



*OFFICE OF THE DIRECTOR*

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

**Newfoundland and Labrador English  
School Board Minutes**  
*November 25, 2017*

**1. OPENING**

The Newfoundland and Labrador English School Board (NLESB) meeting took place on Saturday, November 25, 2017 at 1:32 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. Chair Price opened the meeting by welcoming everyone and acknowledging that today is the International Day for the Elimination of Violence Against Women.

Members present: Mr. Goronwy Price, Chair  
Mr. Thomas Kendell  
Mr. Wayne Lee  
Mr. John George  
Mr. Hilary Primmer  
Mr. Corey Parsons  
Mr. Peter Whittle  
Mr. Lester Simmons  
Mr. John Smith  
Mr. Keith Culleton  
Mr. Raymond Bennet  
Mr. Scott Burden  
Mr. Winston Carter  
Mr. Hayward Blake  
Ms. Jennifer Aspell  
Mr. Kevin Ryan

Regrets: Mr. Bruce Cluney

Also in attendance: Mr. Anthony Stack, CEO/Director of Education (interim)  
Ms. Lucy Warren, Associate Director of Education (interim)  
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. Cheryl Gullage, Manager of Communications  
Ms. Heather May, Senior Administrative Officer  
Ms. Jackie Crane, Executive Assistant

**2. ADOPTION OF AGENDA**

**Motion:** It was moved by Thomas Kendell, seconded by Ray Bennett, and carried that the agenda be adopted as presented.

### 3. MINUTES OF PREVIOUS MEETING

- 3.1 September 30, 2017 AGM, (John George/John Smith) Carried
- 3.2 September 30, 2017 (John George/Lester Simmons) Carried

### 4. Business Arising

#### Catchment Review Motion:

- 4.1 Holy Heart of Mary School System

#### MOTION:

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

**WHEREAS** change of catchment zone is required to achieve that objective;

**BE IT RESOLVED** that:

The catchment zones for Mary Queen of Peace and East Point Elementary be realigned so that East Point Elementary's Exclusive Family Responsibility Zone with the exception of Gregory Street, Lucy Rose Lane and Gerard Place attends East Point Elementary effective September 2018. (Wayne Lee/Peter Whittle) Carried

Trustee Hayward Blake voted against this motion and asked that it be noted in the minutes.

#### School Review Notice of Motion: Trustee Wayne Lee read out the following notices of motion

- 4.2 James Cook Memorial School System

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

**WHEREAS** school closure is required to achieve that objective;

**BE IT RESOLVED** that:

James Cook Memorial will close effective June 2018 and students will be rezoned to attend White Hills Academy effective September 2018.

- 4.3 Appalachia High School System

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

**WHEREAS** school closure is required to achieve that objective;

**BE IT RESOLVED** that:

Our Lady of Mercy Elementary and Appalachia High School will consolidate effective September 2018

- 4.4 St. James Regional High School System

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

**WHEREAS** school closure is required to achieve that objective;

**BE IT RESOLVED** that:



Legallais Memorial will close effective June 2018 and students will be rezoned to attend either St. James Elementary/High or Grandy's River Collegiate effective September 2018.

#### 4.5 H. L. Strong Academy

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

**WHEREAS** school closure is required to achieve that objective;

**BE IT RESOLVED** that:

HL Strong Academy will close effective June 2018.

#### 4.6 Point Leamington Academy School System

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

**WHEREAS** school closure is required to achieve that objective;

**BE IT RESOLVED** that:

Leading Tickles Primary will close effective June 2018 and students will be rezoned to attend Point Leamington Academy effective September 2018.

#### 4.7 Swift Current Academy School System

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

**WHEREAS** school closure is required to achieve that objective;

**BE IT RESOLVED** that:

Swift Current Academy will close effective June 2018 and students will be rezoned to attend Tricentia Academy effective September 2018.

