



OFFICE OF THE DIRECTOR

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

**Newfoundland and Labrador English
School Board Minutes**
April 14, 2018

1. OPENING

The Newfoundland and Labrador English School Board (NLESB) meeting took place on Saturday, April 14, at Central Regional Office, Gander, NL. The meeting was called to order by Chair of the Board, Goronwy Price @ 3:15 PM. Chair Price opened the meeting by acknowledging the Humboldt Broncos tragedy and asking all to stand for a moment of silence.

The Chair also welcomed everyone and acknowledging that this is the first face to face public Board meeting for Trustee Pamela Gill.

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. Scott Burden
Mr. Winston Carter
Ms. Jennifer Aspell
Mr. Kevin Ryan
Ms. Pamela Gill
Mr. John Smith (by phone)

Regrets: Mr. Raymond Bennet
Mr. Hayward Blake
Mr. Keith Culleton

Also in attendance: Mr. Anthony Stack, CEO/Director of Education
Ms. Lucy Warren, Associate Director of Education
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. Cheryl Gullage, Manager of Communications
Ms. Jackie Crane, Executive Assistant

2. **ADOPTION OF AGENDA**

3.

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

4. **MINUTES OF PREVIOUS MEETING**

3.1 **February 3, 2018 Minutes** (Corey Parsons/Lester Simmons Carried

4. **Business Arising-** Ms. Lucy Warren, Associate Director of Education Programs and Operations, provided presentations on the Mobile School Systems Reconfiguration for the Board of Trustees. The trustees will consider the recommendation and vote on the motion for this system. After the presentation the following motion was put forward and Trustee Aspell stated she would not be supporting this motion:

Wayne Lee moved the following motion:

4.1 **Mobile School System Reconfiguration**

The District continues to recommend the realignment of Grade 6 from St. Bernard's Elementary to Mobile Central High School. The extension to Mobile Central High School is anticipated to be ready for occupancy during the 2018-19 school year. The school system will be reconfigured effective September 2018 as a Kindergarten to Grade 5 school and a Grade 6-12 school. The two schools will be staffed this spring to reflect that and the Grade 6 students will move once the extension is complete.

Zone 14: Mobile Central High School system

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

WHEREAS a reorganization of schooling in the Mobile Central High School system in Zone 14 is required to achieve that objective,

BE IT THEREFORE RESOLVED that:

St. Bernard's Elementary be reconfigured from a Kindergarten to Grade 6 school to a Kindergarten to Grade 5 school and that Grade 6 be assigned to Mobile Central High School effective September 2018, and the Grade 6 students move to Mobile Central High School when the extension is complete.

BE IT THEREFORE FURTHER RESOLVED that:

Mobile Central High School be reconfigured from a Grade 7 to 12 school to a Grade 6 to 12 school effective September 2018. (Wayne Lee/John Smith) Carried



After this motion was voted on and carried, Trustee Aspell put the following motion to the table for consideration, discussion and vote:

MOTION: That the Board begin a school review of the Mobile Central High School System, in particular look at reconfiguring St. Bernard's Elementary to a Kindergarten to Grade 4 school and that grade 5 be assigned to Mobile Central High School. This review will commence the Fall of 2018 when more data is available to assess enrollment numbers. (Jennifer Aspell/John George) Carried

4.2 Notice of Motion- NLESD Constitution Change

This Notice of Motion is deferred. At the working session it was decided that an expression of interest request will be sent to trustees to form an Ad hoc committee to review the full NLESD Constitution prior to bringing the proposed amendments to the table. The following motion was tabled:

MOTION: that the Board approve for an expression of interest to be put forward to form an Ad hoc Committee with an assigned task to review the NLESD Constitution and bring forward recommendations to full Board. The appointment of this committee will be effective from date of formation and until the task is completed or the Board decides to disband the committee. (Wayne Lee/Jennifer Aspell) Carried

5. Committee Reports

5.1 Executive Committee Report – No meetings

5.2 Finance and Operations Committee report March 28, 2018- Trustee Kendell, Chair of the Finance and Operations Committee provided a report with the following motions coming forward:

5.2.1 Quarterly Budget/Financial Update period ending December 31, 2017

The Quarterly Budget for the period ending December 31, 2017 was tabled by Terry Hall, Assistant Director of Education – Finance and Business Administration/Student Transportation.

