 9:40 am |
| 4. | NLESD provides updates on recruitment and retention initiatives underway. | 9:55 am |
| 5. | Refreshment Break | 10:35 am |
| 6. | Discussion Cycle 1: Considering the lived experiences of the panelists, the research, and existing initiatives, what challenges exist to improve the recruitment and retention of teachers?? | 10:50 am |
| 7. | Wrap up and set up of Day 2. Somehow end with something positive? | 11:35 am |

Date: ____, 2022**Time:** 9:00 am – 12:00 pm

- | | | |
|-----|---|----------|
| 8. | Opening remarks | |
| 9. | Keynote Address: . | 9:10 am |
| 10. | Discussion Cycle 2 | 9:30 am |
| 11. | Refreshment Break | 10:15 am |
| 12. | Discussion Cycle 3 | 10:30 am |
| 13. | Discussion Cycle 4 | 11:15 am |
| 14. | Closing Remarks (NLTA & Gov NL – possibly ADM for Office of | 11:50 pm |

Teachers Think Tank

AGENDA

Date: _____, 2023

Recruitment and retention

Time: 9:00 am – 12:00 pm

Location: Virtual

From: Hollett, Nancy
Sent: Tuesday, February 13, 2024 4:51 PM
To: King, Tracy
Subject: Discussion Qs for TTT
Attachments: Teachers Think Tank Questions.docx

HI

Please see the attached for discussion.

Nancy

s. 29(1)(a)

Teachers Think Tank - February 23

▪



From: Jennifer Tulk <jtulk@nlta.ca>
Sent: Tuesday, February 13, 2024 8:37 AM
To: Hollett, Nancy
Subject: Agenda and Discussion Qs
Attachments: Agenda_Teachers Think Tank_Feb23 .docx, Teachers Think Tank Questions.docx

Hi Nancy,

Here is the revised agenda based on PEP's detailed agenda. I've also attached some potential draft questions from our folks.

Thinking we might want to discuss these at the meeting this am.

Thanks,
Jenn

Jennifer Tulk (she/her) | Communications Officer
Newfoundland and Labrador Teachers' Association
Tel: 709-726-3223, 1-800-563-3599 ext 228
Cell: 709-682-3751
jtulk@nlta.nl.ca
www.nlta.nl.ca

[SCENT POLICY](#) [MISSION STATEMENT](#) [CONFIDENTIALITY](#)

AGENDA

Teachers Think Tank

Date: February 23, 2024**Time: 8:30 am – 3:00 pm****Location: Virtual**

- | | |
|--|----------|
| 1. Welcoming Remarks | 8:30 am |
| <ul style="list-style-type: none"> • Honourable Andrew Furey, Premier of Newfoundland and Labrador • Honourable Krista Lynn Howell, Minister of Education, • Mr. Trent Langdon, President, NLTA | |
| 2. Housekeeping/Session Overview | 8:50 am |
| 3. Lived Experience Panel #1 (4 members) | 9:00 am |
| <ul style="list-style-type: none"> • Krista Goulding, Bishop Field Elementary • Beth Loder, Menihek High • Marie-Chantal Hurley, Ecole des Grand-Vents • Brent Gill, St. Josephs All-Grade | |
| 4. An Overview of Research Findings from Think Tank Survey | 9:30 am |
| <ul style="list-style-type: none"> • Presentation by Joanne Hogan, Director of Evaluation and Research | |
| 5. Refreshment Break | 9:50 am |
| 6. Break-Out Room Discussion Cycle 1 | 10:00 am |
| 7. Updates on current recruitment and retention initiatives. | 10:35 am |
| <ul style="list-style-type: none"> • Update from Andrew Hickey, SMO Human Resources • Update from CSFP | |
| 8. Refreshment Break | 10:55 am |
| 9. Report back from Break-Out Rooms | 11:05 am |
| 10. Break-Out Room Discussion Cycle 2 | 11:10 am |
| 11. Break for lunch. | 11:40 am |
| 12. Keynote Address | 12:10 pm |
| <ul style="list-style-type: none"> • Heidi Yetman, President, Canadian Teachers' Federation | |
| 13. Report back from Break-Out Rooms | 12:40 pm |
| 14. Lived Experience Panel | 12:45 pm |
| <ul style="list-style-type: none"> • Chantal Hollett, Exploits Valley Intermediate (pm) • Dionne Snow, Elwood Regional High (pm) • Greg Williams, St. Peter's Junior High (pm) | |
| 15. Break-Out Room Discussion Cycle 3 | 1:15 pm |
| 16. Refreshment Break | 1:45 pm |
| 17. Report back from Break-Out Rooms | 1:55 pm |

