



*OFFICE OF THE DIRECTOR*

*Chair: Goronwy Price  
C.E.O./Director of Education (Interim): Anthony Stack*

**Newfoundland and Labrador English  
School Board Minutes**  
*June 3, 2017*

**1. OPENING**

The Newfoundland and Labrador English School Board (NLESB) meeting took place on Saturday, June 3, 2017 at 3:27 p.m. at Corner Brook Regional High, 12 University Drive, Corner Brook. The meeting was called to order by Chair of the Board, Goronwy Price. He welcomed everyone to the meeting

Members present: Mr. Goronwy Price, Chair  
Mr. Thomas Kendell  
Mr. Bruce Cluney  
Mr. Kevin Ryan  
Mr. Wayne Lee  
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  
Mr. Lester Simmons  
Mr. Raymond Bennet

Regrets: Mr. John Smith

Also in attendance: Mr. Anthony Stack, CEO/Director of Education  
Mr. Lloyd Collins, Assistant Director of Education, Human Resources  
Mr. Terry Hall, Assistant Director of Education, Finance & Admin  
Ms. Cheryl Gullage, , Manager of Communications  
Ms. Heather May, Senior Administrative Officer  
Ms. Jackie Crane, Executive Assistant

Prior to the adoption of the agenda Trustee Hayward Blake asked to add Whitbourne Elementary to the agenda. A vote was taken and the motion was defeated. (Hayward Blake/Keith Culleton) Defeated

Prior to the adoption of the agenda Trustee Jennifer Aspell asked to add Mobile School System Reconfiguration to the agenda. (Jennifer Aspell/Peter Whittle) Defeated

## 2. **ADOPTION OF AGENDA**

**Motion:** It was moved by John George, seconded by Corey Parsons, and carried that the agenda be adopted as presented.

## 3. **MINUTES OF PREVIOUS MEETING**

3.1 April 22, 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 April 18, 2017- No motion coming forward from this meeting. The Committee did approve a motion on behalf of the Board to purchase buses. The minutes from this meeting have been provided to the Board and will be posted on line when approved by Executive Committee.

5.2 Executive Committee May 18, 2017

**There were many items discussed at this committee meeting that did not have motions or the motion was passed by Executive, the minutes are provided for you if you have any questions, these items are listed in the Minutes:**

### **School Review Process**

The Director, Tony Stack, provided the Executive with an overview of the School Review process. He stated this presentation would be provided to full Board during June 3, 2017 Working Session in Corner Brook. The Executive felt that the staff should provide detailed information on each school which will allow them to make informed decisions. All members agreed to bring this to the Board working session.

### **Trustee Attendance at Graduations**

Some concerns have been expressed by Trustees wanting to attend graduations in their area but are restricted due to cost. The Director has asked the Executive Committee to provide direction to staff on how to move forward to address this concern. Most committee members questioned the value of attending graduations. The Chair suggested we do not have consensus of the Board on this topic. He stated we will keep status quo on the guidelines for travel to graduations and possibly revisit in the future.

### **Composition of Executive Committee**

Trustees are also concerned about the amount of representation for the Eastern Region on the Executive Committee. It has been expressed that more Eastern representation is needed. The District are looking for



direction from the Executive on how to proceed. The committee decided the representation is sufficient, all regions are represented and they only make decisions for the Board in a timely situation, most decisions are recommended to the full Board for approval.

Hayward questioned the composition and felt the East region is under represented and would like to work towards making a change to that. Goronwy will get back

### **Strategic Plan Update**

The Director provided the Executive committee with an update on the Strategic Plan and said there will be a presentation at June Working session to the full Board. We expect to have the draft ready May 26, 2017. We will be asking for endorsement at the June meeting pending direction from Premier's Task Force.

### **Trustee Communication Presentation**

Sample PowerPoint provided for review. This could be customized for each trustee and used during a meet and greet with their school community. The committee was fine with this presentation being used by all Trustees. Tony said we will move forward with adapting the PowerPoint for each trustee.

