

Gander Regional Office  
Thursday, March 12, 2015  
7:00 P.M.

***Board Meeting Minutes***

**1. OPENING**

A meeting of the Newfoundland & Labrador English School Board was held on Thursday, March 12, 2015. The meeting was called to order at 7:00 P.M. by the Chair, Milton Peach.

Members present: Milton Peach, Chair

Guy Elliott  
John George  
George Sheppard (Teleconference)  
Rick Martin  
Eric Snow  
Fred Douglas  
Wayne Lee  
Newman Harris  
Nada Borden  
Kim Cheeks  
Goronwy Price

Regrets: Donald Brown  
Gary Baikie

Also in attendance: Darrin Pike, CEO/Director of Education  
Jackie Crane, Executive Assistant  
Heather Hillier, SAO  
Bronson Collins, Assistant Director of Education  
Jeff Thompson, Associate Director of Education  
Anthony Stack, Assistant Director of Education  
Lloyd Collins, Assistant Director of Education (Acting)  
Larry Blanchard, Assistant Director of Education  
Ken Morrissey, Director of Communications

The Chair welcomed the trustees and staff to the meeting. He acknowledged the Chair of Holy Family Elementary, Mr. Sandy Hounsell, as well as the media and welcomed them to our meeting.

## 2. ADOPTION OF AGENDA

**Motion:** The Board agreed unanimously to adopt the agenda. (Fred Douglas/Wayne Lee) *Carried*

## 3. CONSIDERATION OF MINUTES

The minutes of January 17, 2015 Board meeting were adopted as presented. (Newman Harris/George Sheppard) *Carried*

## 4. BUSINESS ARISING

### 4.1 Grand Falls-Windsor Reorganization

Mr. Tony Stack, Assistant Director of Education, Operations provided a presentation to the trustees regarding the feedback received during consultation with the school community. The following motion for Grand Falls-Windsor was brought forward:

Grand Falls-Windsor

**WHEREAS** the Newfoundland and Labrador English School District is committed to providing the best possible educational programs for students; and

**WHEREAS** a reorganization of schooling is required to achieve that objective.

**BE IT RESOLVED** that:

In addition to the previously adopted Nova Central School Board Motion of June 23, 2009 and as detailed in the plan included in the Public Presentation by the Board on January 13, 2015 effective for the 2016-2017 school year and as attached at Appendix "A".

- to designate Woodland Primary as a Grades K-3 Primary School



- to designate Sprucewood Academy a Grades 4-6 Elementary School
- to close Millcrest Academy subsequent to the completed extensions/renovations that will be required at both Woodland Primary and Sprucewood Academy.

**BE IT FURTHER RESOLVED** to:

- designate the former Regional Office as a Grades K-3 Primary School Pending Ministerial Approval.
- implement new catchment areas for Woodland Primary and the new school at the former Regional Office as attached in appendix A
- commence reorganization in the 2016-2017 school year.  
(Goronwy Price/John George) Carried

#### 4.2 Paradise Elementary/Elizabeth Park Elementary

Mr. Tony Stack, Assistant Director of Education, Operations provided a presentation to the trustees regarding the feedback received during consultation with the school community. The following motion for Paradise Elementary/Elizabeth Park Elementary was bought forward:

**WHEREAS** the Newfoundland and Labrador English School District is committed to providing the best possible educational programs for students; and

**WHEREAS** a reorganization of schooling is required to achieve that objective.

**BE IT RESOLVED** that:

The catchment zone for Elizabeth Park Elementary be extended to include a portion of the Paradise Elementary catchment zone as detailed in the plan included in the Public Presentation by the Board on February 11, 2015 effective for the 2015-2016 school year and as attached at Appendix "A". (Goronwy Price/George Sheppard) Carried

#### 4.3 Holy Family Elementary

Mr. Tony Stack, Assistant Director of Education, Operations provided a presentation to the trustees regarding the feedback received during consultation with the school community. It was decided that trustees would make a motion on catchment separately from a motion on the options. The motion on the options would be bought forward at a special meeting on March 30, 2015. The following motion for Holy Family Elementary catchment was bought forward:



**WHEREAS** the Newfoundland and Labrador English School District is committed to providing the best possible educational programs for students; and

**WHEREAS** a reorganization of schooling is required to achieve that objective.

**BE IT RESOLVED** that:

The catchment zone for Holy Family Elementary be divided into new catchment areas for each of Holy Family Elementary and the new elementary school at Octagon Pond in accordance with Catchment B as presented during the Public Presentations at Holy Spirit High School on March 5, 2015 and attached as Appendix A. (Goronwy Price/Eric Snow) Carried

It was also decided to provide a Notice of Motion to allow more time for public feedback on the following notice of motion:

#### **NOTICE OF MOTION**

**WHEREAS** the Newfoundland and Labrador English School District is committed to providing the best possible educational programs for students; and

**WHEREAS** a reorganization of schooling is required to achieve that objective.

**BE IT RESOLVED** that:

#### **EITHER**

The school population for the new elementary school Octagon Pond be constituted in September 2015 with Grades K-1 being accommodated at Holy Family Elementary (Paradise) and Grades 2-6 being accommodated at the former School for the Deaf on Topsail Rd, St. John's.