AGENDA

Teachers Think Tank

Date: February 23, 2024 **Time: 8:30 am – 3:00 pm**

Location: Virtual

18. Break-Out Room Discussion Cycle 4

2:00 pm

19. Report back from Break-Out Rooms

2:45 pm

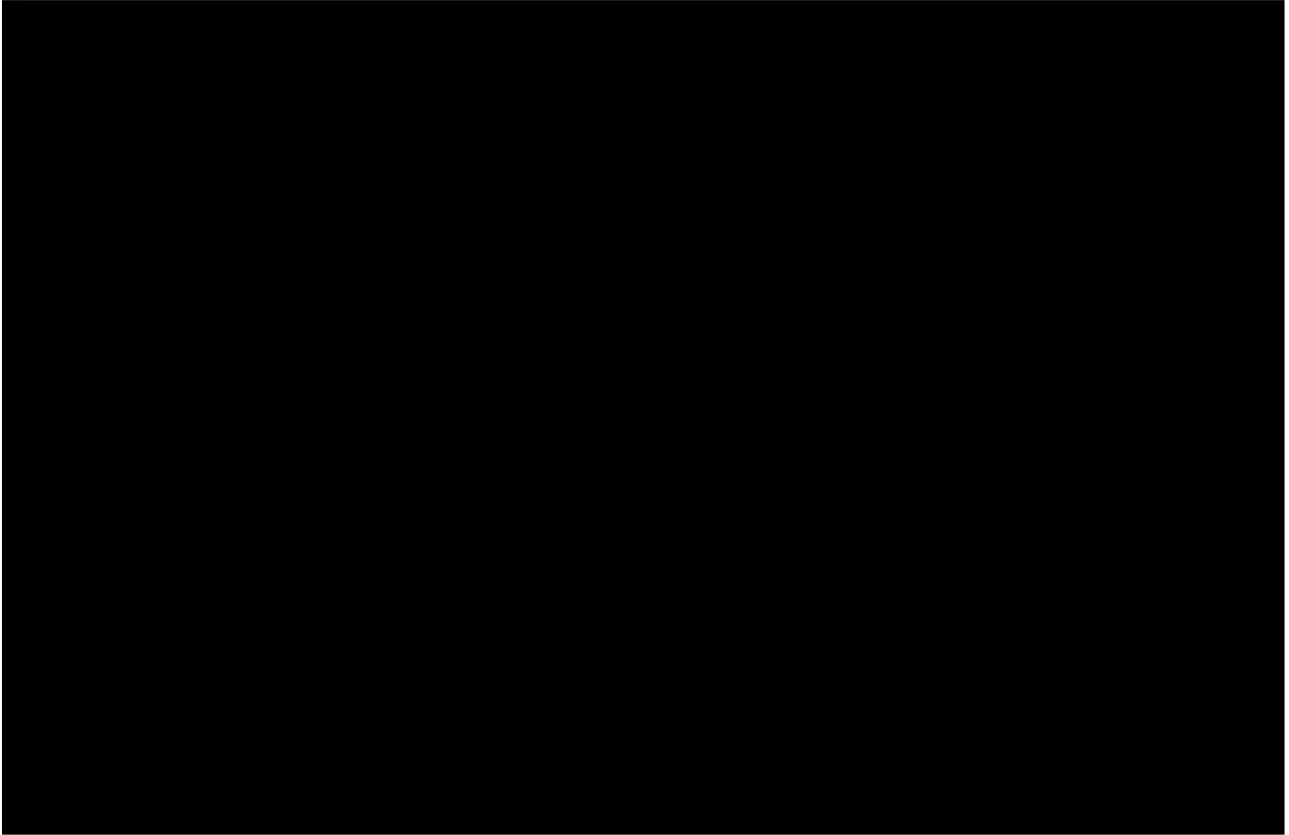
20. Closing Remarks

2:50 pm

- Minister Howell (or Tracy King, DM), Department of Education
- Trent Langdon, NLTA

s. 29(1)(a)

Teachers Think Tank - February 23



From: Jennifer Tulk <jtulk@nlta.ca>
Sent: Tuesday, February 20, 2024 4:01 PM
To: Noble, Tanya, Hollett, Nancy
Cc: Mitchelmore, Nina, George, Kristina (EC-OPE)
Subject: RE: Detailed Design
Attachments: Updated Agenda_Teachers Think Tank_Feb23_.docx

Here is the updated agenda, with the correct order of panel members, the discussion questions included and government and CSFP presenters.

Nancy, will your brand folks format this or will I get my graphic designer on it?

Thanks,
Jenn

From: Noble, Tanya <tanyanoble@gov.nl.ca>
Sent: Tuesday, February 20, 2024 2:58 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>; Jennifer Tulk <jtulk@nlta.ca>
Cc: Mitchelmore, Nina <ninamitchelmore@gov.nl.ca>; George, Kristina (EC-OPE) <KGeorge@gov.nl.ca>
Subject: Detailed Design

CAUTION: This email originated from outside the NLTA. Do not click links or open unexpected attachments unless you know the content is safe.

Hi,

Attached is the most recent Detailed Design with the questions included. We will run through at our meeting.

TN

Tanya Noble

Engagement Planner
Executive Council, Communication and Public Engagement Branch
Government of Newfoundland and Labrador

709-678-7588 | tanyanoble@gov.nl.ca

“This email and any attached files are intended for the sole use of the primary and copied addressee(s) and may contain privileged and/or confidential information. Any distribution, use or copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender.”

AGENDA

Teachers Think Tank

Date: February 23, 2024**Time: 8:30 am – 3:00 pm****Location: Virtual**

- | | |
|---|----------|
| 1. Welcoming Remarks | 8:30 am |
| <ul style="list-style-type: none"> • Honourable Andrew Furey, Premier of Newfoundland and Labrador • Honourable Krista Lynn Howell, Minister of Education • Mr. Trent Langdon, President, NLTA | |
| 2. Housekeeping/Session Overview | 8:50 am |
| 3. Lived Experience Panel #1 (4 members) | 9:00 am |
| <ul style="list-style-type: none"> • Krista Goulding, Bishop Field Elementary • Beth Loder, Menihek High • Chantal Hollett, Exploits Valley Intermediate • Greg Williams, St. Peter's Junior High | |
| 4. Refreshment Break | 9:30 am |
| 5. An Overview of Research Findings from Think Tank Questionnaire | 9:40 am |
| <ul style="list-style-type: none"> • Presentation by Joanne Hogan, Director of Evaluation and Research | |
| 6. Break-Out Room Discussion Cycle 1 | 10:00 am |
| <ul style="list-style-type: none"> • <i>Personally and/or based on what you have observed with colleagues – what are the top factors impacting teachers' mental health and well-being, and what are some tangible actions that could help improve teachers' mental health and well-being?</i> | |
| 7. Updates on current recruitment and retention initiatives. | 10:35 am |
| <ul style="list-style-type: none"> • Update from Andrew Hickey, SMO Human Resources, and Dan O'Brien, Recruiting Manager, Government of NL • Update from Selena Mell, Directrice générale de l'éducation / Director of Education, CSFP | |
| 8. Refreshment Break | 10:55 am |
| 9. Report back from Break-Out Rooms | 11:05 am |
| 10. Break-Out Room Discussion Cycle 2 | 11:10 am |
| <ul style="list-style-type: none"> • <i>Class size and composition have been identified through the questionnaire as a major concern for teachers – what focus areas need to be prioritized to effectively address the challenges presented by large class sizes and complex class compositions?</i> | |
| 11. Break for lunch. | 11:45 am |
| 12. Keynote Address | 12:15 pm |
| <ul style="list-style-type: none"> • Heidi Yetman, President, Canadian Teachers' Federation | |
| 13. Report back from Break-Out Rooms | 12:35 pm |
| 14. Lived Experience Panel | 12:40 pm |

