



*OFFICE OF THE DIRECTOR*

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

**Newfoundland and Labrador English  
School Board Minutes**  
*February 3, 2018*

**1. OPENING**

The Newfoundland and Labrador English School Board (NLESB) meeting took place on Saturday, February 3 at East Point Elementary, St. John's, NL. The meeting was called to order by Chair of the Board, Goronwy Price @ 3:00 PM. Chair Price opened the meeting by welcoming everyone and acknowledging that Trustee Bruce Cluney had resigned as trustee for zone 5, Western region, he wished him well in his future endeavours.

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

Also in attendance: Mr. Anthony Stack, CEO/Director of Education (interim)  
Ms. Lucy Warren, Associate Director of Education (interim)  
Mr. Ed Walsh, Assistant Director of Education, Human Resources  
Mr. Terry Hall, Assistant Director of Education, Finance & Admin  
Mr. Bronson Collins, Assistant Director of Education, Programs Central Region  
Ms. Donna Miller-Fry, Assistant Director of Education, Programs Western Region  
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 John Smith, seconded by Corey Parsons, and carried that the agenda be adopted as presented.

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

3.1 November 25, 2017 (Peter Whittle/Ray Bennett) Carried

4. **Business Arising-** Ms. Lucy Warren, Associate Director of Education Programs and Operations, provided presentations on the following school systems for the Board of Trustees. The trustees will consider the recommendations and vote on the motion for each system.

**School Reviews: Vice Chair Wayne Lee moved the following motions.**

### 4.1.1 **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.

(Wayne Lee/Lester Simmons) Defeated

### 4.1.2 **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.

(Wayne Lee/John Smith) Defeated

### 4.1.3 **HL Strong 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:

H.L. Strong Academy will close effective June 2018.

(Wayne Lee/John George) Carried

### 4.1.4 **St. James Regional / Legallais 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 all students will be rezoned to attend St. James Elementary/High effective September 2018.

(Wayne Lee/Lester Simmons) Defeated

#### **4.1.5 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.

(Wayne Lee/Peter Whittle) Carried

#### **4.1.6 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.

(Wayne Lee/John Smith) Defeated

### **5. Committee Reports**

#### **5.1 Executive Committee Report November 24, 2017**

An Executive Committee meeting of the Newfoundland & Labrador English School Board was held on Friday, November 24, 2017 at 2:05 PM. Vice Chair stated that the items on this agenda were discussed in preparation of November 25 Board meeting, no motions coming forward. (Wayne Lee/John Smith) Carried

**5.2 Finance and Operations Committee report January 23, 2018-** Trustee Kendell, Chair of the Finance and Operations Committee provided a report with two motions coming forward:

#### **Quarterly Budget/Financial Update period ending September 30, 2017**

The Quarterly Budget for the period ending September 30, 2017 was tabled.

##### Budget Highlights

##### Total Revenues

Revised Budget (total)	\$ 771.4 Million
Revised Budget (net of block funding from DEECD)	\$ 88.8 Million
Revenue earned to September 30, 2017 (net)	\$ 22.2 Million

##### Total Expenses

Revised Budget (total)	\$ 771.4 Million
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Revised Budget (net of items block funded by DEECD)	\$ 88.8 Million
Incurred/encumbered to September 30, 2017 (net)	\$ 18.7 Million
% Budget remaining (net)	79%

Expenses are expected to remain within budget for the 2017'18 fiscal year, although certain expenditures may exceed the approved budget allocation and budget transfers within these categories may be required.

#### Budget Adjustments

There were no budget adjustments during this quarter.

The attached schedules summarize the operating results compared to the revised budget for the period ending September 30, 2017.

**Motion:** that the Board, approve of the revised Quarterly Budget Status Update for the period ending September 30, 2017. (Tom Kendell/Ray Bennett) Carried

#### Internal Audit Policy

Safeguarding of District assets and ensuring integrity in its process and results is critical in any organization but is especially important in a public entity dealing with public funds.