#### **OR**

Four modular classrooms be requested to accommodate projected increases to Holy Family Elementary (Paradise) enrolment for the 2015-2016 school year.

to be voted on March 30, 2015.



## 5. COMMITTEE REPORTS

Trustee, Ms. Nada Borden, Chair of the Finance & Operations Committee provided an overview of the two meetings held since our last Board meeting. She stated due to time sensitivity some of the motions were brought to the Executive committee to have the motions passed.

### 5.1 FINANCE & OPERATIONS COMMITTEE REPORT JANUARY 17, 2015

#### Disposal of Vacant Land – Pouch Cove

**MOTION:** That the Board grant approval to sell the vacant land in Pouch Cove to the Town of Pouch Cove for \$63,000 on an “as-is, where-is” basis, further subject to Ministerial approval. (Nada Borden/Wayne Lee) *Carried*

#### Social Media Policy

**MOTION:** That the Board, approve the Social Media Policy as tabled at the January 17, 2015 meeting of the Finance and Operations Committee of the Board. (Nada Borden/Guy Elliott) *Carried*

### 5.2 FINANCE & OPERATIONS COMMITTEE REPORT MARCH 2, 2015

#### Holy Heart Theatre Audited Financial Statements year ending June 30, 2014

**MOTION:** That the Board:

- approve the audited financial statements of the Holy Heart Theatre for the year ended June 30, 2014;
- acceptance of the Management letter as issued to Holy Heart Theatre by its external auditor Byron D. Smith, CPA, CA; and
- approve the management response as tabled at the March 2, 2015 meeting of the Finance and Operations Committee. (Nada Borden/Newman Harris) *Carried*



## **Disposal of Harriot Curtis Collegiate, St. Anthony**

**MOTION:** That the Board approve the sale of Harriot Curtis Collegiate property to the Labrador Grenfell Health Authority for a nominal value on an “as-is, where-is” basis, further subject to Ministerial approval. (Nada Borden/Eric Snow) *Carried*

## **Disposal of Epiphany Elementary – Heart’s Delight**

**MOTION:** That the Board accept the Diocesan Synod’s request for right of first refusal and dispose of the District’s interest in the Epiphany Elementary property to the Diocesan Synod for \$10,000, on an “as-is, where-is” basis, further subject to Ministerial approval. (Nada Borden/Guy Elliott) *Carried*

## **Budget Status Quarterly Update – December 31, 2014**

**MOTION:** That the Board, approve the December 31, 2014 revised budget and status update. (Nada Borden/Rick Martin) *Carried*

## **Disposal of Roncalli High – Port Saunders**

**MOTION:** That the Board grant approval to:

- acquire the Corporation’s interest in the Roncalli High property, and
- subsequently sell the Roncalli High property to the Town of Port Saunders for nominal value on an “as-is, where-is” basis,

both further subject to Ministerial approval. (Nada Borden/Eric Snow) *Carried*

## **NG-FFA: Appointment of External Auditor**

**MOTION:** That the Board appoint Mr. Byron Smith, CPA, CA as the external auditor for the Fiscal Financing Agreement for the year ending March 31, 2015. (Nada Borden/Newman Harris) *Carried*

## **5.3 PROGRAMS & HUMAN RESOURCES COMMITTEE REPORT JANUARY 17, 2015**

Trustee Fred Douglas, Chair of the Programs & Human Resources Committee gave an overview to the Board of Trustees from the meetings and tabled the following motion:



## **Consideration of Draft Policy ‘School Materials and Student Fees’**

**MOTION:** That the Board, approve the ‘School Materials and Student Fees’ policy as tabled at the January 17<sup>th</sup>, 2015 meeting of the Programs and Human Resources Committee of the Board. (Fred Douglas/Wayne Lee) *Carried*

### **5.4 PROGRAMS & HUMAN RESOURCES COMMITTEE REPORT FEBRUARY 27, 2015**

## **Consideration of Draft Policy ‘Employee Records’**

**MOTION:** That the Board, approve the ‘Employee Records’ policy as tabled at the February 27<sup>th</sup>, 2015 meeting of the Programs and Human Resources Committee of the Board with one edit: Removal of the number 8000 in the Background section of the policy. (Fred Douglas/Goronwy Price) *Carried*

**5.5 EXECUTIVE COMMITTEE REPORT JANUARY 16, 2015-** these reports were tabled by Trustee Goronwy Price, Vice-chair of the Board.

