



**OFFICE OF THE DIRECTOR**

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

**Newfoundland and Labrador English  
School Board Minutes  
June 16, 2018**

**1. OPENING**

The Newfoundland and Labrador English School Board (NLESB) meeting took place on Saturday, June 16, at District Conference Center, 40 Strawberry Marsh Rd, St. John's, NL. The meeting was called to order by Chair of the Board, Goronwy Price @ 3:00 PM.

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

Regrets: Mr. Thomas Kendell  
Mr. Scott Burden

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

**2. ADOPTION OF AGENDA**

**MOTION:** It was moved by Hayward Blake and seconded by Peter Whittle that the agenda be amended to add item 6.7 Support for Indian River High School.

**Motion:** It was moved by Lester Simmons, seconded by Corey Parsons, and carried that the agenda be

adopted as amended to add item 6.7 Support for Indian River High School.

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

- 3.1 April 14, 2018 Minutes (Jennifer Aspell/Winston Carter) Carried
- 3.2 June 4, 2018 Minutes (Pamela Gill/John George) Carried

### **4. Business Arising**

#### **4.1 Sale of Booth Memorial**

The former Booth Memorial High School on Freshwater Road in St. John's closed in June 2015 when it merged with Bishop's College and moved to Waterford Valley High.

The District recently tendered for the sale of this property and received seven (7) bids ranging from \$8,696.00 to \$1,227,901.00. The successful bidder was Pennecon Realty Ltd. for a purchase price of \$1,227,901.00.

The District is seeking Board approval to complete the deal with Pennecon Realty Ltd. based on terms to be negotiated with the Denominational authorities associated with the property.

**MOTION:** That the Board approve the sale of Booth memorial High to the highest bidder resulting from the Public Tender process including settlement with Denominational interests pending Ministerial approval. (Wayne Lee/Raymond Bennett) Carried

#### **4.2 Sale of MacPherson Elementary**

The former MacPherson Elementary School on Newtown Road in St. John's closed in June 2011.

The District recently tendered for the sale of this property and received eight (8) bids ranging from \$145,000.00 to \$895,695.00. The successful bidder was Pennecon Realty Ltd. for a purchase price of \$895,695.00.

The District is seeking Board approval to complete the deal with Pennecon Realty Ltd. based on terms to be negotiated with the Denominational authorities associated with the property.

**MOTION:** That the Board approve the sale of MacPherson Elementary to the highest bidder resulting from the Public Tender process including settlement with Denominational interests pending Ministerial approval. (Wayne Lee/John Smith) Carried

#### **4.3 Sale of Bishop's College**

The former Bishop's College School on Pennywell road in St. John's closed in June 2015 when it merged with Booth Memorial and moved to Waterford Valley High.

The District recently tendered for the sale of this property and received seven (7) bids ranging from \$8,696.00 to \$1,227,501.00. The successful bidder was Pennecon Realty Ltd. for a purchase price of \$1,227,501.00.

The District is seeking Board approval to complete the deal with Pennecon Realty Ltd. based on terms to be negotiated with the Denominational authorities associated with the property.

**MOTION:** That the Board approve the sale of Bishop’s College to the highest bidder resulting from the Public Tender process including settlement with Denominational interests pending Ministerial approval. (Wayne Lee/Lester Simmons) Carried

## **5. Committee Reports**

### **5.1 Executive Committee Report – No meetings**

### **5.2 Finance and Operations Committee report June 1, 2018**

**In the absence of the Chair of the Finance and Operations Keith Culleton brought forward the June 1 report with the following motions:**

#### **5.2a Policy – Facility Security and Access Control**

Approximately 60% of District Schools are on a common (Best by Stanley Hardware) master key system. Each year the District expands this system as budget allows, with a goal of full coverage for all schools and offices. The newest schools in the District have card access systems as well, and it is the intention to expand the card controls District-wide, also as budget permits.

The master key system allows controlled building access according to the needs of the school/user. E.g. a principal’s key opens all doors in the building; a teacher’s key opens all classrooms and other related areas, but not the administrative offices; and a community group key just opens the gym. This is integral to the “Safe and Caring” model in ensuring teachers can lock/unlock rooms as required to keep building occupants safe – including being able to sign out substitute teachers a key on the days when they are in a building. The card system performs a similar function, particularly for external doors, with the added benefit that lost or stolen cards can be easily disabled.

