

**Newfoundland and Labrador English
School Board Minutes**

April 22, 2017

1. OPENING

The Newfoundland and Labrador English School Board (NLESB) meeting took place on Saturday, April 22, 2017 at 3:30 p.m. at Prince of Wales Collegiate, Paton St. The meeting was called to order by Chair of the Board, Goronwy Price. He welcomed the group from Mobile and acknowledged the presentation from them the night before.

Members present: Mr. Goronwy Price, Chair
Mr. Thomas Kendell
Mr. Bruce Cluney
Mr. Kevin Ryan
Mr. Wayne Lee
Mr. John Smith
Mr. Hayward Blake
Mr. John George
Ms. Jennifer Aspell
Mr. Hilary Primmer
Mr. Corey Parsons
Mr. Winston Carter
Mr. Peter Whittle
Mr. Scott Burden
Mr. Keith Culleton (joined at 3:35 by phone)

Regrets: Mr. Lester Simmons
Mr. Raymond Bennett

Also in attendance: Mr. Anthony Stack, Associate Director of Education, Programs & Operations
Mr. Lloyd Collins, Assistant Director of Education, Human Resources
Mr. Terry Hall, Assistant Director of Education, Finance & Admin
Mr. Ken Morrissey, Director of Communications
Ms. Heather May, Senior Administrative Officer
Ms. Jackie Crane, Executive Assistant

Prior to the adoption of the agenda Trustee Tom Kendell made the following motion:

MOTION: that the board defer item 6.1.1 Mobile Central High School System Zone 14 reconfiguration.
(Tom Kendell/Winston Carter) Carried

2. ADOPTION OF AGENDA

Motion: It was moved by Hayward Blake, seconded by Corey Parsons, and carried that the agenda be amended to reflect the removal of item 6.1.1. (Carried)

3. MINUTES OF PREVIOUS MEETING

3.1 January 14, 2017 Minutes (Corey Parsons/Tom Kendell) Carried

3.2 April 4, 2017 Minutes (Peter Whittle/Bruce Cluney) Carried

4. Business Arising

4.1 No Business Arising

5. Committee Reports- The Chair asked Vice-chair Tom Kendell to bring forward the reports from the Executive Committee and Trustee Aspell and Trustee Parsons to bring forward Finance and Operations and Programs and Human Resources reports as Chairs of those committees.

Tom Kendell, Vice Chair brought the following reports forward from the Executive Committee:

5.1 Executive Committee January 23, 2017- One motion passed by Executive on behalf of Board due to time sensitivity. No motions for the Board to approve. Executive Committee Minutes will be posted online.

5.2 Executive Committee March 17, 2017- Two motions were brought to the table for discussion and vote. Other items were for information purposes and the Executive Committee Minutes will be posted online.

5.2.1 Bay d'Espoir/Milltown School

MOTION: that the Board approve full replacement of the Bay d'Espoir /Milltown School, and further recommend that a location be determined through a site selection process, pending Ministerial Approval. (Tom Kendell/John George) Carried

5.2.2 Retirement Functions

MOTION: that the Board, approve for the District to discontinue the practice of retirement dinners in order to be in line with Government policy. (Tom Kendell/Winston Carter) Carried

5.2.3 **Virginia Park Catchment Area** (this motion was passed by the Executive and the Board are to be informed of the motion), therefore captured in these Board minutes.

***MOTION:** That the Executive Committee ask the staff to engage in a preliminary discussion with the administrators and also the school councils of the two schools and report back to the Executive Committee on the initial feedback received. The Executive Committee will inform the Board of Trustees that these initial discussions are to take place.*

Jennifer Aspell, Chair of Finance and Operations brought the following reports forward from the Finance and Operations Committee:

5.3 Finance and Operations Committee January 15, 2017, all items for information purpose except for the motion tabled below:

5.3.1 Purchase/Lease of School Copiers

A request to the Board for approval of up to \$550,000 for the purchase of approximately 95 Photocopiers (Multi-function Devices) for various schools throughout the District is required. All copiers being replaced have been in the schools for over five years.

Xerox has been awarded Government's Print Services Contract for all NL Government Entities. The Newfoundland and Labrador English School District has signed on for the replacement of copiers as they expire.

Total number of copiers/digital duplicators that have service agreements due to expire over the next few months is approximately 120 however all will not be replaced. Monthly volume at existing service rate does not justify replacement of unit. Estimate to replace approximately 95 copiers in schools and regional offices.

Financing to be arranged through Royal Bank.