AGENDA

Teachers Think Tank

Date: February 23, 2024 Time: 8:30 am – 3:00 pm Location: Virtual

- Marie-Chantal Hurley, Ecole des Grand-Vents
- Brent Gill, St. Josephs All-Grade
- Dionne Snow, Elwood Regional High

15. Break-Out Room Discussion Cycle 3 1:10 pm

- *Reflecting on the factors that contributed to your decision to become a teacher – what needs to happen to encourage more people to choose teaching as their profession?*

16. Refreshment Break 1:45 pm

17. Report back from Break-Out Rooms 1:55 pm

18. Break-Out Room Discussion Cycle 4 2:00 pm

- *What issues should the Provincial Government prioritize in the K-12 public education system which, if addressed, would have a positive impact on teacher recruitment and retention? Please state the issue(s) and how you think Government should address them?*

19. Report back from Break-Out Rooms 2:45 pm

20. Closing Remarks 2:50 pm

- Tracy King, DM, Department of Education (or Minister Howell)
- Trent Langdon, NLTA

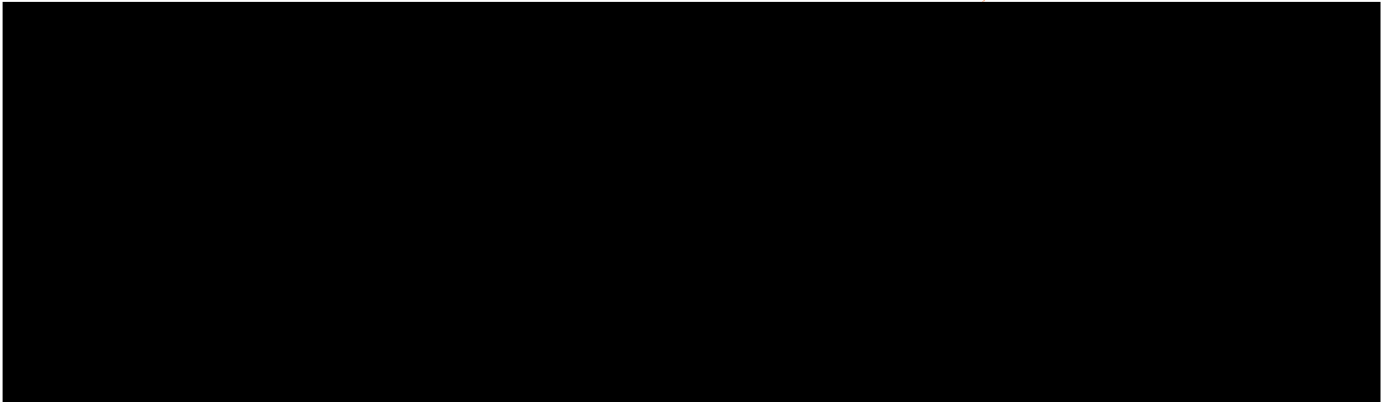
From: King, Tracy
Sent: Wednesday, January 3, 2024 10:29 AM
To: Hollett, Nancy
Subject: Fwd: EDU Engagement and Consultation Plan
Attachments: EDU Think Tank Engagement and Consultation Plan DRAFT (1).docx

Tracy King
Deputy Minister
Office of Indigenous Affairs and Reconciliation
Department of Labrador Affairs
Department of Education
709-729-7487

Begin forwarded message:

From: "Bock, Allan" <AllanBock@gov.nl.ca>
Date: January 3, 2024 at 10:15:02 AM NST
To: "King, Tracy" <tracyking@gov.nl.ca>
Cc: "Barnes, Jennifer" <JenniferBarnes@gov.nl.ca>
Subject: FW: EDU Engagement and Consultation Plan

s. 29(1)(a)



From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Tuesday, January 2, 2024 4:47 PM
To: Bock, Allan <AllanBock@gov.nl.ca>; Rehma, Khadija <KhadijaRehma@gov.nl.ca>; Dicks-Peyton, Kathy <KathyDicksPeyton@gov.nl.ca>
Subject: EDU Engagement and Consultation Plan

Hi everyone

I have attached an Engagement Plan that needs to be reviewed by IAR, DPO and WGE.
Would you be able to forward to the best person in your area to have a look at this for us and let me know if there are any suggested edits?

Thank you so much.

Nancy

PS Khadija, I tried to add Gayle to the list, but I couldn't find her in the directory today. If you could let her know about this request, I'd greatly appreciate it.

Nancy Hollett

Director of Communications - Integration
Department of Education
Government of Newfoundland and Labrador

Office: 709-729-0048 | Cell: 709-327-7878
E-Mail: NancyHollett@gov.nl.ca

3rd Floor, West Block
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

**Engagement and Consultation Plan
Teachers Think Tank
Department of Education**

Issue Statement

- The Newfoundland and Labrador Teachers' Association (NLTA) have indicated teacher shortages as a key issue impacting classrooms. Recruitment and retention of public school teachers is a priority for the Department of Education.

Objective(s)

- The Teachers Think Tank will provide a dedicated forum to hear directly from teachers and determine opportunities to address those challenges head on.
- The goal of the Think Tank is to have solutions-focused discussions that will help strategize innovative short- medium- and long-term measures to build on the recently ratified collective agreement and ultimately improve the retention and recruitment of teachers in Newfoundland and Labrador.