While the master key/card systems are currently guided by best practices via sign out forms, memos, etc., the lack of official Board policy and associated administrative regulations to formalize best practices is a shortcoming that needs to be addressed. The policy establishes a framework to maintain the security of buildings by tracking who has access, and the rules surrounding their access e.g. prohibiting the loaning of keys/cards.

**Motion:** That the Board approve the adoption of Policy OPER-605 – Facility Security and Access Control as presented by the Finance and Operations Committee. (Keith Culleton/Wayne Lee) *Carried.*

#### **5.2b Policy – School Fundraising**

School Generated Funds (funds raised, collected and/or generated at the school level or in the name of the school) are considered District funds and the District is therefore held to the same standard of accountability and transparency in the management of these funds as any other type of public funds. Given the volume of funds that are generated at the school level and the legislative and accounting standards required to be met, the possibility of non-compliance with these standards poses a significant risk to the Board and the District.

The intention of this policy is to ensure all employees involved in School Generated Funds activity, particularly School Administrators (the employees responsible for the management of their School Generated Funds), are aware of District expectations with respect to School Fundraising.

Item #8 of Policy to be amended to indicate “with the exception of bake sales”.

Trustee Culleton has spoken to many stakeholders since this policy was discussed at the committee level, they have concerns that teams will suffer because sponsorship will not be allowed on jerseys. It was decided by the full Board that further review and consultation was required and the motion to approve this policy was not put to the table. This will be referred back to committee for review of subsection 17.

## 5.2c Quarterly Budget Update – March 31, 2018

### The Quarterly Budget Update for the period ending March 31, 2018

#### Budget Highlights

#### Total Budget

Original Budget (total)	\$771.38 Million
Revised Budget (total)	771.48 Million
Budget Increase	0.10 Million

#### Net of block funding from DEECD

Revised Budget	89.24 Million
Revenue earned to March 31, 2018 (net)	67.21 Million
Incurred/encumbered to March 31, 2018 (net)	61.43 Million
% Budget remaining (net)	31%

Expenses are expected to remain within budget for the 2017-2018 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 increase of \$97,325 since the original approved budget for the 2017-18 school year. The adjustments include:

*Quarter ending March 31:* an increase of \$464,625 due to an increase in the CDLI budget to reflect operating costs for Q4 of the 2017-18 school year. Revised budget reflects 15 months of activity from April 1, 2016 to June 30, 2018.

*Quarter ending December 31:* a decrease of \$367,300 due to a decrease in board owned transportation expenses primarily relating to fuel to reflect prior year actuals.

The schedules summarize the operating results compared to the revised budget for the period ending March 31, 2018.

**Motion:** That the Board, approve of the revised Quarterly Budget Status Update for the period ending March 31, 2018, as presented by the Finance and Operations committee. (Keith Culleton/Corey Parsons)  
*Carried.*

## 5.3 Finance and Operations Committee report June 8, 2018

### 5.3a Naming of School – Former Our Lady of Mercy Elementary/Appalachia High

Correspondence was forwarded by Principals of both Appalachia High and Our Lady of Mercy Elementary on behalf of their respective School Councils. This correspondence requests approval of the selected name “Bayview Academy” for the new K-12 school to be housed at the former school locations.

The following process was undertaken by School Councils:

1. School community was informed that the schools were amalgamating and a new name would be selected.
2. School community was invited to submit name suggestions. The invitation was sent out through Synrevoice and a letter was posted on each school’s Facebook account. Students were also informed through the daily announcements.
3. A box was set up in each school’s office to collect suggestions. Emailed suggestions to the Principals were placed in the box as well. There was a total of 51 suggestions submitted.
4. The administration of both schools met to short list the suggestions. They removed names that did not make sense or they felt did not fill the criteria. This was discussed with School Councils at a meeting. This left 16 possible names for consideration.
5. Both School Councils came together to discuss the issue. Council members were read the guidelines and worked hard to ensure the name(s) would best represent all communities in the catchment area.
6. Council members felt there was no need to create a short list and survey the school community as they came to the agreement that only one name best fit the criteria.
7. A letter was sent to the School Board Trustee Chair for the next Board meeting to approve the submitted name.