This brought up questions regarding oversight and role of school councils. There was a discussion about School Councils among the trustees. Some may not have been exposed to formal school council training and do not know exactly what falls within their mandate. Government has a training package available. Tony said he will look into providing some oversight for school councils.

### **Trustee Remuneration**

There was a discussion on how to move forward with Trustee remuneration. Goronwy felt we need to have a discussion with the full Board, if they are in agreement, we should devise a plan on how we move forward with Government. 1) We need to determine what remuneration means, 2) determine consensus and 3) put a strategy in place for a positive outcome.

### **Our Lady of the Cape School** (this motion passed by Executive)

The Francophone school Board would like to partner with us and use a portion of this school for their students. The two schools involved are very close in vicinity.

### **Request from Mobile Community Group** (this motion passed by Executive)

As presented in the Executive package, a letter has been received from the Mobile Community Group asking the Board to vote on reconfiguration at the June Board meeting. The Executive discussed this and felt that we should wait to put this to a vote because circumstances may change and help their situation. They felt we should respond and not place on agenda.

### **Two Motions to Table at Board Meeting**

### **Board Meeting Schedule 2017-2018** (copy of schedule attached for review)

**MOTION:** That the Board approve the proposed draft Board meeting schedule for 2017-2018 School year. (Tom Kendell/Bruce Cluney) Carried



## Trustee Professional Development (copy of policy attached for review)

They were presented with a draft policy regarding Trustee Professional Development and there was a discussion regarding the budgeted amount. The committee agreed with the policy and allotted amounts and asked to bring it to the full Board.

**MOTION:** That the Board, approve of the draft Trustee Professional Development Policy and the accompany budget. (Tom Kendell/Ray Bennett) Carried

**Jennifer Aspell, Chair of Finance and Operations bought the following report forward from the committee:**

5.3 Finance and Operations Committee report May 15, 2017,

### Quarterly Budget Status Update – Period ending March 31, 2017

The quarterly budget status update for the period ending March 31, 2017 was tabled by Terry Hall, Assistant Director of Education - Finance and Business Administration/Student Transportation.

#### Total Budget

|                         |                  |
|-------------------------|------------------|
| Original Budget (total) | \$772.90 Million |
| Revised Budget (total)  | 772.28 Million   |
| Budget decrease         | 0.62 Million     |

#### Net of block funding from DEECD

|   |               |
|---|---------------|
| Revised Budget                              | 87.01 Million |
| Revenue earned to March 31, 2017 (net)      | 65.18 Million |
| Incurred/encumbered to March 31, 2017 (net) | 60.17 Million |
| % Budget remaining (net)                    | 30%           |

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 has been a total budget decrease of \$620,366 since the original approved budget for the 2016-17 school year. The adjustments include:

*Quarter ending March 31:* an increase of \$191,700 due to the Board of Trustee election in November 2016.

*Quarter ending December 31:* a decrease of \$812,066 due to a decrease in board owned transportation expenses primarily relating to the implementation of full day kindergarten.

**MOTION:** that the Board approve of the revised Quarterly Budget Status Update for the period ending March 31, 2017. (Jennifer Aspell/Wayne Lee) Carried



### **Naming of School – Former G.C. Rowe (Corner Brook)**

Correspondence was forwarded by School Councils from Humber Elementary and St. Gerard's Elementary to the District. This correspondence outlined the voting process that they followed to select a new name for the school which will be housed at the former G.C. Rowe.

Students, parents and staff were included in the voting process for a new school name and mascot/logo for the school. There were 43 proposed names put forward. Both School Councils met and shortened the list to 17 names and then further shortened it to 3 names. At this point parents were surveyed in order to select a name from the 3 final names.

The final results indicated that "Eastside Elementary" was the preferred name, "Bayview Elementary", was the second choice and "Riverview Elementary" was third.

### **Naming of School – New Gander 4-6 School**

Correspondence was forwarded by the School Council from Gander Academy. This correspondence outlined the voting process that they followed to select a name for the new 4-6 school in Gander.

Students and parents of Gander Academy were included in the voting process for a new school name. There were 73 unique proposed names put forward. Due to time constraints, and in consultation with the NLESD Regional Office, a shortlist was not sent to parents/guardians for voting purposes. All names were taken into consideration by the School Council with the names noted below being highlighted as they best conform to District policy.

