



OFFICE OF THE DIRECTOR

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

**Newfoundland and Labrador English
School Board Minutes**
August 18, 2017

1. OPENING

The Newfoundland and Labrador English School Board (NLESB) meeting took place on Friday, August 18, 2017 at 2:04 p.m. at Waterford Valley High, Topsail Rd, St. John's, NL. 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. John George
Mr. Hilary Primmer
Mr. Corey Parsons
Mr. Peter Whittle
Mr. Lester Simmons
Mr. John Smith
Mr. Keith Culleton

Regrets: Mr. Raymond Bennet
Mr. Scott Burden
Mr. Winston Carter
Mr. Hayward Blake
Ms. Jennifer Aspell

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
Mr. Ken Morrissey, Director of Communications
Ms. Heather May, Senior Administrative Officer
Ms. Jackie Crane, Executive Assistant

2. ADOPTION OF AGENDA

Motion: It was moved by Wayne Lee, seconded by John Smith, and carried that the agenda be adopted as presented.

3. MINUTES OF PREVIOUS MEETING

- 3.1 June 3, 2017 Minutes (Bruce Cluney/Lester Simmons) Carried
- 3.2 June 20, 2017 Minutes (Corey Parsons/John George) Carried

4. Business Arising

4.1 **Strategic Plan Update-** Heather May stated there have been no changes to the Strategic Plan since the release of the Premier's Task Force on Educational Outcomes. The Plan is with government and when final copy is ready it will be tabled for approval.

5. **Committee Reports-** The Chair brought forward the reports from the Executive Committee, Trustee Peter Whittle brought forward the report from Finance and Operations Committee and Trustee Parsons brought forward the report from Programs and Human Resources Committee.

Chair Price brought the following reports forward from the Executive Committee:

- 5.1 Executive Committee June 12, 2017- No motions coming forward from this meeting. 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 June 23, 2017 - No motions coming forward from this meeting. The minutes from this meeting have been provided to the Board and will be posted on line when approved by Executive Committee.
- 5.3 Executive Committee August 9, 2017- No motions coming forward from this meeting. The minutes from this meeting have been provided to the Board and will be posted on line when approved by Executive Committee.

MOTION: that the Board accept the three Executive Committee Reports as tabled. (Lester Simmons/Bruce Cluney) Carried

Jennifer Aspell, Chair of Finance and Operation was unable to attend and asked Trustee Peter Whittle to bring forward the following report:

- 5.4 Finance and Operations Committee report August 1, 2017,

(Below is an abstract from the minutes of the committee report on August 1, 2017)

Budget Approval 2017-2018 School Year

The Newfoundland and Labrador English School District's Operating Budget for the period July 1, 2017 to June 30, 2018 was tabled by Terry Hall, ADE – Finance and Business Administration/Student Transportation.

This budget does not reflect capital funding, special incentive or special project funding from the Department of Education and Early Childhood Development (DEECD) or Nunatsiavut Government funding nor does it reflect schools' controlled funds, or the operations of the Newfoundland and Labrador Education Foundation.

The *Schools Act, 1997* requires School Districts to balance its budget each fiscal year. The proposed budget for the 12 month period ending June 30, 2017 is balanced. The budget reflects the most current operating grant from DEECD for this period. Any salary adjustments, if applicable, resulting from contract negotiations have not



been taken into consideration. The budget for board owned pupil transportation is based on the 2016-17 approved budget and will be adjusted when the 2017-18 budget is approved by the DEECD. The budget for contracted pupil transportation is based on anticipated monthly payments including any adjustments resulting from newly awarded tenders.

Motion: that the Board, approve of the Newfoundland and Labrador English School District's balanced operating budget for the 12 month period July 1, 2017 to June 30, 2018. (Peter Whittle/John Smith) Carried

Nunatsiavut Government Financial Statements Approval – March 31, 2017

The Nunatsiavut Government Financial Statements were tabled by Terry Hall, ADE – Finance and Business Administration/Student Transportation.

The audit of the Fiscal Financing Agreement – Nunatsiavut Government Funding for the year ending March 31, 2017 has been completed.

- 1) The financial statements for the Nunatsiavut Government Fiscal Funding Agreement are prepared based on revenue and expense financial information recorded by the Newfoundland and Labrador English School District related to this agreement for the year ended March 31, 2017. The format and presentation of the financial statements is per the requirement of the Nunatsiavut Government to show expenditures by community and line object.
- 2) Consolidation – the financial statements are prepared on a non-consolidated basis and only include the ancillary funding provided by the Nunatsiavut Government through the Fiscal Financing Agreement to the District to enhance student programming in the five (5) Nunatsiavut coastal communities.
- 3) Surplus/(deficit) – The Fiscal Financing Agreement operates on a balanced basis. Any unexpended funds are treated as deferred revenue and brought into income in the next year and form part of the revenue source for that year. Any accounts receivable are treated as revenue in the year incurred and received in the following year as part of the grant payments.