The Newfoundland and Labrador English School District (“NLESD”) has established an Internal Audit Division to conduct independent reviews and appraisals of the NLESD’s various operations and systems of control. The reviews help to ensure that NLESD’s resources are used efficiently and effectively towards helping the NLESD achieve its mission and strategic goals, as directed by the Board. In order for District Internal Auditors to be effective, a policy is required to ensure the role and scope of the function is documented and understood.

It is important to note that the existence of the internal audit function and formal policy documents does not automatically signal inappropriate use of assets or fraudulent activity. Rather the function is intended to review and ensure processes and controls exist to mitigate the opportunity for such activities to exist or at least go undetected.

**Motion:** That the Board, approve of the Internal Audit Policy and related documents. (Tom Kendell/Corey Parsons) Carried

#### Agree on summary of 1.6km discussion points as prepared by Peter Whittle (November 26, 2017)

On November 26, 2017 the Finance and Operations Committee discussed the request from the Board to review the merits of the 1.6km Family Responsibility Zone that we use as the metric for busing of students to schools in the Newfoundland and Labrador English School District and determine a position to bring to the Provincial Government.

The Committee decided that the best approach for NLESD would be to study the issue and consult stakeholders for potential solutions to the issues currently experienced recognizing that the unique geography, population distribution and climate changes faced in the province makes any one size fits all solution impractical. The safety of our children is of paramount concern.

Recommended to:

- Examine courtesy seating policies at School Boards across Canada, particularly in Northern climates.



- Meet with Municipalities NL to discuss challenges faced in different municipalities, the unique urban/rural challenges and seek solutions from the municipal point of view.
- Meet with Department of Transportation and Works to discuss snow clearing issues and the safety issues facing children inside the parent responsibility zone.
- Meet with Newfoundland and Labrador Federation of School Councils for any input or solutions that this organization may have considered.
- Meet with NLESD/DEECD officials with regards to the issue and culture of safety at our schools.
- Develop a cost model that reflects what the costs associated with decreasing the size of the Parental Responsibility Zone by .2km from current all the way to 100% bussing.
- Develop a comprehensive Challenges and Answers document that examines the issue from a cost, safety and responsibility viewpoint.
- Review other opportunities for consideration that may alleviate safety concerns in both rural and urban regions.
- Propose that stakeholders develop a safety educational campaign geared towards the public, parents and school aged children.
- Review the parameters of the AG's ongoing Safety Audit. What might the AG's office recommend to government related to the Parental Responsibility Zone.

Item for information purposes only and will be discussed with the full Board at the upcoming Board meeting.

### **Costing re: School Board Consultations**

It was noted that there was no formal plan or policy in place for participation of Trustees in the recent School Board Consultations for schools proposed for closure at the end of this school year. Noted that cost for this does come out of the overall Trustee travel budget.

There was a discussion on whether the cost of Trustees attending in person was warranted and/or beneficial in these circumstances or if attendance via technology would have been or be sufficient.

Although all were in agreement regarding the cost factor involved, it was noted that the communities involved in these consultations did indicate their appreciation that Trustees took the time to attend in person. The number of Trustees that did attend the consultations was relatively small.

The ultimate decision on who attends these consultations does lay with the full Board. Some feel that a policy needs to be developed and implemented for these situations. However, it was noted that from a legal perspective the Board does have to ensure that it does not interfere with the Schools Act in these instances.

Agreed to add this item to the second day of Board meetings (Sunday) for evaluation by the Board.

Item was for information purposes only and will be evaluated at the upcoming Board meeting sessions.

### **School Based Budgeting (excerpt below from committee minutes)**

Discussion was held surrounding the changes in the way that budgets are allocated and dealt with in regards to purchases that can be made directly by schools. Many Custodians in Central Region feel that they are being impeded in their day to day duties by not being able to purchase small maintenance items directly when required such as nails, replacement shovels, etc.



It was indicated that for the most part a P.O. will be issued for purchases within a 24 to 48 hour time-frame by the Purchasing Department. It is felt that things are not as bad as presented but agreed that it is not as convenient as it was at one time when purchasing small items for schools.