### 5. Committee Reports

5.1 Executive Committee October 20 2017- one motion coming forward from Executive Committee. Excerpt from meeting below:

**Parliamentarian-** Chair Price felt there is a need for us to have a Parliamentarian appointed and sitting at all future meetings of the Board. All Executive committee members felt that the Chair does a good job at chairing the meetings but it is always good to have extra support in ruling on motions and or points of order. It was felt that this individual should be an existing staff member and the following motion will be brought to the Board table at our next regular meeting:

**MOTION:** that the Board, effective immediately, appoint a staff member as the Parliamentarian for all meetings of the Board. (Wayne Lee/Winston Carter) Carried

**MOTION:** that the Board accept the Executive Committee Report with a correction to the wording of item 5.2. (Wayne Lee/John Smith) Carried

#### 5.2 Finance and Operations Committee report November 6, 2017



Chair of the Finance and Operations Committee, Thomas Kendell, stated that Trustees have been provided with a copy of the minutes for the November 6, 2017 meeting. He would be bringing forward some motions to the table, there were also items in the minutes that do not require a motion but if you have any questions please feel free to ask. Below is an excerpt from the minutes of the committee meeting:

### **Approval – Financial Statements (Draft), June 30, 2017**

The audit of the Newfoundland and Labrador English School District [“NLESD”] for the year ended June 30, 2017 is substantially complete. Highlights of the District’s financial statements include:

- 1) These non-consolidated financial statements are prepared based on the financial information of the NLESD for the year ended June 30, 2017. These financial statements are prepared in accordance with the Public Sector Handbook, which constitutes generally accepted accounting principles as recommended by the Public Sector Accounting Board.
- 2) Consolidation – the financial statements are prepared on a non-consolidated basis and do not include the results of operations for school controlled funds, the Newfoundland and Labrador Education Foundation Inc. and the Newfoundland and Labrador International Student Education Inc. The financial statements do include the ancillary funding provided by the Nunatsiavut Government for the five Nunatsiavut coastal communities in Labrador.
- 3) Comparative figures – the comparative amounts for the previous year ended June 30, 2016.
- 4) Cash position – The District continues to maintain a stable cash position.
- 5) Tangible capital assets – during the year ended June 30, 2017, there was approx. \$71 million in tangible capital asset additions which include investment in new schools in Gander, CBS, Virginia Park, Torbay and Portugal Cove. Also, investments for school extensions such as St. Peter’s Junior High.
- 6) Restricted equity – a portion of the District’s equity is restricted to be used for a future purpose. The balance of restricted equity at June 30, 2017 is \$1,370,659 remaining unchanged from June 30, 2016.
- 7) Due to Government – There is a significant balance in this year compared to other years due to the Hydro Rebate received by the NLESD due back to Government.

**MOTION: that the Board, approve of the draft financial statements of the Newfoundland and Labrador English School District for the year ended June 30, 2017 as presented. (Tom Kendell/Ray Bennett) Carried**

### **Approval to purchase land – Gander Depot**

The Gander Bus Depot parking lot is restrictive in relation to snow clearing/removal given its relative small size compared to its fleet and facilities located on the property.

Up until the 2016-2017 school year the District was able to have snow plowed from the parking lot onto the vacant land adjacent to the Depot at 17 McCurdy Drive; it was also previously permitted for the District to use space on the vacant land near the front of the Depot parking lot to park buses.

The owner of the vacant land came to the Depot in the Fall of 2016 and informed the District that we were no longer permitted to push snow on the property or park any vehicles there. The property is currently up for sale for \$69,900.



As a result, the District spent an additional \$23,080 on snow removal from the Depot lot during the winter of the 2016-2017 school year. At times, the District had to arrange for snow to be pushed onto the vacant land without the owner's permission to enable the District to have buses on the road for their morning runs.

As an example of the cost: a snowfall of 24cms in February 2017 took 12 snow removal hours at a cost of \$180/hr totaling \$2,500 + HST. Using a \$20,000 annual snow removal estimate going forward and a purchase price of \$70,000, the additional snow removal cost would pay for the cost of the land within 4 years.

If purchased by another party who is not willing to allow the usage of their land for the District to place snow/park, the District will be stuck with the annual cost to remove snow and it would reduce the District's ability to provide scheduled bus service at times of heavy snowfall.

Purchase of this land would provide the District with the possibility of expanding the Depot's lot in the future if operationally warranted.

**MOTION: that the Board, approve of the purchase of the land adjacent to the Gander Bus Depot, subject to Ministerial approval. (Tom Kendell/John George) Carried**

### **Approval, Financing and Purchase of School Buses**

Each year, the provinces of Newfoundland and Labrador, New Brunswick, Nova Scotia and Prince Edward Island undertake a joint school bus purchasing program. The tender number 0199002-19 has been awarded to Blue Bird for purchases for delivery in the Spring/Summer of 2018.