Target Audiences

External Audiences

- Newfoundland and Labrador Teachers' Association
- Educators
- Parents/Guardians
- Students
- Newfoundland and Labrador Federation of School Councils
- Opposition MHAs

Internal Audiences

- Department of Education
- Treasury Board Secretariat
- Premier's Office
- Office of Women and Gender Equality

Public Environment Scan and Background

- The NLTA has been vocal about its concerns and need for a long-term plan for education in the province, including the recruitment and retention of teachers. In October 2022, the Association issued a news release indicating that they were troubled by the impact of staff shortages in K-12 schools. The President said that he hears daily from members who are discouraged by the struggle to meet student needs in their schools. He said there are schools with multiple vacant teaching positions, including Instructional Resource teachers, guidance counsellors and others being reassigned due to lack of substitutes and absent student assistants. <https://www.nlta.nl.ca/wp-content/uploads/2022/10/NLTA-Troubled-by-Impact-of-Staff-Shortages-Oct-13-2022.pdf>

- In November 2022, the association issued a news released calling for action to address teacher recruitment and retention in the province. The NLTA wants a comprehensive approach to address the recruitment, retention and resourcing issues that are impacting schools. The president acknowledged that recruitment incentives have been offered for a small number of hard to fill teaching positions, but there has been no confirmed, clearly communicated, consistent approach for such situations and no action to address retention. <https://www.nlta.nl.ca/wp-content/uploads/2022/11/NLTA-Calls-for-Action-to-Address-Teacher-Redruitment-Nov-21-2022.pdf>
- On Budget Day (March 24, 2023), the President of the NLTA was featured in a budget reaction article on CBC and said that there wasn't enough money to address the educational system's problems with recruitment and retention. He called it a very small section on education and again called for a deep need for a comprehensive long-term strategy to address recruitment and retention issues. He said there will be some positions come into the teacher workforce – a positive – but they're dealing with teacher shortages, hard-to-fill positions, and it's a bigger issue than just some money. <https://www.cbc.ca/news/canada/newfoundland-labrador/nl-budget-reax-1.6788425>
- In April 2023, the NLTA issued a news release in response to comments made by the Minister of Education regarding staffing shortages in Labrador West schools. According to the news release, the Minister had referenced that there was only the equivalent of one teaching position (one half-time and two-quarter time positions) vacant in the region. The association president said the 'staffing shortfall' to use the Minister's language, in this one school alone exceeds the number he referenced for the entire region, which includes three English schools and one French school. <https://www.nlta.nl.ca/wp-content/uploads/2023/04/NLTA-Shocked-by-Ministers-Comments-Apr-28-2023.pdf>
- On December 14, 2023 the Minister of Education and the NLTA announced that they will host a Teachers Think Tank in early 2024 to inform further initiatives to support the recruitment and retention of teachers in the province. The Think Tank will include educators, as well as the Provincial Government, the NLTA and academia. <https://www.gov.nl.ca/releases/2023/education/1214n01/>
- The announcement of the Teachers Think Tank received mixed media coverage by all media outlets. While teachers and unions were generally positive, the New Democratic Party has viewed it negatively.

<https://ntv.ca/province-announces-teachers-think-tank-to-be-held-in-new-year/>

<https://www.cbc.ca/news/canada/newfoundland-labrador/nl-nlta-think-tank-1.7059555>

<https://www.saltwire.com/atlantic-canada/news/weve-been-waving-this-flag-for-a-long-time-nl-government-and-union-plan-teachers-think-tank-for-early-next-year-100921320/>

- In September 2023, a CBC article highlighted the need to fill dozens of teacher vacancies in Labrador as the new school year began. The Minister was featured indicating that staff have been working to try and fill some of the positions and were at various stages of appointments. The article pointed out that the Provincial Government is working on a recruitment and retention plan with the NLTA. The President of the NLTA said that there's also a shortage of substitutes. He said kids are struggling and strains on the greater education system will be more evident. <https://www.cbc.ca/news/canada/newfoundland-labrador/nl-teacher-shortage-1.6958133>
- CBC aired an interview from a retired teacher that called the “underfunded and under-resourced inclusion model in schools is creating a monster”. The teacher indicated that during his career a student punched him and broke his finger. The teacher said there are many problems with the education system and without proper resources, he said educators are often left in challenging predicaments with little support. The President of the NLTA said a lack of resources isn't allowing teachers or schools to properly help children with behavioural challenges. <https://www.cbc.ca/player/play/2291902019790>
- The topic made it to the floor of the House of Assembly during Question Period in 2023.
- During the Spring 2023 session (May 1, 2023) of the House of Assembly, the opposition questioned the now former Minister as to why he wasn't taking action to address systemic teacher shortages in Labrador West. The Minister announced that of the English School District positions, there were 101 filled positions and there are currently two quarter-time positions and one half-time position vacant. For the Francophone school board, there is one quarter-time position vacant out of a total of five and a quarter. The Minister acknowledged challenges with substitutes and are working with the school district to increase that recruitment and retention and acknowledged, also, that support staff is a challenge.
- The Third Party also questioned the now former Minister on May 2, 2023 about a shortage of substitutes, lack of classroom supports and unfilled teaching positions which add up to an unstable learning environment. The Minister responded indicating that work has been ongoing with the Faculty of Education and the NLTA on recruitment and retention. There are significant incentives offered for teachers to go to rural, remote and Labrador schools. He said they are conscious of the difficulties in recruiting support staff, but there are labour challenges across the whole market.

- On May 4, 2023, the Third Party Member for Labrador West asked if support staff and union reps in the schools in that area have an opportunity to present their issues directly to the department Assistant Deputy Minister when they visit the following week. The now former Minister responded indicating the important role that the NLTA plays in these types of situations and would be bringing it up with the President in a meeting scheduled for later that same day. The Minister said he would be interested in hearing views on teaching from anyone, but to leave out the NLTA is a disservice to them.
- During the Fall 2023 session (November 2, 2023) of the House of Assembly, the current Minister of Education was asked by the Official Opposition critic in Question Period about a parent whose child is receiving less time with their Instructional Resource teachers than they were allocated. They asked should a parent pay out of pocket because the approved resources are not available. As part of her response, the Minister said they are working with the NLTA on a plan for recruitment and retention for all qualified educators in the province. This year there has been a great uptake in teachers in some of our hard-to-fill positions, with initiatives undertaken as part of the plan to fill some of the harder-to-fill positions.