Budget Highlights

Total Revenues

Revised Budget (total)	\$ 771.0 Million
Revised Budget (net of block funding from DEECD)	\$ 88.7 Million
Revenue earned to September 30, 2017 (net)	\$ 45.3 Million

Total Expenses

Revised Budget (total)	\$ 771.0 Million
Revised Budget (net of items block funded by DEECD)	\$ 88.7 Million
Incurred/encumbered to September 30, 2017 (net)	\$ 41.1 Million
% Budget remaining (net)	53%

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



The revised budget reflects the recently approved 2017'18 Board Owned Pupil Transportation budget. There is a 1.85% reduction over the prior year budget (total reduction of \$385,000). The largest decrease was in fuel to reflect the prior year actual expenses.

The schedules summarize the operating results compared to the revised budget for the period ending December 31, 2017.

MOTION: that the Board, approve of the revised Quarterly Budget Status Update for the period ending December 31, 2017. (Thomas Kendell/Winston Carter) Carried

5.2.2 Harriot Curtis (SABRI)

The District has received a request from St. Anthony Basic Resources Inc. (SABRI) to transfer ownership of Harriot Curtis Property in St. Anthony for \$1 to facilitate the construction of affordable housing. There is no denominational interest in the property.

The property is comprised of three parcels representing the original Crown Grants:

1. Crown Grant No. 12488 dated January 24, 1911 to Israel Burt and George Toms (Section 1);
2. Crown Grant No. 12604 dated September 28, 1911 to Wilfred T. Grenfell (Section 2);
3. Crown Grant No. 14671 dated August 24, 1917 to the Newfoundland Conference of the Methodist Church (Section 3).

MOTION: that the Board, approve of the transfer of ownership of Harriot Curtis Academy property to SABRI for the amount of \$1, as requested. (Thomas Kendell/Corey Parsons) Carried

5.2.3 Whitbourne Ball Field

The Newfoundland and Labrador English School District received a request from the Town of Whitbourne expressing interest in acquiring ownership of the ball field located behind Whitbourne Elementary School. This ball field is part of the Whitbourne Elementary School Property.

There has been a partnership between the school and the Town on usage of the ball field for a number of years (1970's). The Town states that it has invested significantly in the field over the years.

The Town of Whitbourne would like to install lights and washroom facilities on the field. However, given the school was slated for potential closure they are hesitant to further invest significant funds in the field.

The District has worked with Towns in partnership for many sports fields on school properties throughout the province. It should be noted that this is the school's only green space.

MOTION: That the Board approve to:

1. Deny the transfer of ownership to the Town of Whitbourne with the provision that The Board will commit to reconsider the Town's request of ownership should Whitbourne Elementary close and the land no longer be required for education purposes.
2. Approve the proposed upgrades if the Town of Whitbourne wishes to proceed. (Thomas Kendell/Winston Carter) Carried

5.2.4 St. Theresa's School in Port Aux Choix

St. Theresa's School was closed in June 2010 and was offered for sale by Public Tender on two separate occasions without any response.



The school has been listed with a Realtor for sale since June 2015.

The land is in the name of Corner Brook Episcopal Lands Corporation (previously Roman Catholic Episcopal Corporation of St. George's).

Since the school building and church are next to each other, the church has a restrictive use clause that is to be part of any sale agreement. Recently, there has been interest in acquiring the property.

The area is zoned "Community and Public Use" by the Town of Port Aux Choix.

The District would like to get this property disposed of and to help facilitate a quicker sale, the church has agreed to handle the sale subject to a Quit Claim from the District for the building.

Proceeds from the sale will be divided after legal and other fees associated with the sale have been deducted. Sale price expected to be much less than \$100,000.

MOTION: that the Board, approve for the District to proceed with providing the Corner Brook Episcopal Lands Corporation of St. George's with a Quit Claim so the corporation lawyer can conclude the sale. Quit Claim and sale to happen concurrently. (Thomas Kendell/Jennifer Aspell) Carried

5.2.5 2017-2018 Repairs and Maintenance Submission to Transportation and Works

This item was tabled by Jim Sinnott, Director of Facilities and Custodial Management at the Finance and Operations Committee Meeting and the following information was extracted from those minutes:

Each year the District makes a submission to the Government of Newfoundland and Labrador regarding requests for repairs and maintenance project funding. In turn, the Department of Transportation and Works develops a program of work – to fit within their annual budget allocation drawn from:

1. projects that have been identified, often with planning completed, in previous years;
2. the Board's annual Repairs and Maintenance Submission; and/or
3. emergent priorities (e.g. sudden failure in building components that require immediate repair).