Within the board owned fleet of the Newfoundland and Labrador English School District, there are eight (8) model year 2005 buses that have to be removed from service as of June 2018 in accordance with provincial legislation. Additionally, there are eight (8) model year 2006 buses that have been deemed unrepairable to meet Highway Traffic Act legislation and another nine (9) model year 2007 buses that are recommended for replacement due to the significant cost to repair combined with their minimal remaining useful life. There were also two (2) model year 2004 wheelchair accessible mini buses (24 passenger) that were removed from service at the end of the 2016-2017 school year but were not replaced due to the exclusion of a 24 passenger bus option in the Atlantic Province tender; the District is seeking approval to procure replacements for these buses on its own.

**MOTION: that the Board, give approval to purchase twenty-five (25) buses at an average unit cost of \$118,236 (HST included) and two (2) mini buses at an approximate unit cost of \$75,000 (HST included); and borrow up to \$3,500,000.00 with an amortization period of thirteen (13) years, with such approvals further subject to Ministerial approval. (Tom Kendell/Winston Carter) Carried**

### **Approval – NLESD Capital Priorities List 2017-2018 for Government of NL 2018 Budget submission**

Jim Sinnott, Director of Facilities and Custodial Management, tabled the District staff recommendation for Capital Projects for 2017-2018 to be submitted to Government of Newfoundland and Labrador for 2018 budget. The list is largely a carry-over from last year's list, with the following changes:

#### **Additions:**

1. Corner Brook Bus Depot (rebuild from fire)
2. Bay d'Espoir Academy (rebuild from fire – changed from previous of simply being school replacement)
3. Bishop Feild: Essentially a notice that costs will be coming, with no other details as it is too early in the process to determine those.



4. St. Bernard's washrooms: The school does not meet code requirements for washroom space (1:25 girls, 1:30 boys) at present.

### **Deletions:**

At the time of these request's addition to this list they were deemed necessary, but we are managing now and into the future. In general, population growth has slowed slightly in some areas, and class combining has freed up space such that extensions/modulars are not currently warranted. These requests can be re-added in later years if required.

1. Mt. Pearl modulars
2. St. Teresa's extension
3. St. Paul's (St. John's) extension
4. Juniper Ridge Intermediate extension

The following are suggested for removal for noted reasons:

5. Villanova Extension Phase 2: In light of Phase 1 being deferred in Budget 2016, a later capital project could encompass both phases.
6. Labrador East Housing: Housing situation has stabilized.
7. Lumsden extension: Area population changes means this former NCSD request can be revised upon possible future area review.
8. Lewisporte Academy extension/Intermediate closure: Area population changes means this former NCSD request can be revised upon possible future area review.
9. Stephenville Reorganization: Area population changes means this former WSD request can be revised upon future area review.

This list is considered, by management, to be an accurate and complete assessment of the District's Capital Priorities.

**MOTION:** that the Board, approve of the Capital Priorities List as tabled at the November 6, 2017 meeting of the Finance and Operations Committee of the Board, with leave for District management to make modifications as required in consultation with the Government of Newfoundland Labrador. (Tom Kendell/Peter Whittle) Carried

### **School Transportation – 1.6 km Rule**

This item was briefly discussed and direction was provided to the trustees sitting on the Finance and Operations Committee. They were asked to review the Government policy on 1.6 km rule to see if recommendations could be made to Government. Trustees feel they need to be the voice of the students and parents who are negatively affected by the 1.6 km rule. This working session of the committee will take place on Sunday, November 26, 2017.

### **Bishop Feild Issue Overview- Excerpt from Committee minutes**

Jim Sinnott, Director of Facilities and Custodial Management provided an overview and update on Bishop Feild Elementary with regards to school inspection and associated timelines.

On October 23, 2017 a section of the gym ceiling – constructed of a heavy plaster supported by metal lath - spontaneously fell. NLESD immediately engaged a structural engineer to review the gym and broader school.



The material that fell was perfectly dry, there were no recent occurrences of leaks in the spot that fell, though approximately 2 years ago a roof drain that had been leaking on the adjacent section was replaced.

The only way to fully inspect the condition of the ceiling is to drill out a core sample to see if it corroded. Multiple sample locations were chosen throughout the school in areas with no recent history of leaks. Several instances of corrosion of the lath were encountered in varying degrees, but some quite badly.

Consequently, since neither NLESD nor the Engineer could provide an assurance that nothing similar to the gym ceiling failure could occur again, the District closed the school and relocated students.