MOTION: That the Board, give approval to:

- purchase up to \$550,000 (inclusive of net HST) worth of replacement copy/print/duplication technology from Xerox under the provincial RFP, and
- arrange the necessary lease financing with a five year amortization term, with such lease financing subject to Ministerial approval. (Jennifer Aspell/Winston Carter) Carried

5.4 Finance and Operations Committee March 22, 2017- Trustee Aspell gave a briefing on all items and brought the following motions forward for discussion and vote:

5.4.1 **Quarterly Budget Status Update – Period ending December 31, 2016**

The quarterly budget status update for the period ending December 31, 2016 was tabled by Terry Hall, ADE - Finance and Business Administration/Student Transportation.

Budget Highlights

Total Revenues

Revised Budget (total)	\$ 772.09 Million
Revised Budget (net of block funding from DEECD)	\$ 86.71 Million
Revenue earned to September 30, 2016 (net)	\$ 44.06 Million

Total Expenses

Revised Budget (total)	\$ 772.09 Million
Revised Budget (net of items block funded by DOE)	\$ 86.71 Million
Incurred/encumbered to September 30, 2016 (net)	\$ 39.38 Million
% Budget remaining (net)	55%

Expenses are expected to remain within budget for the 2016-17 fiscal year, although certain expenditures may exceed the approved budget allocation and budget transfers within these categories may be required.

Budget Adjustments

There was one budget adjustment during the quarter ended December 31, 2016. The approved 2016-17 budget for board owned student transportation has been received from DEECD. There has been a net decrease in the total budget of \$812,066. This primarily relates to a

decrease in expenditures due to the implementation of full day Kindergarten.

MOTION: That the Board, approve of the revised Quarterly Budget Status Update for the period ending December 31, 2016. (Jennifer Aspell/John Smith) Carried

5.4.2 **Bell Proposal – Small Cell**

Bell was recently contacted by two schools in the St. John's metro area – St. John Bosco in Shea Heights and Octagon Pond in Paradise – with respect to improving the cellular signal in their areas. In the Shea Heights case, there was public consultation regarding a tower going in the area, but this tower will service the Waterford Valley side versus the school side, and there was no business case to extend infrastructure to the school. Similarly in the case of Octagon Pond, Bell's business analysts have determined there is no business case to add to their infrastructure in that area at this time.

After the above noted case by case analysis, Bell in turn contacted the Operations Division with a proposal. In order to improve their cellular network coverage while also reducing the number of cell towers required, Bell has a "small cell" service offering. This places a device the size of a knapsack on poles or buildings that provides coverage to the immediate area. An example given in the local context was a small cell installation on a pole adjacent to Holy Heart in St. John's; this device was at capacity almost as soon as activated as it provided improved (over existing) cell service to the high school students and staff therein.

Bell's proposal requests access to school buildings (e.g. roofs) as the base for their small cell devices, at no cost to NLESD. In turn, they would be willing to provision them at cases like the above schools where they would not ordinarily action on business case alone. Essentially, Bell is offering to trade improvements at a larger number of schools in exchange for access to buildings where they have a general business case but no available infrastructure. This would be executed via a Master License Agreement similar to ones entered into with municipalities.

MOTION: That the Board, give approval for NLESD to enter into a Master License Agreement with Bell, provided there is no cost to NLESD. (Jennifer Aspell/John Smith) Carried

5.4.3 **Acceptable Use of Technology/Regulations & Student/Parent & Guardian Form**

The Acceptable Use of Technology policy, already approved and posted on NLESD web site, and associated regulations addresses the appropriate, responsible and acceptable use of the District's information technology resources. It also addresses use of personal devices for staff and students within the District.

Since inappropriate use of technology systems can expose the organization to risk, it is important and prudent to specify exactly what is permitted and what is prohibited. The purpose of this policy and regulations is to detail the acceptable use of our information technology resources for the protection of all parties involved.

The Acceptable Use of Technology policy and associated regulations ensures the stewardship of District resources by demonstrating professionalism and accountability for high standards of practice in all District operations and decisions.

The Acceptable Use of Technology policy was approved by the Board in 2014. It was noted at that time that the regulations may require tweaking to ensure that sufficient guidance is available to schools regarding the proper use of technology and the consequences of misuse of technology.

Several incidents throughout the school year regarding use of technology made the District aware that the regulations and permission form required updating.

The updated regulations and permission form will be presented to School Administrators during Leadership meetings scheduled for the week of March 27, 2017.

As this is an update to the Regulations as opposed to the Policy, it was agreed that no motion was required for this item.

5.4.4 Virginia Park Elementary – Name for New School

Virginia Park Elementary School Council have undertaken a voting process to select a name for the new elementary school being constructed in their area.

The voting process included one vote per family of students attending the school with a total of 115 votes being cast during the process.

The majority of votes were for the name “East Point Elementary”, with “Virginia Waters Elementary” ranking second and “Blue Puttees Elementary” ranking third.