Strategic Considerations and Analysis

- The Teachers Think Tank will include educators, as well as the Provincial Government, the Newfoundland and Labrador Teachers' Association and academia. The goal of the Think Tank is to have solutions-focused discussions that will help strategize innovative short- medium- and long-term measures to build on the recently ratified collective agreement and ultimately improve the retention and recruitment of teachers in Newfoundland and Labrador.
- Teachers are important and help to shape the future generation of Newfoundlanders and Labradorians. It is vital that the Provincial Government works collaboratively with stakeholders like the Newfoundland and Labrador Teachers' Association to appropriately address challenges related to recruitment and retention of teachers.
- A collective agreement with the NLTA has been signed, which outlines various incentives such as financial measures to support recruitment and retention, and to recognize the important role that teachers play.
- The Department of Education and the Newfoundland and Labrador English School District took steps in 2023 to support a successful recruitment process to fill teacher vacancies, including providing teacher allocations earlier in the year and offering financial incentives for hard-to-fill positions.
- The Teachers Think Tank is another way that the Department and the NLTA can work together to identify issues beyond financial or contractual measures to support recruitment and retention of teachers.

- The integration of the Newfoundland and Labrador English School District into government occurred on January 1, 2024. Teacher hiring is now the responsibility of the Department of Education.
- This is a politically sensitive topic with the NDP weighing in to criticize the Think Tank when it was announced.

Key Messages

- Our government has acknowledged that, like many other professions, teachers are facing recruitment and retention challenges that need to be addressed.
- The Teachers Think Tank will allow us to hear directly from teachers and determine opportunities to address those challenges head on.
- We want to connect with people from the education field, as well as government, the NLTA, and academia to have solutions-focused discussions. These conversations will build on the recently ratified collective agreement and ultimately improve the retention and recruitment of teachers in Newfoundland and Labrador.
- Teachers are important and help shape the future generation of Newfoundlanders and Labradorians.
- It is vital that we work collaboratively with stakeholders like the NLTA to ensure that we are addressing challenges related to recruitment and retention of teachers.

Approach

The consultation will use a phased approach, whereby results from phase one will guide discussions during phase two.

Phase One: Online Questionnaire

- Working in collaboration with the Public Engagement and Planning (PEP) division, the Department of Education and NLTA will undertake a process for NLTA members to provide views through the engageNL website. Engagement activities through engageNL shall include, both English and French versions:
 - Developing an engageNL landing page to host background information and outline ways to participate.
 - Developing an online questionnaire hosted on engageNL.
- Consideration may also be given to allow certified teachers in Newfoundland and Labrador who are not NLTA members to provide input through email.

Phase Two: Virtual Consultations

- Engagement with the teaching sector will be undertaken through a one-day virtual think tank session that will be facilitated by PEP.
- Information collected from phase one will inform discussion breakouts for the virtual session conducted during phase two of the consultations. Phase two will seek to validate information gathered during phase one of the consultations and build upon it to identify short and long term solutions to issues and concerns relating to teacher recruitment and retention.
- PEP will capture and provide the findings from the session to the Department of Education and the NLTA. Information from the Think Thank will be used to create initiatives to support teacher recruitment and retention
- Requests for accommodation will be addressed on a case-by-case basis in consultation with the Disability Policy Office (DPO) or applicable government department.

Role of the Public Engagement and Planning Division

The Public Engagement and Planning Division (PEP) has been engaged in the planning process from its initial stages and is supportive of the approach proposed in this plan.

PEP will support the design, development (including question design), delivery and facilitation as required for each component of the consultation and engagement approach including:

- Development and hosting of a pre-session questionnaire;
- Facilitation and technical support of virtual session;
- Question development for the “discussion rounds;” and,

PEP will assist EDU in the finalization of the agenda, manage the feedback received from the virtual session, and conduct a high-level analysis of the responses/data.

Engagement Resources and Materials

- PEP, in conjunction with the Department of Education and the NLTA, will develop an online questionnaire hosted on engageNL that will be distributed in advance of the virtual think tank.
- Department of Education and the NLTA will provide a background summary/introduction to the questionnaire on the engageNL site.
- Materials will be made available to participants in advance of the online sessions, including the agenda for the day. They will also include an overview of the current teaching environment, feedback from the online questionnaire hosted on engageNL, areas that will be explored, and provide any relevant cross-jurisdictional information.
- The virtual session is expected to be discussions that allow for unique perspectives, based on the participants' work and lived experiences.
- Materials will be sent to the DPO for review for accessibility with the Inclusive Public Engagement Policy.
- Department of Education and the NLTA will provide facilitators and notetakers for the event. The Office of Women and Gender Equality will be engaged to provide guidance and support on Gender Based Analysis Plus.

Privacy Policy

- A Preliminary Privacy Impact Assessment (PIIA) will be developed for this consultation process. Participants will be notified that their information will be collected for the purposes of gathering feedback on future initiatives regarding recruitment and retention for teachers in the province. Personal information will not be collected. Any feedback which is provided to the department and contains personal information will be kept in accordance with the provisions of **ATIPPA, 2015**.

Schedule

- The questionnaire will be posted online no later than January 16, 2024. It will be in English and French and will only be available to those who are given a specific code to access it.
- The one-day virtual Think Tank is expected to take place February 14, 15 or 16, 2024. Date to be confirmed with Premier's Office.

Communication/Marketing

- The NLTA will share a link to the engagement and a code that allows participants to bypass the need for engageNL account directly to teachers.
- Multiple notifications will be provided.

Minister/MHA Involvement

- The Premier and Minister of Education will bring greetings to the Teachers Think Tank and set the stage for the day's activities.

Recording, Reporting and Reflection of Stakeholder Input

- Data from the questionnaire will be shared with the participants in advance of the Think Tank and during a session at the event.
- Feedback will be shared during the Think Tank following each breakout session.
- No video or audio recordings will take place and no identifying information will be collected.
- Information received during the Think Tank will be used to create short- medium- and long-term strategies to address issues around the recruitment and retention of teachers.