**MOTION:** that the Board approve of the name “Bayview Academy” for the new K-12 school to be housed at the former Appalachia High and Our Lady of Mercy Elementary schools in St. George’s as requested by the School Councils of both schools, and recommended by the Finance and Operations committee. (Keith Culleton/Wayne Lee) *Carried.*

### 5.3b Site Selection for Bay d’Espoir Academy

In capital requests from 2013 to 2018, the Newfoundland and Labrador English School District carried forward a request from the previous Nova Central School District for a new school to replace Bay d’Espoir Academy. This obviously became more imperative since the primary/elementary wing and gymnasium of the school burned to the ground in early 2017. The Board has indicated a preference for a completely new school vs. utilization of the smoke/fire damaged, but still standing, high school wing of the original building.

Representatives from the Department of Education and Early Childhood Development and the Department of Transportation and Works recently confirmed that the replacement school would be a completely new construction, and gave District staff the go ahead to seek a site for this new school. District staff have previously been approached by representatives of the Town Council of St. Alban’s, where the vast majority of the students reside, regarding potential sites. The School Council of Bay d’Espoir Academy have also recently unanimously endorsed the Town of St. Alban’s as the site for the new school.

In terms of specific site, there are two parcels of land adjacent to the temporary school where schools previously stood, and which the Town informs us the Crown Grant specifies use for schools. These would be the natural location for new school construction, pending confirmation of title and

geotechnical/environmental suitability.

Trustee John George spoke favourably of this motion and stated the current situation is far from ideal and felt that this is a very important step in this process, he asked for the support of his fellow trustees.

**MOTION:** that the Board, approve to utilize the noted available school site in St. Alban's for the new Bay d'Espoir Academy, pending confirmation of suitability by the Department of Transportation and Works and further subject to Ministerial approval, as recommended by the Finance and Operations committee. (Keith Culleton/John George) *Carried.*

### **5.3c Naming of School – New CBS Elementary School**

Correspondence was forwarded to the School District by the School Council and Principal of the new CBS Elementary School indicating that they have followed District school naming policy and guidelines for the naming of the new school in CBS.

Name submission and voting process, with community involvement, was completed to select a name for the new elementary school in CBS that opened in September 2017.

There was a total of 49 suggested names submitted which were short listed to 7 by the School Council. There was a total of 40 votes cast once the short list was released.

Admiral's Academy – 12  
Killick Academy – 0  
Riverside Academy – 7  
Heritage Academy – 1  
Bayside Academy – 3  
Admiral's Shore Academy – 5  
Upward's Academy – 12

“Admiral's Academy” and “Upward's Academy” both tied with 12 votes each. However, the council felt upon further review, that Upward's Academy never really met the criteria in the policy/guidelines.

Therefore, the School Council of the new school in CBS is requesting the Board approve “Admiral's Academy” as the official school name for the CBS Elementary school.

**MOTION:** that the Board, approve of the name “Admiral's Academy” for the new CBS Elementary school as requested by the School Council and recommended by the Finance and Operations committee. (Keith Culleton/John Smith) *Carried.*

### **5.4 Programs and Human Resources Committee report May 29, 2018**

Chair of the Programs and Human Resources Committee, Kevin Ryan, provided an update to the Board from the May 29 meeting. Two of the items were for discussion and one required a motion:

5.4a Human Resources: Staffing Update (excerpt from committee meeting below)

There were 170 redundancy and reassignments leading up to May 7th. All teachers who were in a redundancy position were offered another position by the District. There were 17 teachers who rejected their reassignment and placed in the lay-off pool. These teachers have recall rights after the end of the current school year.

To date, there have been 151 permanent teaching positions posted, 70 permanent administrative positions, and 11 program specialist positions. We are currently in the process of interviewing to fill these positions.

Partial permanent positions will be posted on June 8th, fallouts will be posted each week starting June 15th, and term positions will be advertised June 22nd.

#### 5.4b Programs: French Programs Policy (excerpt from committee meeting below)

Lucy Warren referred the committee to the French Programs Policy, Administrative Regulations and Briefing Note included in the meeting package.

Trustee Aspell questioned the wording of Policy Directive #1 Regarding Core French being mandatory for all students.

Mr. Stack suggested that the wording be amended to “Core French is part of the regular program for all students in Grades 4-9 in the Newfoundland and Labrador English School District”. The exemption request for students with diagnosed exceptionalities and appendix are no longer necessary.

Entry into Early French Immersion is in Kindergarten. Any requests to start EFI in a later grade are rare and would be considered on a case by case basis. It is also dependent upon the current class sizes/caps and availability in that school.

Trustee Ryan suggested a change in Item 3.3 of the Administrative Regulations to read, “In areas where there is not full implementation, the deadline for registration for ICF at the school level is the end of January”.