The ongoing Auditor General investigation and pressure from them to ensure that NLESD's own purchasing guidelines are strictly adhered to is a major factor in these restrictions. If we go outside of our own established guidelines, we do run the risk of compromising the Organization's overall integrity.

Custodians always have the flexibility of approaching their Operations Managers when purchases are of an urgent nature.

Concerns were also brought forward over the fact that maintenance request items that are noted at the end of the school year are not always taken care of over the summer months as they were in the past.

When the merger took place, the majority of summer maintenance positions in Central Region were eliminated. This fact has had an impact on any summer maintenance in schools being performed other than the normal cleaning that takes place. Subsequent to the cuts in 2013, the eliminated summer maintenance positions were replaced by a smaller number of 12 month staff to ensure maintenance is addressed year round. Schools wanting improvements over the summer (e.g. painting classrooms) can still discuss same with their Operations Managers.

Item for information purposes only.

### **Impact of Cameras on Buses (excerpt below from committee minutes)**

Discussion was held surrounding the possibilities of considering installation of cameras inside and outside of school buses. It is felt by some that it would be beneficial to have cameras installed to reduce instances of bullying on buses and to assist with any traffic violations outside buses.

There are ongoing talks between NLESD and the Privacy Commission regarding use of cameras in schools and on buses. Privacy Commission feels that cameras should only be used as a last resort and should be turned off or taken out after a situation has been identified and resolved. The Commission is in the process of auditing schools and buses where cameras have been installed and will release a final report on its recommendations when the audit has been completed.

The District feels that when it is felt that these cameras need to be installed in schools and/or buses that they should be active at all times and that they would provide a deterrent to any individuals who may be causing issues. Also to be taken into consideration is the cost factor involved in purchasing and installing these cameras.

The District does still have authority to have cameras installed in schools and on buses where it is deemed necessary. If the Privacy Commission's report indicates that they are against use of cameras in schools and on buses, this issue will have to be taken to the Board for discussion and possible action. Once the report has been released, it will be presented to the Board for their review. (Tom Kendell/Peter Whittle) Carried

### **5.3 Programs and Human Resources Committee report January 25, 2018**

Chair of the Programs and Human Resources Committee, Kevin Ryan, provided an update to the Board and tabled two motions.



## **Programs: Policy GOV-109 Political Activity in Schools**

The Political Activity Policy is intended to limit the impact of political activities on students and their learning; provide direction for employee involvement; and, ensure that District resources are not misused for political purposes.

The policy content was collaboratively determined by the Programs and Human Resources Committee through a Google document. A draft policy was developed based on the information generated through that process. The Committee further discussed and refined the draft policy in their face-to-face meeting on November 26, 2017. Following that, the draft policy was further revised and reviewed by the senior leadership team. Minor modifications were made based on their feedback.

Lucy confirmed for the committee that the draft policy in today's package is the final version that will be presented to the Board at the upcoming meeting on February 3, 2018.

**MOTION:** that the Board approve the Political Activity in Schools Policy as tabled at the January 25, 2018 meeting of the Programs and Human Resources Committee of the Board. (Kevin Ryan/John Smith) Carried

## **Programs: Policy PROG-309 Research Studies and Surveys**

This policy stems from the Research Studies and Surveys Policy of the former Eastern School District, the only district that had a public policy prior to amalgamation of the Boards. The NLESD has been using and revising the former Eastern District policy since 2013.

The policy revision process has included ongoing feedback from schools as well as District staff involved in the approval of research projects and surveys. The feedback has informed policy improvements in a number of areas. It has led to strengthening of policy statements around privacy as well as the documentation required for approval. There is reinforcement around the requirements that research is expected to benefit teaching and learning, and cannot negatively impact instructional time or cause undue interruption with school/District activities. The policy also makes it clear that organizations (e.g., media outlets, business enterprises, non-profit groups) cannot access students/staff to undertake surveys to meet their own agendas

The Research Studies and Surveys Policy and accompanying Administrative Regulations have been vetted by the Senior Education Officers and Assistant Directors - Programs.