A full structural investigation of the school is required. Cracked concrete, roof and decades old damaged areas would need to be investigated, repaired and lead paint remediated in the process. Virtually the entire school has cracked plaster ceilings, impossible to test all so must be removed. Ceiling removal could expose structural issues (or affirm integrity).

Coal/boiler rooms are external to the building footprint and need to be eliminated. Excavation and infill of foundation wall are required. Significant investigation and repair of the brick work, including chimney removal, were previously recommended.

NLESD requested that the Department of Transportation and Works appoint a consultant for a complete building investigation/evaluation.

Transportation and Works is engaged in discussion with the most recent engineer to seek opinion, based on his existing knowledge and reports of others, as to whether he thinks an unqualified report could be feasibly obtained. Engineer is evaluating past reports and consulting peers before responding.

From a building evaluation perspective, there are three potential outcomes:

1. A report determines repairs are infeasible
2. A report considers repairs feasible – the decision on whether work proceeds is budget based.
3. An unqualified report is considered impossible by consultants – i.e. a qualified report is best case – this creates a decision point for TW/NLESD as to how acceptable that is.

\*External to the facility assessment process, the Newfoundland and Labrador English School Board could review the school.

This item is for Information purposes only.

### **Trustee Remuneration**

This item was discussed by the trustees and all were in agreement that it is a bad time financially for the Province to ask for compensation. At the same time, it was stated that being a trustee is costing them money and this should be reviewed by the Executive Committee at an upcoming meeting.

**MOTION:** that the Board accept the Finance and Operations Committee report as presented. (Tom Kendall/John Smith) Carried

### **5.3 Programs and Human Resources Committee report September 13, 2017.**



Chair of the Programs and Human Resources Committee told the Board that there would be no motions coming forward from the report but he was open to any questions from the table. Trustee Parsons noted that he was pleased to see the agenda item regarding an Early French Immersion Policy, he feels that one should be developed and put in place prior to any decision being made on Sacred Heart Academy in Marystown.

*Comments below are directly from the November 1, 2017 meeting.*

### **Political Activity Policy Discussion Guide**

The Committee agreed the Political Activity Policy needed further discussion. Lucy Warren will prepare a draft Political Activity Policy document highlighting the parts that need further clarification then engage in a discussion. The Committee requested a Working Session Meeting for Sunday, November 25, 2017.

### **Human Resources Update**

Mr. Lloyd Collins provided an update on the following:

- Now conducting Occupational Health & Safety Committee Training during our schools' closeout days for Professional Development. Christine Harte-Power is working on OH & S policies. Committee to review at our next meeting before moving forward to the Board.
- Back at the table on Monday, November 6 2017 with NLTA in Provincial Bargaining.
- A draft policy on Condolences in the case of the passing of staff members, trustees and/or family members of the same will be tabled for consideration at the next meeting.

### **Grade 9 Math – CDLI**

The Centre for Distance Learning and Innovation (CDLI) has traditionally offered high school courses. The organization's original mandate was to provide access to core subject academic and honors courses for students in small and/or remote schools. Over time, CDLI has enhanced its high school course offerings to include electives in areas such as music, art, and skilled trades. This has enabled students in small/remote schools to avail of courses in specialty areas they could not access otherwise.

Declining student enrolments in most rural areas have resulted in smaller schools. The inherent challenge with that is providing the teacher expertise that is needed to address all subject areas, particularly in junior high, as the number of students, and subsequently, teachers, decline. One area of particular concern is Grade 9 Mathematics. It is well known that mathematics is the subject area that creates the most challenges for students in junior and senior high. Our achievement data confirms that the majority of students identified as being academically at-risk experience difficulty with math. The Grade 9 Mathematics course includes key foundational concepts and skills that equip students to be successful in the senior high courses. Consequently, grade nine is a critical year for students to have a highly-qualified mathematics teacher. However, in small schools with a few staff members that level of expertise may not always be available.

Thirty-seven schools in the District have eight students or less in Grade 9 this year. Twenty of the schools have less than five students. In schools with such small numbers, it is likely that some of the teachers assigned to Grade 9 Mathematics may not have a high level of training in the subject. Thus, it is likely that grade nine students in some of the schools could benefit from accessing their math course through CDLI.



The suggested next step is to survey principals and school councils in the thirty-seven schools identified to seek feedback on the proposal of Grade 9 Mathematics being offered through CDLI.