**THIS MOTION WAS TIME SENSITIVE AND WAS ACTED UPON BY THE EXECUTIVE COMMITTEE OF THE BOARD, NO MOTION OR VOTE REQUIRED.**

## **School Milk Foundation Representation**

**Motion:** That the Executive Committee, on behalf of the Board, appoint Nada Borden to the School Milk Foundation Board.

### **5.6 EXECUTIVE COMMITTEE REPORT FEBRUARY 9, 2015**

**No motions coming forward**

### **5.7 EXECUTIVE COMMITTEE REPORT FEBRUARY 12, 2015**

**THESE MOTIONS WERE TIME SENSITIVE AND WERE ACTED UPON BY THE EXECUTIVE COMMITTEE OF THE BOARD, NO MOTION OR VOTE REQUIRED.**

## **O’Donel Chapel**

**MOTION:** That the Executive Committee, on behalf of the Board, grant approval to utilize up to \$155,000 of special incentives funding to acquire the former chapel portion of the O’Donel High School building, further subject to Ministerial approval.



## Information Technology Initiatives

**MOTION:** That the Executive Committee, on behalf of the Board, grant approval to utilize \$94,000 of special incentives funding to address strategic information systems priorities, further subject to Ministerial approval.

### 5.8 EXECUTIVE COMMITTEE REPORT MARCH 4, 2015

#### Retirement Functions

**MOTION:** That the Board approve, the utilization of up to \$60,000 for retirement functions across the District for the 2014-2015 School year. (Goronwy Price/ John George)  
Carried

## 6. NEW BUSINESS

### 6.1 NEWFOUNDLAND & LABRADOR EDUCATION FOUNDATION REPORT

Trustee George Sheppard gave a quick briefing on the following:

- Scholarship Applications 2013-2014
- The Foundation received 68 applications
- 12 from Central, 3 from Western and 53 from Eastern, with no applications from Labrador
- 25 scholarships of \$1,000 were available with a total of 22 scholarships being awarded as follows: Eastern – 15, Western-3, Central-4, Labrador-0 (due to lack of applications received).
- Appointment of External Auditor for year ending December 31, 2014
- Byron Smith, C.A. has completed the audit for the past 3 years and has been appointed as External Auditor for December 31, 2014.
- Mary Purchase's contract ends with the Foundation in May 2015. Mary has advised that she will not be renewing her contract. The Director of Funds Development advertisement will be reviewed and posted to begin the recruitment process for Mary's replacement.

Trustee Sheppard stated they will be having another meeting in the next couple of weeks.





## 6.2 SCHOOL MILK FOUNDATION BOARD REPORT

Trustee Nada Borden gave a quick report on the School Milk Foundation Board. She attended her first meeting and thanked the Board for the appointment. She replaced Dr. Jim Hearn from the previous Eastern Board. She gave an overview of who sits on the Board and the meeting schedule. They are currently reviewing their Constitution and By-laws and presented their Financials at the meeting she attended. There are only 23 schools not registered in this program due to extenuating circumstances.

## 7. CORRESPONDENCE TO MINISTER

- 7.1. January 27, 2015, St. Paul's Jr. High Long Term Lease
- 7.2. February 9, 2015, Octagon Pond Property
- 7.3. February 13, 2015 Use of Special Incentive Funding
- 7.4. February 13, 2015, Use of Special Incentive Funding

## 8. CORRESPONDENCE FROM MINISTER

- 8.1. January 12, 2015, Response Regarding Former Regional Office Central
- 8.2. January 12, 2015, Response to Request to Negotiate with Town of Clarendville
- 8.3. February 16, 2015, Response to Purchase & Sale Octagon Pond Property
- 8.4. February 20, 2015, Response to Request for Approval of sale for Davis Elementary
- 8.5. February 23, 2015, Response to Request to use Special Incentive Funding
- 8.6. February 23, 2015 Response to Request to Lease St. Paul's Junior High

## 9. DIRECTOR'S REPORT

The Director provided a paper report which gave an overview to the Board regarding divisional updates, priorities, challenges and Strategic Planning. He told them to review the report and contact him if there were any questions.

## 10. ADJOURNMENT

There being no further business the meeting adjourned at 8:30 P.M. by motion from John George.

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Chair

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Recording Secretary