The final results indicated that "Gander Elementary" was the preferred name, "Crossroads Elementary", was the second choice and "Crossroads Academy" was third.

**MOTION:** that the Board approve the recommendation from the Finance and Operations Committee to use the name "Gander Elementary" for the new 4-6 elementary school in Gander as requested by the Gander Academy School Council. (Winston Carter/Keith Culleton) Carried

### **Naming of School – New Torbay area Intermediate School**

Correspondence was forwarded by the School Council from the new Torbay Intermediate School. This correspondence outlines the voting process that they followed to select a name for the new Intermediate school.

Residents of Torbay area including parents and students of all schools were included in the voting process for a new school name. Meetings were held to narrow down the list of names to four potential choices: Juniper Ridge Intermediate, North East Intermediate, Spruce Ridge Intermediate and Water's Edge Intermediate. The school community was invited to provide feedback on the shortlist for their preference. School Council held a meeting to discuss community feedback and determine a final name.

The result of this meeting led to the School Council selecting the name of Juniper Ridge Intermediate as the name for their new Intermediate school.



**MOTION:** that the Board approve the recommendation from the Finance and Operations Committee to use the name “Juniper Ridge Intermediate” for the new Torbay Intermediate School as requested by the School Council. (Peter Whittle/Tom Kendell) Carried

**Corey Parsons, Chair of Programs and Human Resources Committee bought the following report forward from the committee:**

5.4 Programs and Human Resources Committee report May 12, 2017.

Report from Programs and Human Resources Committee Meeting of May 16, 2017. Only one Motion to Board Table, however, other items are included in the minutes for information purposes.

### **Programs: Assessment and Evaluation Policy**

The following report is from Programs and HR Committee:

Tony indicated that this policy was first presented in draft to the working session of the Board on January 15, 2017 together with a consultation plan.

Lucy reviewed the results of the consultation received from principals, school staff and school councils. She indicated that the overall theme was the importance of consistency between schools as well as having a sample guideline for schools regarding mark reduction.

There was some discussion regarding Regulation 4.22 and using zero as a placeholder. Lucy indicated that it puts the onus on the student to complete a test or quiz if they do not want a permanent zero on their record. A student can recover from an error made earlier in the school year as they see the impact of that zero on their overall mark.

There will be supports put in place for administrators in the implementation of this policy. As well, Senior Education Officers and administrators will get together to develop sample school guidelines on how they will apply to their schools.

There was general agreement that this policy is an improvement over the previous policy.

**MOTION:** that the Board approve of the Assessment and Evaluation Policy as tabled at the May 16, 2017 meeting of the Programs and Human Resources Committee of the Board. (Corey Parsons/Lester Simmons) Carried

The following items were for information purposes and background is included in the Minutes of May 16, 2017.

Programs: Instructional Use of Time Policy

Programs: Student Support Services Professional Learning

Human Resources: Staffing Update



Trustee Parsons motioned that the report be accepted as presented. **(Corey Parsons/Hayward Blake)**  
**Carried**

## 6. New Business

### 6.1 School Review

There was a detailed discussion during the working session of the Board and it was decided that the following school reviews would be undertaken during the next year:

Vice-Chair, Tom Kendell tabled the following motions:

**MOTION:** The Board of Trustees directs the District staff to conduct the following school reviews for potential catchment realignment and/or grade level reconfiguration as applicable:

- Zone 16: Holy Heart of Mary Regional High (10-12) System: Pertaining to East Point Elementary (K-6) and Mary Queen of Peace Elementary (K-6).
- Zone 14 and Zone 17: Mount Pearl Senior High (9-12) System: Mount Pearl Intermediate (6-8), Elizabeth Park Elementary (K-6), Morris Academy (K-5), and Paradise Elementary (K-6) AND Holy Spirit High (9-12) System: Villanova Junior High (5-8), Holy Family Elementary (K-6), Octagon Pond Elementary (K-6), Topsail Elementary (K-4). **(Tom Kendell/Bruce Cluney) Carried**