As per District Policy on “The Naming and Re-Naming of Schools”, “The Board shall approve by way of motion the naming or the changing of names of schools.” Past practice has seen these requests pass through the Finance and Operations Committee for motion prior to proceeding to the Board for approval.

MOTION: That the Board, approve of the name “East Point Elementary” for the new Virginia Park area elementary school as requested by the Virginia Park Elementary School Council. (Jennifer Aspell/Peter Whittle) Carried

5.4.5 Request for land – Town of Botwood

In 2013 the Town of Botwood requested a small strip of land for a connector road. The Town changed the request in April of 2016 seeking a larger portion of land to facilitate a connector road and also the construction of a new Municipal Building to accommodate the Town Hall and Fire Department.

The Town has agreed to cover all costs in the transfer including acquiring a survey of the land in question. The survey was received by the District the end of September 2016.

The land that the Town is requesting is a portion of the total parcel of land that was originally transferred to the District by the Town of Botwood in 1983.

District staff has determined that the land is not required for future expansion, however, the District will continue to work with the Town to ensure that there is no impact to remaining school property due to the Town’s development of the land being transferred.

MOTION: That the Board, approve of the request from the Town of Botwood to transfer the portion of land as per survey, subject to Ministerial approval. (Jennifer Aspell/Bruce Cluney) Carried

5.5 Programs and Human Resources Committee report January 15, 2017. Corey Parsons, Chair of the Programs and Human Resources committee gave an overview of their past meetings and stated there are no motions being tabled today. He did indicate that two policies will be ready for our next meeting for approval.

6. New Business

6.1 Catchment Reviews

6.1.1 *Mobile Central High School System Zone 14* (***Motion passed to have removed from agenda***)

6.1.2 Paradise/Mount Pearl Senior High School System Zone 14

MOTION:

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

WHEREAS a subdivision in the Galway areas is under development is not assigned to a school catchment area.

BE IT THEREFORE RESOLVED that:

MOTION: The Galway subdivision be zoned to attend Morris Academy in Mount Pearl which currently feeds to Mount Pearl Intermediate and Mount Pearl Senior High. (Tom Kendell/Bruce Cluney) Carried

6.2 Quarterly Report- Heather May provided a quick overview of the report presented to the Board.

MOTION: that the Board accept the Quarterly Report tabled for January – March 2017. (Tom Kendell/Corey Parsons) Carried

6.3 Strategic Plan- What we Heard Document - Heather May gave an overview of what they heard while holding focus groups with stakeholders in the District. The Board passed the following motion:

MOTION: That the Board accept the “What We Heard” document, which represents the results of the Strategic Planning 2017-2020 online survey, and the Board asks that the District consider the survey results when developing goals, measures and indicators that will form the basis of the 2017-2020 Strategic Plan. (Tom Kendell/John Smith) Carried

6.4 Newfoundland and Labrador School Boards Association Report- the Chair stated that Brian Shortall has been away and when he returns a meeting will be held and further information will be provided at that time.

6.5 School Milk Foundation Report- Peter Whittle provided the following report:

An Election of Officers was required due to the change in Board Members since the last meeting. The Vice Chair position was vacant. Mr. Crosbie Williams was elected to that position.

A review of the Income Statement was given by Mr. John Moores, General Manager of the DFNL and SMFNL.

Mr. Moores presented a power point presentation on the S'Milk Bucks Promotion which will be introduced in 2017-2018 School Year. The presentation also included Partner Recognition ideas.

Mr. Moores then gave an overview of the School Lunch Association Partnership proposal. A discussion followed and a resolution was passed to accept the proposal as presented for the 2017-2018 school year.

School Milk Sales were discussed. The School Sports NL sponsorship was discussed as well with the Board asking for additional information on how the program operates. Jessica Murphy to provide report at the next meeting.

6.6 Education Foundation Report- Wayne Lee provided the following report:

The new Education Foundation Committee convened its' first meeting on Wednesday March 8, 2017. The first order of business was to elect the committee chair. After 3 calls for nominations Mr. Wayne Lee was the only nominee. Mr. Lee accepted the nomination and was declared as Foundation committee chair. The new chair then commenced the meeting which included a vote on one motion and 2 items for information purposes only.

The committee unanimously approved the following:

Change to regional distribution of 2016-17 Foundation scholarships

- The regional boundary changes that occurred after the scholarships were awarded for the 2015/16 year caused a shift in the number of schools and students now in each region. Further the committee approved an additional 2 Provincial At-Large scholarships bringing the total to 27 (\$27,000).
- The committee felt a shift in the distribution was required for better alignment as follows:
 - o Eastern: 11 from previous 15
 - o Central: 6 from the previous 4
 - o Western: 5 from the previous 4
 - o Labrador: 3 from the previous 2
 - o Plus the additional 2 At-Large.