Motion: that the Board, approve of the Auditor's Report and the accompanying audited financial statements for the Fiscal Financing Agreement for the year ended March 31, 2017. (Peter Whittle/Wayne Lee) Carried

Approval for Financing – School Buses (27)

The request for approval for financing for 27 school buses was tabled by Terry Hall, ADE – Finance and Business Administration/Student Transportation.

Each year, the provinces of Newfoundland and Labrador, New Brunswick, Nova Scotia and Prince Edward Island undertake a joint school bus purchasing program. After obtaining approval to purchase from the Board and Department the District placed 2 separate orders totaling twenty seven (27) model year 2018 Blue Bird school buses (units) for the beginning of the 2017-2018 school year. The order was placed in accordance with the tender issued in the Fall of 2016 from this purchasing program; these twenty seven (27) units replaced the following:

- a) twenty five (25) units to replace aging and rust ridden units where it is more cost effective to replace than repair
- b) two (2) units that were damaged in the May 2016 Corner Brook Depot fire

As purchaser, the District placed the order with the vendor and is in the process of arranging the related debt financing. Standard practice is to finance the related debt over a twelve (12) year equivalent to the useful life of the asset.



Motion: that the Board, approve to borrow up to \$3,500,000.00 for the financing of the purchase of twenty seven (27) school buses with an amortization period of twelve (12) years with such approval further subject to Ministerial approval. (Peter Whittle/Corey Parsons) Carried

Approval – Conflict of Interest Policy

The Conflict of Interest Policy was tabled by Terry Hall, ADE – Finance and Business Administration/Student Transportation.

The existence of real or perceived conflict can pose great risk to the Board and District. Therefore, it is vital that we clearly articulate what constitutes a potential conflict and how all employees need to proceed when a potential conflict arises or is eminent. The intention of this policy is to ensure all employees are aware of what conflict is and how to conduct themselves when they find themselves in a potential conflict of interest situation.

It is recognized that employees may be part of or participate in a number of professional and personal interests. However, this can lead to situations where conflicting interest and/or priorities collide. While the District expects the highest standard from its employees on a daily basis when executing their duties, it is especially cognizant when such potential conflicts are at play. The District expects employees to:

- identify when potential conflict exists
- act in the best interests of the NLESD
- conduct themselves with personal integrity, honesty, ethics, and diligence
- execute proper disclosure of the potential conflict

It is important to note that a conflict of interest does not imply wrongdoing and nor does it preclude involvement of the employee. However, if not disclosed or handled properly could lead to significant risk for the District, employee and third party involved if applicable.

Motion: that the Board, approve of the Conflict of Interest policy as presented including the Conflict of Interest Disclosure form to be completed by employees when requirement to disclose is necessary. (Peter Whittle/Tom Kendell) Carried

Approval – Employee Travel Policy

The Employee Travel Policy was tabled by Terry Hall, ADE – Finance and Business Administration/Student Transportation.

This policy applies to all employees of the NLESD, including executive, management and all full-time, part-time and casual union and non-management, non-union employees. Bargaining unit employees should also consult their respective collective agreements.

This policy applies for all travel reimbursed to employees from all sources of District funds, including any travel funded out of school-generated funds and third party funding or grants dispersed through the NLESD.

It provides clear guidance on what can be claimed and what is required to submit a valid expense for reimbursement.

Motion: that the Board, approve of the Employee Travel Policy as presented. (Peter Whittle/Bruce Cluney) Carried

Approval – Repairs and Maintenance Program 2017-2018



The Repairs and Maintenance Program 2017-2018 was tabled by Jim Sinnott, Director of Facilities and Custodial Management.

The Board votes on a prioritized repairs and maintenance list annually, typically with delegated authority for staff to request funding and/or adjust priorities as situations emerge throughout the year. Prioritization is based on factors such as:

- Indoor air quality & life safety;
- Potential to cause unscheduled school closures;
- Priority programming needs (particularly special services).

In 16-17 NLESD requested \$15m in high priority jobs, \$34m in other non-prioritized requests. There are also GovNL initiatives overlaid (e.g. electrical upgrades) on Board requests. The list of work that is ultimately funded in any year is called the *Repairs and Maintenance Program*. While Government's fiscal year runs from 1 April to 31 March, the fact this program is coming in July means that the ability to spend is reduced to just under $\frac{3}{4}$ of a fiscal year.