**MOTION:** The Board of Trustees directs the District staff to conduct the following school reviews for potential closure and/or catchment realignment and/or grade level reconfiguration as applicable as follows:

- Zone 4: White Hills Academy (K-12) system & James Cook Memorial (K-12) [*Cook's Harbour*]
- Zone 6: Potential to merge Our Lady of Mercy (K-6) and Appalachia High (7-12) [*St. George's*]
- Zone 6: St. James High system: Legallais Memorial (K-9) [*Isle aux Morts*]
- Zone 7: Point Leamington Academy system: Leading Ticks Primary (K-3) [*Leading Ticks*]
- Zone 7: H.L. Strong Academy (K-12) [*Little Bay Islands*]
- Zone 11: Tricentia Academy (K-12) [*Arnold's Cove*] & Swift Current Academy (K-12) [*Swift Current*] **(Tom Kendell/Hayward Blake) Carried**

6.2 Strategic Plan Draft- Heather May provided a quick overview of the Plan during the working session of the Board. The following motion was tabled by trustee Kendell:

**MOTION:** that the Board approve the draft Strategic Plan 2017-2020, as presented, acknowledging there may be some amendments arising from the Premier's Task Force on Educational Outcomes. **(Tom Kendell/Kevin Ryan) Carried**

6.3 Newfoundland and Labrador School Boards Association Report- No meetings





- 6.4 School Milk Foundation Report- No Meetings
- 6.5 Education Foundation Report- No Meetings
- 6.6 NLISE Report- No Meetings

## **7 Correspondence to Department of Education**

- 7.1 April 19, 2017, Request to Purchase Buses
- 7.2 April 24, 2017, Request Approval of Interim CEO
- 7.3 April 24, 2017, Request Replacement of Bay d'Espoir/Milltown School
- 7.4 April 24, 2017 Request Approval of Assistant Director of Education- Western
- 7.5 April 24, 2017, Request Approval to Purchase Photocopiers
- 7.6 April 24, 2017, Request Approval to Transfer Portion of Land to Town of Botwood
- 7.7 April 28, 2017, Request Approval to Allow 1-2 day Closure for Move
- 7.8 April 28, 2017, Request Approval of Interim Associate Director and Assistant Director of Education
- 7.9 May 19, 2017, Response from Legal Counsel to Whitbourne Elementary Legal Counsel
- 7.10 May 19, 2017, Response to Letter from St. Bernard's / Mobile School System
- 7.11 May 23, 2017, Email from Ian Wallace to Dan Simmons Regarding Whitbourne

## **8. Correspondence to the District**

- 8.1 March 22, 2017, Request to Meet from Whitbourne Elementary School Council
- 8.2 March 31, 2017, Choices for Youth Request
- 8.3 April 16, 2017, Allocation Letter 2017-2018
- 8.4 May 1-2, 2017, Four Senior Appointments
- 8.5 May 4, 2017, Town of Botwood Land Transfer
- 8.6 May 5, 2017, Approval to Dispose of Vacant Land to Town of Torbay
- 8.7 May 5, 2017, Approval to Dispose of Vacant Land in Torbay
- 8.8 May 9, 2017, Secondment Letter 2017-2018
- 8.9 May 11, 2017, Approval to Purchase Buses
- 8.10 May 12, 2017, Letter from Legal Counsel Regarding Whitbourne Elementary
- 8.11 May 15, 2017, Request to add Reconfiguration Vote for Mobile to June 3 Meeting
- 8.12 May 17, 2017, Approval to Purchase Photocopiers
- 8.13 May 24, 2017, Response Letter Bay d'Espoir Academy Replacement
- 8.14 May 24, 2017, Approval of Lease Agreement with Town of St. Alban's Submitted May 25, 2017
- 8.15 May 22, 2017, Letter to Ian Wallace from Whitbourne Legal Counsel

**9. Directors Report-** Director Stack provided an update to the Board. The Report will be posted online for their review.

The Chair thanked Tony for his report.

## **10. Adjournment to Closed Session at 4:30 PM (Bruce Cluney) Carried**





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Chair

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Recording Secretary