Media Policy

- Media will not be invited to attend the session.
- The Premier, Minister and NLTA President will hold an availability at the conclusion of the event.

Approval Process

- Multiple drafts of the plan may be necessary beyond those indicated in the graphic below. There is no restriction on the number of draft versions of the plan.



Step 1

APPROVAL LEVEL

- PEP Planners, Dept. lead
- DRAFT 1



Step 2

APPROVAL LEVEL

- Dept. Executive feedback (DM/ADM)
- DRAFT 1+



Step 3

APPROVAL LEVEL

- PEP Director feedback to Dept. lead
- DRAFT 2



Step 4

APPROVAL LEVEL

- Dept. Executive (DM/ADM) gives approval
- DRAFT 3



Step 5

APPROVAL LEVEL

- PEP Executive reviews with ADM feedback
- DRAFT 3+



Step 6

- PEP ADM approval
- Dept. seeks PO approval
- Dept. lead updates PEP
- FINAL

Prepared: Nancy Hollett
Date:
Reviewed: Scott Linehan, ADMF
Date:
Approved:
Date:

From: Hollett, Nancy
Sent: Tuesday, January 16, 2024 12:42 PM
To: McCabe, Meghan, Pomeroy, Sonja
Cc: Sorensen, David, Barfoot, Scott
Subject: RE: EDU Think Tank Engagement and Consultation Plan JAN 12.docx

Thank you.

From: McCabe, Meghan <MeghanMcCabe@gov.nl.ca>
Sent: Tuesday, January 16, 2024 12:42 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>; Pomeroy, Sonja <SonjaPomeroy@gov.nl.ca>
Cc: Sorensen, David <DavidSorensen@gov.nl.ca>; Barfoot, Scott <ScottBarfoot@gov.nl.ca>
Subject: RE: EDU Think Tank Engagement and Consultation Plan JAN 12.docx

Helps to actually attach... sorry!!

From: McCabe, Meghan
Sent: Tuesday, January 16, 2024 12:41 PM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>; Pomeroy, Sonja <SonjaPomeroy@gov.nl.ca>
Cc: Sorensen, David <DavidSorensen@gov.nl.ca>; Barfoot, Scott <ScottBarfoot@gov.nl.ca>
Subject: RE: EDU Think Tank Engagement and Consultation Plan JAN 12.docx

Thanks!

s. 29(1)(a)

This looks good to me, comprehensive!

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Friday, January 12, 2024 4:14 PM
To: McCabe, Meghan <MeghanMcCabe@gov.nl.ca>; Pomeroy, Sonja <SonjaPomeroy@gov.nl.ca>
Cc: Sorensen, David <DavidSorensen@gov.nl.ca>; Barfoot, Scott <ScottBarfoot@gov.nl.ca>
Subject: EDU Think Tank Engagement and Consultation Plan JAN 12.docx

Hi Meghan and Sonja

Please see the attached engagement and consultation plan for the Teachers Think Thank survey and workshop for your review and approval.

Regards,

Nancy

Nancy Hollett
Director of Communications - Integration
Department of Education
Government of Newfoundland and Labrador

Office: 709-729-0048 | Cell: 709-327-7878
E-Mail: NancyHollett@gov.nl.ca

3rd Floor, West Block
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Batch 8 (160 of 172)

From: Hollett, Nancy
Sent: Wednesday, January 24, 2024 2:11 PM
To: Noble, Tanya, George, Kristina (EC-OPE), Mitchelmore, Nina
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

They want another PPIA for the actual Think Tank.
Maybe we can have a quick chat about tomorrow.

N

From: Noble, Tanya <tanyanoble@gov.nl.ca>
Sent: Wednesday, January 24, 2024 11:57 AM
To: Hollett, Nancy <NancyHollett@gov.nl.ca>; George, Kristina (EC-OPE) <KGeorge@gov.nl.ca>; Mitchelmore, Nina <ninamitchelmore@gov.nl.ca>
Subject: RE: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Thanks. We are almost to the finish line!!!

From: Hollett, Nancy <NancyHollett@gov.nl.ca>
Sent: Wednesday, January 24, 2024 11:48 AM
To: George, Kristina (EC-OPE) <KGeorge@gov.nl.ca>; Noble, Tanya <tanyanoble@gov.nl.ca>; Mitchelmore, Nina <ninamitchelmore@gov.nl.ca>
Subject: FW: PPIA Checklist Teachers Think Tank Engagement - January 11.xlsx

Approved PPIA attached.

Public Engagement PPIA

This checklist is to be completed by public bodies and submitted to the ATIPP Office electronically. If you need assistance completing this PPIA, please contact the Senior Privacy Analyst assigned to your public body, or call the ATIPP Office at 729-7072 or email: ATIPPOffice@gov.nl.ca .

GENERAL INFORMATION

Name of Engagement Activity: **Teachers Think Tank**

Public Body: **Education**

Contact Name: Nancy Hollett

Contact Title: Director of Communications - Integration

Contact Phone Number: 709-729-0048

Contact Email: NancyHollett@gov.nl.ca

PPIA Completed By: Nancy Hollett

Title: Director of Communications - Integration

Phone Number: 709-729-0048

Email: NancyHollett@gov.nl.ca

Date PPIA Completed: 12-Jan-24

PROJECT OVERVIEW

1 Which of the following best describes this project?

- One time engagement
- New annual or ongoing engagement
- Existing annual or ongoing engagement

Other

2 Briefly describe the topic of this engagement activity

- The Teachers Think Tank will provide a dedicated forum to hear directly from teachers and determine opportunities to address those challenges head on.
- The questionnaire is the phase one of the engagement process.

3 Who will you be collecting responses from? Select all that apply

- General Public
- Targeted stakeholder groups - Educators and Parents/Guardians from school catchment area.
- Individuals in their professional capacity
- Other

4 How will the engagement activity be conducted? Select all that apply

- Online form
- Online engagement document with emailed responses
- Public engagement sessions
- Stakeholder sessions by invite
- Other

Comments:

4A If conducted in person, will any accommodations or allergy notices be requested?