Trustee Aspell suggested that Item 3.6 of the Administrative Regulations be amended to read, “Where registration numbers exceed the class cap of 28, or multiple thereof, a numbered waitlist will be created by each school using registrations received by the deadline.

Mr. Stack indicated that this policy will be taken to the Director’s Principal Advisory Group at their meeting next week.

Trustee Parsons thanked the committee and staff for all the work that was done to get this policy in place.

**MOTION:** that the Board approve the French Programs Policy, with the changes as discussed regarding Policy Directive #1, as tabled at the May 29, 2018 Programs and Human Resources Committee meeting.  
(Kevin Ryan/John Smith) Carried

#### 5.4c Programs: Organizations in Schools (policy discussion) (excerpt from committee meeting below)

There was some discussion regarding the difficulty in creating a policy to govern outside or third-party organizations that may be involved in our schools; organizations whose values that may be different from that of the NLESD.

It was indicated that we need to be inclusive and treat everyone fairly. Guidelines may be necessary but the idea

that we need a policy on this subject was also questioned. Sometimes schools can become too involved in other issues and instead should be driven by curriculum and related to education.

There were changes suggested to some of the wording and it was decided to have the document shared to the committee so that everyone can review in the coming days and make changes or comments where they feel necessary. It will be discussed again at the next working session.

6. **New Business**

6.1 **School Review 2018-2019**

Lucy Warren noted that two catchment reviews will be done this year, but due to the review of the Schools Act and the time and dedication that this will require, the Board put the following motion forward:

**MOTION:** that the Board of Trustees postpone further school reviews leading to potential school closure, with the exception of any school where there are emerging needs associated with the school, pending review of the Schools Act. (Wayne Lee/John Smith) Carried

6.2 **School Board Meeting Schedule (draft)**

**PROPOSED BOARD MEETING SCHEDULE FOR 2018-2019:**

Month	Dates	Location
AUGUST 2018	11 <sup>TH</sup> AND 12 <sup>TH</sup>	ST. JOHN'S
NOVEMBER/AGM 2018	3 <sup>RD</sup> AND 4 <sup>TH</sup>	ST. JOHN'S
JANUARY 2019	26 <sup>TH</sup> AND 27 <sup>TH</sup>	ST. JOHN'S
APRIL 2019	13 <sup>TH</sup> AND 14 <sup>TH</sup>	ST. JOHN'S
JUNE 2019	8 <sup>TH</sup> AND 9 <sup>TH</sup>	GOOSE BAY

**PROPOSED MEETING STRUCTURE SEPTEMBER - JUNE**

SATURDAY	8:30 – 5:00 PM BOARD MEETING/WORKING SESSION
SUNDAY	8:30 – 12:00 PM COMMITTEE MEETINGS

MOTION: that the Board approve the proposed schedule as presented. (Wayne Lee/Winston Carter) Carried

6.3 **NLSBA-** no meetings

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

6.5 **Education Foundation Report-** May 10, 2018

MOTION: that the Board accept the Education Foundation Report as presented. (Wayne Lee/Corey Parsons) Carried

Wayne Lee, Chair of the Education Foundation provided a report from the May 10, 2018 meeting. Below is an excerpt from the meeting and are provided to the Board for informational purposes.

**Deferral of Innovation Grants/Awards to 2018-2019**

Innovation Grants/Awards were launched during the 2015-2016 school year with 10 grants @ \$2,500 and 10 awards @ \$2,500 being offered to schools/teachers.

Grants were to provide funding the teachers who had an innovative idea but did not have funds to implement in their school/classroom. The \$2,500 was intended to be seed money to get their idea off the ground.

Awards were given to teachers who had already implemented innovative ideas/programs/designs, etc. in their school or classroom that was recognized as successful or new. The \$2,500 award was intended to help the teacher enhance or launch their idea further.

Over the past few years, the District has had some difficulty getting enough submissions by region and had to put out specific calls to encourage principals to discuss with their staff to increase submissions.

It was evident that the same teachers/schools submitted each year with ideas not changing from year to year. There was no real follow-up as to success of initiative and how money was utilized.

The District feels it is important to continue with this initiative and the avenue for teachers/schools to have access to Foundation funding. A review of the effectiveness of the program needs to take place to determine enhancements for consideration. Therefore, the District is proposing to delay release for this year until the October/November timeframe to allow for this review.