There was some discussion regarding the number of requests that are received in a school year. While 30 to 50 may be received, approximately 20 of those are usually approved. It is also important that all researchers follow appropriate ethics regarding confidentiality in the use of surveys.

**MOTION:** that the Board approve the Research Studies and Surveys Policy as tabled at the January 25, 2018 meeting of the Programs and Human Resources Committee of the Board. (Kevin Ryan/Jennifer Aspell) Carried

## **Programs: French Policy Discussion (excerpt below from committee minutes)**



The Provincial curriculum in Newfoundland and Labrador includes several French programs and all students are required to complete Core French in Grades 4-9. Beyond Grade 9, students have the option to complete additional Core French courses.

There are also a number of optional French programs available in select schools throughout the District. These include Intensive Core French (Grade 6), Early French Immersion (EFI) beginning in Kindergarten, and Late French Immersion (LFI) beginning in Grade 7.

The NLESD does not have a French Programs policy but registration information specific to French Immersion programming is included in the Administrative Regulations of the School Zoning, Student Registration and Transfers Policy. The Administrative Regulations also contain a link to additional information pertaining specifically to French programs in the Eastern Region of the District.

Lucy indicated that the purpose here was to discuss some of the larger issues in developing a French policy. The enclosed document was a starting point to some of those issues.

Some discussion took place regarding class sizes, the need for a minimum number of students interested in French Immersion, and issues regarding multi-grading. The point was raised that this is an optional program. We should review attrition rates and how French Immersion affects the core curriculum. It should also have a clear communication piece so that parents new to the school system are aware of the policy.

It was agreed that the best approach would be for staff to develop some initial guidelines for the committee to review before the policy is drafted. This will be discussed again at a working session of the committee at the next Board meeting. (Kevin Ryan/Lester Simmons) Carried

## 6. New Business

### 6.1 NLESD Fall Report

The Fall report was tabled for the Board discuss and staff were available to answer questions.

MOTION: that the board accept the Fall Report as tabled. (Wayne Lee/John George) Carried

6.2 **NLSBA Report-** Chair Price provided an update to the Board members. AGM has taken place and information provided in the Board package. (Goronwy Price/John Smith)

6.3 **School Milk Foundation Report-** provided in board package for all trustees, Trustee Culleton was at the AGM and provided an overview to the full Board. He is the Board representative and was available for questions. (Keith Culleton/Peter Whittle) Carried

6.4 **Education Foundation Report- no report**

6.5 **NLISE Report- no report, verbal update from AD Finance (Wayne Lee/John Smith)**

## 7 Correspondence sent by the District

7.1 Letter to Minister re Gander Depot Land



- 7.2 Letter to Minister re Purchase of Buses
- 7.3 Notification to Brookside Intermediate
- 7.4 Response to Invite to Steering Committee
- 7.5 Appointment of Assistant Director of Education – HR
- 7.6 Capital Requests 2017-2018
- 7.7 Letter to Minister re Vacant Zone

## 8 Correspondence Received by the District

- 8.1 AG Notification of Provincial Wellness Audit
- 8.2 Letter form Town of CBS
- 8.3 Response from Minister re Sale of Land Adjacent to Gander Bus Depot
- 8.4 Response to Mayor of St. George’s Regarding School Transportation
- 8.5 Invitation to Steering Committee
- 8.6 Notification of Audit on Video Surveillance
- 8.7 Response to Capital Requests Letter
- 8.8 Response to Request to Purchase School Buses
- 8.9 Sale of Vacant Properties
- 8.10 Response from Minister re October 20 2017 Request from Board
- 8.11 Appointment of Assistant Director of Education HR
- 8.12 CBS Library Funding
- 8.13 Letter of Resignation from Trustee
- 8.14 Minister Declaring Zone 5 Vacant

9. **Directors Report-** Director Stack provided a presentation to the Board on LLI as well as a summary on good news stories in the District.

The Chair thanked Tony for his report.

10. **Adjournment at: 4:45 PM by motion from Tom Kendell .**

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Chair

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Recording Secretary