- Yes
- No
- Unknown

5 What questions will you ask in the engagement activities? Please list all questions or attach the engagement document. Make sure to also include any demographic information you plan to collect.

as attached

COLLECTION of PERSONAL INFORMATION

6 Will you be collecting the names of individuals who participate in the engagement activity(ies)?

- Yes, our records will contain the names connected with the opinions or other information of those responding
- We will have a list of those responding or attending sessions, but not who said what
- No
- Other (please describe)

6A Are you collecting any other information that can be used to identify someone (eg. email address, etc.). If so, please list this information

People will participate with access code. No accounts will be required.

7 Are opinions being collected in a personal or professional capacity?

- A professional capacity (e.g. individual gives their opinion as an expert in their field, as a representative of an organization, etc.)

- A personal capacity
- Both

Comments:

8 Please list all personal information you will be collecting (eg. age, gender, etc)

Type of Personal Information	Purpose for Collection
Information on opinions	The questionnaire is intended to help inform a virtual discussion/workshop being held on February 23. The workshop will focus on solutions to issues of teacher recruitment and retention. General information to guide discussions is being sought.
Employment status	The survey is intended for teachers working in schools. It is designed to determine if certain positions /grades/ full time/part time within the K-12 system are may reveal more concerns than others.
If worplace is negatively impacting their mental health or if they are experiencing burnout.	General questions asking if teachers feel their if the demands of their worplace is negatively impacting their mental health or if they are experienceing burnout. The questions are optional and does not ask for a specific diagnosis. Responses are intended to help inform a virtual discussion/workshop being held on February 23. The workshop will focus on solutions to issues of teacher recruitment and retention. General information to guide discussions is being sought.
Which of 4 areas of the province a teacher lives in.	To determine if there are regional differences throughout the province. Areas defined are large and would not permit identification of a teacher.
Open fields	Provides an oppotunity for teachers to express their concerns, frustrations as well as provide positive comments respecting their jobs. Responses are intended to help inform a virtual discussion/workshop being held on February 23. The workshop will focus on solutions to issues of teacher recruitment and retention. General information to guide discussions is being sought.

- Unsolicited information
- 9 Will any of the information collected be used for another purpose?**

- Yes
- No
- Unknown

9A If yes, please describe the other purpose and indicate if you will obtain consent

DISCLOSURE of PERSONAL INFORMATION

10 Will any of the following be made available to the public?

- A "What We Heard" document summarizing responses
- A list of participants
- Responses with names and other identifying information removed
- Full responses from participants, including names of participants

Other

11 How will information be made available to the public?

- Information posted online
- Information provided to individuals upon request

Other

12 Is there any information that will be shared with another public body or organization but not with the public?

- Yes
- No

If yes, list the type of information and who you will share it with

SECURITY and SAFEGUARDS

13 Have you discussed this project with OCIO/IT personnel to address information security

- Yes
- No
- Not Applicable

List individuals involved in project security discussions:

14 Which of the following safeguards are in place to the personal information collected by this engagement activity? *Select all that apply. If you need assistance, please contact the ATIPP Office*

Physical Safeguards for this project

- Locked file cabinets
- Secure storage areas or records facilities (e.g. locked rooms, limited employee or public access)
- Secure building access (e.g. locked entrances, surveillance)
- Not Applicable

Other:

Administrative Safeguards for this project

- Security Clearances and/or Background Checks (e.g. employees, contractors, 3rd party)
- Privacy Clauses in 3rd party contracts
- Privacy Policies and/or Procedures
- Account Management (please attach process to be followed)
- Change Management (please attach process to be followed)
- No Safeguards
- Unknown
- Not Applicable

Other:

Technical Security/Safeguards for this project

- Encryption
- Access controls (e.g. user authentication, passwords, locking workstations)
- Data recovery procedures (e.g. Onsite/offsite backup procedures, disaster recovery plans)
- Secure disposal of electronic records
- Not Applicable

Other: MyGovNL is the platform used (which has went through the PIA process)

Access Controls for this project

- Access monitoring
- Historical auditing
- Exit procedures
- User limitations
- Not Applicable

Other:

15 Are the physical, technical and administrative security requirements documented?

- Yes
- No
- Some are

ADDITIONAL INFO:

16 Can personal information be edited once it is entered into any project system/database? *(s.42)*

- Yes - all information can be edited
- Yes - some information can be edited
- No

If yes (some), list types of information that cannot be edited:

17 Is there a retention schedule in place for this project?

- Yes
- No - however, one is being or will be developed
- No

18 All additional documentation referenced above has been attached to this PPIA checklist

- Yes
- No

If no, provide additional information

Sign Off by Department	
Have the program manager, or the person with responsibility for this project, review the completed PPIA. Once they have reviewed, list their name below and the date. This will be considered their sign-off on the PPIA by the ATIPP Office.	
Program Manager (or equivalent)	Cory Buck (Manager of Information Services)
Date	1/24/2024

Send completed electronic copy of this PPIA to the Senior Privacy Analyst assigned to your public body. If you are unsure who the Analyst is, please contact the ATIPP Office at 729-7072 or atippoffice@gov.nl.ca

Definition of Personal Information:
Personal information is information that can identify an individual (e.g. name, address, social insurance numbers). Some information on its own is sufficient to identify an individual (e.g. name) whereas in other instances, information must be combined to identify an individual (address, age and gender of the individual). Information that relates directly to and is about an individual is considered the personal information of the individual. It is important to note that while paragraph 2(u) provides examples, it is not an exhaustive list of personal information. Photographs, driver license numbers and social insurance numbers are also considered to be forms of personal information, although they are not specifically included in the definition of personal information.
Examples of Personal Information
Financial & Banking Information
credit card number
debit card number
social insurance number (SIN)
income tax information
financial status or history
Personal Health Information
MCP
disabilities
test results
medications
health care status or history
General Personal Information
educational information (status or history)
employment information (status or history)
criminal record, status or history
date of birth
name
home address
home telephone
personal email address
age
sex
sexual orientation
religious beliefs or associations
national origin
ethnic origin and/or skin colour

political beliefs or associations
marital status
family information or status
anyone else's opinions about the individual
the individual's views or opinions
Photograph
Video