Budget 2017 allocated \$16.5m to repairs and maintenance, approximately \$15m has been allocated to English School District Schools as follows:

- \$2.4m for contracts that began last year but were not completed (pre-committed budget)
- \$9.8m for projects that were requested in prior years and had some level of engagement by DEECD/TW. In some cases these projects were completed in a prior year, but funded by GovNL in this fiscal year (e.g. Woodland's vertical lift).
- \$2.7m in new approvals

As noted above, emergent needs arise throughout the year, and typically get completed first and funding method finalized afterwards. For example, a furnace failure in a school gets addressed right away, but may also have an associated \$60k request made by staff. This could be funded by unspent money from another project in the Repairs and Maintenance Program, or by deferring a current year project to future.

Motion: that the Board approve of the 2017-18 Repairs and Maintenance Program, with further approval for staff to adjust priorities as required throughout the year as situations warrant. (Peter Whittle/Tom Kendell) Carried

Approval – Newfoundland Power Easement Request for Baine Johnston Corporation, New CBS School

The easement request from Newfoundland Power for Baine Johnston Corporation was tabled by Jim Sinnott, Director of Facilities and Custodial Maintenance.

At the start of the New K-7 School project in Conception Bay South, Newfoundland Power Inc. advised NLESD that an easement was required from Baine Johnston Corporation (BJC). BJC in turn requested that NLESD allow them to construct an access off our new school road as a method of accessing their property in front of/beside the school. NLESD was not able to grant this request, based on safety concerns regarding having competing flows of traffic (school and commercial) using the school road.

BJC eventually allowed the easement with NLESD agreeing to cover their associated legal and survey costs. BJC's parcel of land is now being developed with access off the CBS highway, and Newfoundland Power Inc. informs us that BJC now requests a powerline easement from us. The actual easement drawing from



Newfoundland Power is shown on the next page, along with an overview below to show it relates to the school site.

Motion: that the Board approve of a powerline easement request from Newfoundland Power Inc. for Baine Johnston Corporation alongside the school road in CBS, with any legal or survey costs to be borne by Baine Johnston Corporation. (Peter Whittle/Wayne Lee) *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 July 26, 2017.

(Below is an abstract from the minutes of the July 26, 2017 committee meeting)

Use of Instructional Time Policy

On May 16, 2017, a draft Use of Instructional Time Policy and Administrative Regulations was presented to the Programs and HR Committee for review and consideration to bring forth to the Board on June 3rd. The Committee decided that the policy required further reflection and revision. The Trustees were requested to send their concerns and ideas to Lucy. The Use of Instructional Time Policy and Administrative Regulations have been revised based on the feedback. The revisions include: firmer language in some of the policy directives; a reordering of the policy directives; the removal of policy statement #3; the addition of current policy statement #8; changes in the administrative regulations of the current policy statement #9; and a realignment of the administrative regulations so that they correspond with each of the policy directives.

MOTION: that the Board approve of the Use of Instructional Time Policy as presented. (Corey Parsons/John George) *Carried*

Media Relations Policy

Ken Morrissey outlined that The *Media Relations* policy is intended to provide guidance to employees of the Newfoundland and Labrador English School District about their interactions with the media and their responsibilities to protect the best interests of students when engaged with the media. Further, the policy will act as a protocol and play a role in informing media of their responsibilities when interacting with students and staff.

The policy is based upon a protocol currently available on the District website, as well as practices occurring in schools throughout the District. The policy strives to ensure the senior leadership team of the District is informed of media issues, both positive and negative, and allow the opportunity for District personnel to provide advice and guidance to employees and students who may be engaged with the media.

MOTION: that the Board approve the Media Relations Policy as presented. (Corey Parsons/John George) *Carried*



6. **New Business**

6.1 Newfoundland and Labrador School Boards Association Report-

No formal report, however, Chair Price did give a short update to the table, stating that the board members have received emails from Trustee Blake regarding his attendance at CSBA, as well Chair Price notified the Board that he has been re-elected to the position of Vice-chair with CSBA and will fulfill that commitment in the coming year.

6.2 School Milk Foundation Report- No report however, Chair Price did state we have received a letter requesting representation on their Board, we will decide that during our AGM in the Fall.

6.3 Education Foundation Report-

No formal report, however, Trustee Wayne Lee updated the Board on the Scholarship status, stating that the committee had met briefly prior to today's meeting to ensure all scholarship recipients are notified prior to start of school. There will be a more detailed report at our Fall meeting.

6.4 NLISE Report- No Meetings

7 **Correspondence sent to Department of Education**

7.1 No Correspondence

8. **Correspondence Received by the District**

8.1 Botwood Land Sale

8.2 Repairs and Maintenance

8.3 Approval to use 7 Teaching Units

8.4 Federal PCB Regulations

8.5 Operating Grant 2017-2018

9. **Directors Report-** Director Stack provided an update to the Board. The Trustees were provided a paper copy of the report.

The Chair thanked Tony for his report.

10. **Adjournment to Closed Session at 2:40 PM (John George/Lester Simmons) Carried**

Chair

Recording Secretary