The Repairs and Maintenance Submission is prepared in two sections – a prioritized list of "high need" projects from across the province, and regional sub-lists of projects that are not (yet) immediate needs but we wish to have considered nonetheless. As finances permit, the TW typically funds some projects off the latter lists each year (e.g. some parking lots).

To allow central evaluation of provincial submission, the list is broken down with "ranks". A rank indicates, on a scale of 1 to 5, the seriousness of the issue as follows:

Rank 1 examples: active leak in wooden/gypsum building (mould risk); a boiler requiring immediate replacement to prevent school closure; a room requiring immediate renovation or a child cannot attend school.

Rank 2 examples: active leak in a concrete block building (minimal mould risk); a boiler that is at high risk of failure; an item required for student needs within 12 months.

Rank 3 examples: a roof with some leaks – but managed; a boiler that requires attention in the near term, but ok for ~2 years; a programming need where alternatives are in place, but which requires a permanent solution.

Rank 4 examples: a roof that is end of life but no current leaks; a boiler requiring replacement in the next three years; a recommended programming upgrade.



Rank 5 examples: a roof with expected ~5 year life remaining; a boiler that by age alone requires preventative maintenance/replacement, but has no current issues; or facility improvement that would be beneficial but is not an immediate need.

The ranking system allows projects being assessed by different people in the four regions to be evaluated impartially against other regions' lists. The priority follows from the rank; it is an ordering based on judgement of local and headquarters staff and is a required element by the DEECD. One can expect a material difference in projects of differing rank, whereas the difference between close-priority items is minimal.

The cost estimates noted on this sheet are generally order of magnitude estimates based on previous experience of managers in the region. As projects evolve through detailed evaluations, tender development and ultimately tender release, the market ultimately decides on the cost of the work via contractor submissions.

MOTION: that the Board, approve of the prioritized Repairs and Maintenance Submission and further recommend that District staff be authorized to make adjustments to the list throughout the year, as operational needs warrant. (Thomas Kendell/Winston Carter) Carried

5.3 Programs and Human Resources Committee report March 29, 2018

Chair of the Programs and Human Resources Committee, Kevin Ryan, provided an update to the Board from the March 29, 2018 meeting. There were no motions to put forward from the meeting. Minutes were provided to Board for information purposes. This committee developed the French Guidelines discussed this morning and more work will be done to develop a French policy.

6. New Business

6.1 Busing 1.6 km Discussion

Trustee Whittle told the Board that the document presented was the result of discussions during a Finance and Operations committee meeting. They would like input from all Board members on whether they should move forward with further analysis of the 1.6 km rule by contacting other jurisdictions to see how they implement their busing policy. The general consensus is that there should be some flexibility for students that live in rural Newfoundland where road conditions are poor and sidewalks are sometimes non-existent. Keeping in mind that this is a Government policy and not NLESB as well as the current AG audit on busing safety that is currently underway. It was decided that a committee would be formed to work on a policy recommendation to government regarding the 1.6 km guidelines, Trustee Kendall, Chair of Finance and Administration will take the lead on forming this committee.

6.2 **NLSBA Report-** no meetings

6.3 **School Milk Foundation Report-** no meetings

6.4 **Education Foundation Report-** no meetings



6.5 **NLISE Report-** Terry Hall provided a report to the Board showing funds used from the NLISE Program.

7 **Correspondence sent by the District**

7.1 OIPC Response re Video Surveillance

7.2 Response to the Town of Whitbourne

8 **Correspondence Received by the District**

8.1 OIPC Letter re Video Surveillance

8.2 Approval for In-house Counsel

8.3 NLESD Appointment Letter Pamela Gill

8.4 Yvonne Jones Letter and Response

8.5 Contract approval Letter

8.6 Response from Minister to Town of Gander re 1.6 km Bus Policy

8.7 CEO Appointment Letter

8.8 CEO Appointment Letter

8.9 Approval to Purchase Land Adjacent to Bus Depot Gander

8.10 Town of Bay d'Espoir Correspondence

9. **Directors Report-** Director Stack provided a presentation to the Board

The Chair thanked Tony for his report.

10. **Adjournment to closed session at: 4:50 PM by motion from Jennifer Aspell.**

Chair

Recording Secretary