**Motion:** *Moved by John Smith, seconded by Corey Parsons, that the Newfoundland and Labrador Education Foundation approve the request to delay release of the Innovation Grants/Awards until October/November 2018 in order to allow for a review of the program so enhancements can be made. Carried.*

### **Scholarship Policy and Application Changes 2017-2018**

The Foundation awards 27, \$1,000 scholarships to graduating students each year. This is a very successful program that allows the Foundation to assist students moving on to a Post-Secondary institution after High School.

The District feels it is important to continue with the scholarship program, but in light of recent discussions, the program needs to be reviewed to ensure it is achieving its goal and appealing to a broad group of students.

As we are at the point where we need to launch the program for this year, the District is proposing a couple of small adjustments for this year ahead of the full scale review for the upcoming year.

Changes proposed include:

- Changing “Graduation Requirement Marks” from the current narrower, “University Entrance Average”. Points will still be assigned out of 50 for this category, depending upon where the individual average falls.
- Instead of an essay on the general topic of school and community involvement/leadership, we propose a list of 4 topics/questions of which they

answer any 2 to a maximum of 500 words.

The proposed changes are hoped to accomplish two things:

- Assist in levelling the application process since in some smaller rural schools/communities, opportunities to demonstrate such involvement may not be as plentiful as in our larger centers.
- By providing topics/questions, it leads to a more consistent marking across all applicants, provides insight from outgoing students on potential improvements or changes that could be made in the education system and provides for a more personal perspective from our graduating students.

**Motion:** *Moved by Corey Parsons, seconded by Kevin Ryan, that the Newfoundland and Labrador Education Foundation approve the proposed changes as noted for this year's scholarship application and the subsequent review prior to release for the 2018-2019 school-year. Carried.*

### **NLEF Calendar Orders for 2018-2019**

As in previous years, the NLEF will send out a request for quotes for the Foundation calendars that are distributed to schools, employees and Trustees of NLESD.

For the year 2017-2018, 1250 calendars were ordered at a cost of approximately \$1,000. An order consistent with this is required for 2018-2019.

Required adjustments will be made to update the calendar for 2018-2019 prior to being sent out of printing.

**Motion:** *Moved by Hayward Blake, seconded by Kevin Ryan, that the Newfoundland and Labrador Education Foundation approve the ordering process for the NLEF Calendars for the 2018-2019 school-year. Carried.*

### **Financial Update/Overview**

Presently in the middle of the year-end Audit for period ending December 3, 2017. No major changes to report. Participation in the 50/50 draw is up a little for the 50/50 draw which generates approximately \$200,000 for the Foundation. In the vicinity of \$300,000 for other scholarships that are paid out through the Foundation to schools/students.

The final audit report will be presented to the Foundation Committee for review and approval when it has been completed.

**6.6 NLISE Report-** no meetings

**6.7 Indian River High School Support**

**Trustee Blake spoke to the situation of a student request for a rainbow crosswalk in the**

**community of Springdale. He asked that the Chair draft a letter for the school and relay our support for the students of that school.**

**MOTION:** that the Newfoundland and Labrador English School Board applauds and supports the students and staff of Indian River High School, Springdale for their commitment to affirming gender and sexuality acceptance within school communities. (Hayward Blake/Corey Parsons) Carried

**7 Correspondence sent to the District**

- 7.1. Allocation 2018-2019
- 7.2. Henry Gordon School Council Letter
- 7.3. PTF Additional Allocation
- 7.4. Appointment of Associate Director
- 7.5. Town of Meadows Snow Clearing
- 7.6. Secondment E Churchill
- 7.7. K Keating Congratulations
- 7.8. Letter from CYA re Schools Act Changes
- 7.9. Response from Deputy re Schools Act Changes
- 7.10. Ministerial Approval for Harriott Curtis
- 7.11. Child Death Review Committee
- 7.12. Response from Minister re Marine Atlantic
- 7.13. Permission for Close Outs for Phase One Schools

**8. Correspondence sent from the District**

- 8.1. Letter to Town of Whitbourne
- 8.2. Invite to Minister Hawkins
- 8.3. Request Approval for Marine Atlantic
- 8.4. Request for Additional PL for Phase 1 Schools
- 8.5. Response to the Town of Meadows

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

The Chair thanked Tony for his report.

**10. Adjournment to closed session at 4:08 PM by motion from Pamela Gill.**

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Chair

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Recording Secretary