

**November 4, 2013**  
*Executive Meeting*

## **1. OPENING**

The first Executive Committee meeting of the Newfoundland & Labrador English School Board was held by on Monday, November 4, 2013. The meeting was called to order at 7:02 p.m. by the Chair, Milton Peach. He welcomed Mary Purchase and thanked her for presenting to the group.

Members present: Milton Peach, Chair  
Goronwy Price  
Guy Elliott  
Nada Borden  
John George  
Eric Snow

Also in attendance: Mr. Darrin Pike, CEO/Director of Education  
Ms. Jackie Crane, Executive Assistant  
Ms. Heather Hillier, Senior Administrative Officer  
Ms. Mary Purchase, Director Education Foundation

The Chair welcomed the trustees and staff to the meeting and thanked all for making the time to attend the meeting. He welcomed Ms. Purchase and asked that we move ahead to item 5.4 on the agenda to allow Ms. Purchase to begin her presentation. All agreed.

## **2. ADOPTION OF AGENDA ( *Goronwy Price/ John George* ) Carried**

**Motion:** The Board agreed unanimously to adopt the agenda.

There was some discussion regarding how items could be added to agenda. The Chair explained that an item can be added by calling the office and letting the Chair and CEO know.

## **3. CONSIDERATION OF MINUTES**

There were no minutes as this was the first meeting of the Executive Committee.

## **4. BUSINESS ARISING**

No business arising.

## 5. **NEW BUSINESS**

### 5.1 **Terms of Reference- Roles and Responsibilities of Executive Committee**

The Executive Committee were presented with a draft of the Terms of Reference, as well there is a summary of all previous boards' Terms of Reference provided for the committees' information. The Terms of Reference were reviewed and discussed. A number of items were highlighted to remove, combine and expand upon. The CEO elaborated on #10 to ensure all were clear on what they were approving. The changes were made and all agreed upon

***MOTION:*** Moved by Goronwy Price, seconded by E Snow and carried unanimously that the Executive Committee recommend to the Board, approval of the Terms of Reference as tabled at the November 4, 2013 meeting of the Executive Committee of the Board.

### 5.2 **Strategic Planning- Process and Budget**

The executive committee discussed the proposed Strategic Planning process as well at the proposed budget. The CEO stated that we are required by government to prepare a Strategic Plan this year. The CEO said his team will develop three or four guiding questions to be used throughout the District, visit areas as per the proposed schedule, as well hold video conferences to ensure maximum input. The trustees for each area will be invited to attend when we are in there region. The electronic meetings will be a means for all communities to provide input for the Strategic Plan. The goal is to complete a couple of strategic planning meetings prior to Christmas. The consensus was to recommend the proposed schedule and budget to the Board. The CEO reviewed the accompanying Budget with the committee members.

***MOTION:*** Moved by Eric Snow, seconded by Nada Borden and carried unanimously that the Executive Committee recommend to the Board, approval of the Strategic Planning Process and Budget as tabled at the November 4, 2013 meeting of the Executive Committee of the Board.

### 5.3 **Teacher Liaison Committee- Schedule and Budget**

There are many changes in the structure of the Teacher Liaison committees this year due to the provincial scope of the new Board. The CEO has met with the senior executive of NLTA and an agreement was made to change the committee structure. We are waiting on committee membership to be disclosed from NLTA. The proposed schedule and budget was discussed in detail by the committee, it was noted there are two committees in Labrador due to Labrador West having a separate NLTA contract.



A list was presented to the committee of Trustees that have shown interest in the Teacher Liaison Committee. Some trustees at the table withdrew their names from the list in order to give an opportunity to the other trustees, however, they agreed to be alternates if needed. Trustee Borden, Trustee Snow and Trustee George will be listed as alternates. The following trustees would remain on the Teacher Liaison Committee for their region:

<b>TRUSTEE</b>	<b>REGION</b>
Don Brown	West
Wayne Lee	West
Fred Douglas	Clarenville/Burin Area
Rick Martin	Clarenville/Burin Area
John McCarthy	East
George Sheppard	East
Kim Cheeks	Central
Newman Harris	Central
Guy Elliott	Labrador
Nada Borden	Alternate West
Eric Snow	Alternate East
John George	Alternate Central

Trustee Price stated he had a concern with the expectation we are setting for Trustees now and future. We are heading towards setting up a structure where only retired individuals would be able to be volunteers. We need to be cognizant of the time commitment required in order to complete the work of the Board. There was some discussion as well as concern noted regarding the commitment required but also acknowledging that this is the current requirement of a Board Trustee. Trustee Price stated we need to prioritize by looking at the big picture as the role of a trustee on the provincial board is going to be very demanding and should be looked at through a different lens.

***MOTION:*** Moved by John George, seconded by Guy Elliott and carried unanimously that the Executive Committee recommend to the Board, approval of the Teacher Liaison Schedule and Budget as tabled at the November 4, 2013 meeting of the Executive Committee of the Board.

#### 5.4 Eastern Education Foundation Committee- Presentation from Mary Purchase



Ms. Purchase provided an overview of the Foundation through a PowerPoint presentation to the committee. It was noted that the Foundation has charitable status which benefits the schools in our District. For example if an individual would like to donate and receive a tax receipt it can be vetted through the Foundation.

It was also noted that schools throughout the District currently receive scholarships from companies in their area and we need to ensure we do not interfere with the process currently in place.

We have to ensure that the roll-out of the Foundation is communicated properly with a well laid out plan. The Chair as well as all committee members agreed we would like to move forward on a province wide basis, and asked Ms. Purchase to provide us with a plan to proceed. It was decided that a planning committee would be formed including Ms. Purchase and Trustees from each region to develop a plan to move forward. The CEO suggested that once the plan is developed, we should let the committee decide on how they want to move forward to promote the Foundation on a provincial scale. The Chair stated we will inform the Board at the next meeting.

A discussion was held regarding the list of trustees that showed interest in being part of the Foundation. A couple of options were put forward and the consensus was to draw from a hat to determine the committee members. The following trustees were selected:

TRUSTEE	REGION
John McCarthy	East
Kim Cheeks	Central
Guy Elliott	Labrador
Wayne Lee	West

### 5.5 Policy Template and Policy Framework- Board, Committee, and Naming Convention

The template and framework were reviewed and discussed by the committee. The CEO gave a short briefing to the Executive Committee on the Policy Template, Framework and Naming Convention. There was some discussion regarding how we implement policies going forward and the CEO explained that each division will group their policies, prioritize them and move forward with those that warrant immediate attention.



***MOTION:*** Moved by Eric Snow, seconded by Goronwy Price and carried unanimously that the Executive Committee recommend to the Board, approval of the Policy Template and Policy Framework for the Board and Committees as well as the Naming Convention as tabled at the November 4, 2013 meeting of the Executive Committee of the Board.

#### 5.6 **Trustee Secure Site**

The secure site was demoed to the committee to see if they wanted to use it for document distribution going forward. The CEO felt this site served a good purpose when dealing with sensitive material. Security and encryption was discussed which can be used with Adobe or Word and will be discussed in the future.

***MOTION:*** Moved by John George, seconded by Nada Borden and carried unanimously that the Executive Committee recommend to the Board, approval to use the Secure Site for Sensitive documents as tabled at the November 4, 2013 meeting of the Executive Committee of the Board.

### 6. **ADJOURNMENT**

There being no further business the meeting adjourned at 9:55 p.m. by a motion from Eric Snow.