Information updates were also provided on the following:

Innovation Awards/Grants

- Committee were informed of the program process and that information needed to be sent out to start the application process.
- The committee agreed no change was required to the program and therefore no motions necessary.

Financial Update

- Overview of the Foundation statements as of December 31, 2016 was provided.
- As in previous years the results showed a surplus.
- Main source of revenue continues to be the employee 50/50 draw which has increased in participation again this year.

6.7 NLISE Report- Corey Parsons provided the following report:

The Board of the Newfoundland and Labrador International Student Education Inc. ("NLISE") met and subsequently brought forward to the NLISE committee on Thursday January 22, 2017 a number of suggested initiatives for funding consideration.

The committee unanimously approved use of NLISE funds to support our schools through the following initiatives:

Mental Health Initiatives - \$100K

- Funding to support Train-the-Trainer sessions: Allows participants to become trainers of other classroom teachers on use of Mental Health Curriculum guides in classrooms.
- Go-To-Educator training: Train the participants as trainers of the “go-to” educators to identify mental health problems and disorders in the secondary school setting.

Support for School IT Servers/infrastructure - \$300K (initial year)

- Longer term strategy is to deploy District central servers to reduce dependency for local school servers. Will start with a pilot of 20-30 schools over next year or so for assessment.
- In the interim we have school servers that have reached end of life and require replacement. Schools normally have to fund but these funds will allow some support for schools in need of replacement which do not have funds readily available.
- To replace all as needed would be a 4-5 year plan costing ~ \$900K.

Purchase of Benchmark Assessment Kits - \$165K

- The District had a target to ensure each classroom had a BAS kit. To reach its goal 261 kits are required at an approx. cost of \$123K.
- Further the District will acquire 42 Trousse de rendement d’appréciation en lecture kits for K-6 Early French Immersion classrooms totaling approx. \$42K.
- It is possible the DEECD may provide some funding which would decrease costs noted above.

District SOCAN Licensing Fees - \$24K

- Copyright Act and Fair Dealing Guidelines permit public performance of music for Educational purposes.
- Performances not for educational purposes must be authorized by the copyright owner or the collective representing the owner(s).
- District sees it prudent to sign an agreement with SOCAN to pay \$24K annually to cover all live and recorded music performed at school events.

DreamBox Learning - \$30K

- Online mathematics modules for K-8 that uses animation and games to deliver math lessons and uses adaptive learning technology to tailor the lessons to student needs.
- Has been piloted in grades 2-3 and has been received extremely well. Funding will allow a 50/50 cost share with schools to expand.

The committee deferred consideration for the purchase of some Google Expedition Kits. Finally, the committee was provided information on Read & Write Learning software.

Chair Price stated that for further reports from NLISE will have more detailed information on where the money comes from and where it has gone in the past.

7. Correspondence to Department of Education

- 7.1 January 16, 2017, R&M Request
- 7.2 January 19, 2017, No Further Cuts to Education
- 7.3 February 20, 2017, Torbay Land Request
- 7.4 February 20, 2017, Temporary Appointment of Assistant Director
- 7.5 March 20, 2017, Mobile Central High School System

8. Correspondence from Department of Education

- 8.1 January 17, 2017, Trustee Zone 1 Vacancy Appointment
- 8.2 January 24, 2017, Response to No Further Cuts to Education
- 8.3 February 17, 2017, Response to R&M Request
- 8.4 February 23, 2017, Response to Temporary Appointment of Assistant Director
- 8.5 March 7, 2017, Response to Torbay Land Request
- 8.6 March 7, 2017, Response to Torbay Land Request
- 8.7 March 7, 2017, Request for Update on Assessment and Evaluation Policy
- 8.8 March 9, 2017 Response to Heart and Stroke Foundation
- 8.9 March 22, 2017, Letter to Town of Witless Bay
- 8.10 April 6, 2017, Letter re New Intermediate School in Witless Bay/Mobile Area
- 8.11 April 13, 2017, Letter re Conflict of Interest for CEO
- 8.12 March 14, 2017 Letter from Pam Parsons re Coley's Point

9. Directors Report- Director Pike joined the meeting at 4:15 PM to provide an update on our schools to the Board. The Report was posted online for their review.

The Chair thanked Darrin for his report. Prior to adjournment Trustee Blake told the Board that email correspondence had been received by him and the chair and he requested it be documented in the minutes. It was an oversight and will be on the agenda as correspondence at the next Board meeting in June.

10. Adjournment to Closed Session at 4:40 PM (Tom Kendell) Carried

Chair

Recording Secretary