### **Early French Immersion: Sacred Heart Academy, Marystown**

Ms. Lucy Warren shared an overview of Marystown School System – Early French Immersion that she had presented earlier to the Canadian Parents for French and the School Council of Sacred Heart Academy. There are concerns in Marystown about the numbers for Early French Immersion at Sacred Heart Academy. French Immersion program is optional, approved by the Department of Education. Retention rate in French Immersion overall is around 60% -70% but lower retention rates are occurring in the Marystown School system. The problem is that with a lower population trend in Marystown their overall enrollment has gone down. Eleven students currently signed up for this year’s French Immersion program, will require dedicated resources for the next 13 years. District has approved LFI Kinderstart to go ahead and a decision on the viability of the class will be made in the Spring.

Intent was to expose the Committee to this situation and illuminate the potential need for policy direction from the Board going forward. Parents are asking us to identify a number for a feasible French class.

### **School Council Election**

Trustee Smith raised the issue of School Council Elections and would like to see a policy in place with a set of guidelines for principals.

**MOTION:** Moved by John Smith, seconded by Kevin Ryan, and carried unanimously that the Programs and Human Resources Committee could look at preparing a draft policy on School Council Elections.

**MOTION:** that the Board accept the Programs and Human Resources Committee report as tabled. (Kevin Ryan/John Smith) Carried

### **6. New Business**

6.1 Parliamentary at Meetings- motion dealt with in Executive Committee Report above

6.2 Operation Christmas Child- discussion took place during our working session. Trustee Lee put forward the following motion:

**MOTION:** that the Board of Trustees direct schools of the NLESD to cease participation in Operation Christmas Child as organized by Samaritan’s Purse. (Wayne Lee/John Smith) Carried

Peter Whittle declared conflict of interest and did not vote.

Following the working session discussion regarding Operation Christmas Child the following motion was put to the table:



**MOTION:** that the Board of Trustees direct staff of the NLESD to develop guidelines for schools regarding their interactions with outside or third-party organizations who wish to participate or organize activities within schools of the District. (Scott Burden/Peter Whittle) Carried

6.3 Busing 1.6 km- there was a detailed discussion regarding the 1.6 km Government policy for busing students to and from school. It is not a District policy but a Government policy and the trustees felt it is their role to review the policy and put forward to government a recommendation that is consistent with the concerns of the students and parents of the province. This has been referred back to Finance and Operations Committee to discuss in a working session.

6.4 Trustee Remuneration- the Chair said as one of the few provinces not remunerated, this is also an issue for the French Board. The Executive is tasked with looking at this item.

6.5 Naming of New School Portugal Cove St. Phillip- Trustee Lee brought the following motion forward:

**MOTION:** that the Board approve the name Brookside Intermediate, for the new 5-9 school in Portugal Cove St. Phillip's. (Wayne Lee/Keith Culleton) Carried

6.6 Newfoundland and Labrador School Boards Association Report- the Chair reported that the AGM will take place on November 28, 2017.

6.7 School Milk Foundation Report- no report today but will be forthcoming from Trustee Culleton

6.8 Education Foundation Report- no report

6.9 NLISE Report- no report

## **7 Correspondence sent by the District**

7.1 Letter to Minister re Apology

7.2 2017-2018 Budget Submission to Minister

7.3 Letter to School Milk Foundation- Trustee Culleton Appointment

7.4 Letter to NLSBA Trustee Simmons Appointment

7.5 Letter to NLSBA Trustee Kendell Appointment

7.6 Letter to NLSBA Trustee George and Trustee Smith Appointment

## **8 Correspondence Received by the District**

8.1 Approval Letter for Baie Verte High School Middle School

8.2 Letter from Minister Regarding A&E Completion and Roll Out

8.3 Letter from Town of Milltown re New School and Site Selection



- 8.4 Audit of Healthy Eating and Physical Activity
- 8.5 Audit of School Busing
- 8.6 Letter from Minister Approving 12 Month Budget

**9. Directors Report-** Director Stack provided an update to the Board.

The Chair thanked Tony for his report. Trustees thanked the staff for all the hard work completed to move the students of Bishop Field Elementary. Trustee Aspell also reminded the chair about the offer for NATI to present to the Board regarding technology.

**10. Adjournment to Closed at 4:00 PM by motion from Lester Simmons.**

---

Chair

---

Recording Secretary