Privacy Impact Report

GENERAL INFORMATION

Date PPIA submitted 1/24/2024

Risk Analysis

#	Potential Risk	Overall Risk
1	Risk of individuals providing unnecessary personal information	Low
2	Risk of retaining information beyond what is necessary	Low
3		
4		

Recommendations

Project Status

<input checked="" type="checkbox"/>	Approved
<input type="checkbox"/>	Conditionally Approved - subject to recommendations
<input type="checkbox"/>	Requires additional analysis
<input type="checkbox"/>	PIA Required

Recommendations

1	Ensure all forms of data collection include a privacy notice.
2	Related to the above, ensure individuals are aware that they should refrain from providing personal information, unless necessary (i.e. open text fields including a note to not include any personally identifying information, unless necessary).
3	Develop retention schedule for the information.
4	
5	
6	

Follow-up on Recommendations

<input type="checkbox"/>	1 month
<input type="checkbox"/>	6 month
<input checked="" type="checkbox"/>	12 months

Sign Off

ATIPP Sr. Privacy Analyst	Stephen Glassman
Date submitted to Public Body	1/24/2024

Risk Assessment Methodology

GENERAL INFORMATION

When completing a privacy impact report, assessment of each identified risk must be completed. This assesses the impact of harm in the event of a breach, along with the likelihood of a breach occurring.

Impact of Event

To determine the impact of a breach, consider the personal information involved and the consequences of the potential impacts. All factors identified in the impact table can, under certain circumstances, be ranked higher or lower. For example, for many, a home mailing address could be considered low risk personal information. That same home mailing address on a database of a women's shelter could be considered high risk personal information, the disclosure of which could cause safety concerns.

Factors affecting impact of risk	Considerations (listed in order from highest impact examples to lowest)
Sensitivity of Information	<ul style="list-style-type: none"> Identity information, financial information, biometrics, health information Educational information, nationality Postal code, low sensitivity personal opinions about low sensitivity topics, e.g. the weather
Mosaic effect of information	<ul style="list-style-type: none"> Very small population or geographic area, very unique characteristics (e.g. small town) Moderate population or geographic area, potentially identifying characteristics (e.g. region with low population) Large population or geographic area, common characteristics (e.g. province of NL)
Effect on individuals or third parties	<ul style="list-style-type: none"> Risk of identity theft, physical harm, hurt or humiliation, or risk to business opportunities Pestered by marketers, inconvenienced No effect or unnoticed
Number of people affected by potential breach	<ul style="list-style-type: none"> 101+people 11-100 people 0-10 people
Audience of unauthorized disclosures	<ul style="list-style-type: none"> 101+people 11-100 people 0-10 people
Effect on public bodies credibility of reputation	<ul style="list-style-type: none"> Bad press, political ramifications, public outcry Length of time, if any, system is unavailable Internal ramifications, major process overhauls Expected, of little consequence

Impact of Breach	
Level	Descriptor
5	Major
4	Significant
3	Moderate
2	Minor
1	Insignificant

Likelihood of Event	
To determine likelihood, public bodies should consider the chance of something happening.	
Factors affecting likelihood of a risk happening	Considerations (listed in order from most likely to least likely)
Content is public facing (i.e. comments section for a web site or a public body's Facebook page)	<ul style="list-style-type: none"> • No moderation or monitoring of content • Content is monitored or moderated during business hours only • All content is moderated before being posted
Employee access to content	<ul style="list-style-type: none"> • Open access • Role-based access to all client files (i.e. all analysts can access any client file) • Need-to-know access to client files only (i.e. only assigned analyst can access client file)
Technical security measures	<ul style="list-style-type: none"> • No encryption, no password protection • Password protection only • All content in transit is encrypted and password protected
Physical security measures	<ul style="list-style-type: none"> • Open, street access (no sign-in, no pass cards). No open storage. • No identification needed for sign-in. Unescorted access. • Restricted, escorted access only.
Policies	<ul style="list-style-type: none"> • No access policies, no clear-set guidelines regarding information management. No education of existing policies. • Some policies in place, but no education of these policies. • Clear-set policies regarding information management and widespread education provided on these policies.
Similar breaches in past	<ul style="list-style-type: none"> • public body has had similar breaches in the past and has done nothing to prevent similar breaches from occurring • Public body has had similar breaches in the past and has done some things to prevent similar breaches from occurring (e.g. sent a memo to staff, etc.) • Public body has had similar breaches in the past, has reviewed and updated policies and procedures concerning the collection, use, access,
Clear legislative authority	<ul style="list-style-type: none"> • Public body does not have legislative authority to collect the personal information collected. • Public body has legislative authority under s.61 (c) of ATIPPA, 2015 to collect personal information for the program/service. • Public body has legislative authority under an Act to specifically collect the personal information collected.

Likelihood of Breach	
Level	Descriptor
5	Almost certain
4	Likely
3	Possible
2	Unlikely
1	Rare

Overall Risk Score

The overall score attributed to the risk of such a breach occurring is calculated based on the likelihood and impact ratings to produce a score and risk level. Overall risk scores should be assessed for each identified risk. While impact and likelihood of breaches list several factors, only apply 1 overall number for impact and one overall number for likelihood. Once risks have been identified and measured, a decision must be made on how to manage the risk.

Overall Risk (Impact x likelihood)

Level	Descriptor
20+	Extreme
11-19	High
5-10	Moderate
1-4	Low

Overall Risk for each potential risk in PIR

Potential Risk	Impact	Likelihood	Total	Risk Level
Risk of individuals providing unnecessary pers	2	2	4	Low
Risk of retaining information beyond what is r	2	2	4	Low
			0	
			0	

