

EXECUTIVE COMMITTEE MEETING

SKYPE

OCTOBER 25, 2018 2PM

1. OPENING

An Executive Committee meeting of the Newfoundland & Labrador English School Board was held on October 25, 2018 at 2:05PM. The Chair welcomed everyone to the meeting and thanked them for joining.

Members present: Goronwy Price, Chair
 Wayne Lee
 Lester Simmons
 Wince Carter
 John Smith
 Scott Burden

Regrets:

Also in Attendance: Anthony Stack, CEO/Director of Education
 Ed Walsh, Associate Director of Education (Interim)
 Terry Hall, Assistant Director of Education
 Elaine Cross, Executive Assistant

2. ADOPTION OF AGENDA

Motion: The Executive Committee agreed unanimously to adopt the agenda with the addition of Item 5.4 regarding recent Trustee email commentary at the request of Vice Chair Lee. (John Smith / Wayne Lee) Carried

3. CONSIDERATION OF MINUTES

3.1 MINUTES October 4, 2018 (Lester Simmons / John Smith) Carried

4. BUSINESS ARISING

4.1 No business arising

5. NEW BUSINESS

5.1 Committees of the Board

2018-2019 Committee Selection- all trustees were polled and asked to identify preferences for committees. The Executive reviewed all names and selected representatives based on trustee preference, past/current roles on committees, continuity/legislative requirements and regional representation.

Education Foundation (6)	Teacher Liaison Committee	School Milk Foundation (1)
Thomas Kendell	Thomas Kendell	Eric Ayers
Jennifer Aspell	Wayne Lee	
Kevin Ryan	John George	
Scott Burden	Kevin Ryan	
Keith Culleton	Keith Culleton	
Pamela Gill	Ray Bennett	
John Smith	John Smith	
Hayward Blake	Hayward Blake	

NLSBA (2)	Teacher Certification Review Committee (1)	Teacher Certification Committee (1)
Wayne Lee	Thomas Kendell	Lester Simmons
Kevin Ryan		

Trustee Burden asked about representation on the NISEP committee. Terry Hall indicated that representation on the NISEP committee is dictated through its bylaws and is made up of the CEO, the Assistant Director of Education (Finance & Operations), the Assistant Director of Education (Programs & Human Resources), along with the Chair of the Board, the Chair of the Finance and Operations Committee, and the Chair of the Programs and Human Resources Committee.

MOTION: That the Executive committee adopt the committees as listed above, with Teacher Certification Review and Teacher Certification Committee pending approval from NLSBA. (Wayne Lee / Winston Carter)
Carried

5.2 Ad Hoc Committee – Audit and Risk Management Committee

The Chair reviewed the Terms of Reference for the creation of the Audit and Risk Management Committee as outlined in the executive committee meeting package.

It was recommended that the representation on this committee would serve for a two year term regardless of changes in membership on the three Board Standing Committees with the exception of the Board Chair and Vice Chair. In these cases, the representation would reflect the position at the time.

The external members would be non-trustees appointed by the board with expertise in Finance or Legal.

MOTION: That the Executive Committee recommend that the Board approve the establishment of an Audit and Risk Management Committee whose role is to obtain reasonable assurance that the District has in place an acceptable environment of internal controls and that they are operating effectively. The appointment of this committee will be effective from date of formation and members shall be assigned for a period of two years. (John Smith / Lester Simmons) Carried

5.3 Annual Report 2017-2018

The Executive was provided with a copy of the 2017-2018 Draft Annual Report.

Heather May, Director of Strategic Planning, Policy & Communications, prepared the Annual Report and joined the meeting at 2:20. Ms. May indicated that it has been reviewed by the Department of Education and Early Childhood Development and no significant changes have been recommended. The financial summary and the audited financial statements are still to be included.

MOTION: That the Executive Committee recommend that the Board approve the draft Annual Report 2017-2018 as tabled, with any significant changes to come back to the Board. (Winston Carter/ John Smith) Carried

Heather May left the meeting at 2:25.

Before the next item, Tony Stack, Ed Walsh, and Terry Hall left the meeting.

5.4 Trustee Commentary

The Vice Chair Lee raised the issue of Trustee emails that were sent after the AGM last weekend and the fact that some emails questioned the integrity of Senior Staff. He reminded the Executive that all emails are subject to ATIPPA and that individuals should not undermine the fact that the Board has complete confidence in our senior staff.

Trustee Smith agreed and was very concerned that it could be misconstrued as professional misconduct or harassment. He felt uncomfortable with some of what was being said.

Trustee Simmons agreed and was very concerned that the integrity of our staff seemed to be called into question. He also believes that it should be brought to the Board table.

Trustee Carter indicated that he thought the AGM process went very smoothly but also stated that Legal Counsel should probably have been there. Arrangement will be made to ensure that there will be legal counsel at all future board meetings.

Trustee Burden stated that staff should not have been put into the position as scrutineers without the proper resources needed. It was not their fault. There should have been legal counsel instead. He is challenging the process and not the people. He pointed out that legal counsel was there at the August meeting when there was an attempt to add an item to the board agenda at the table.

Chair Price expressed his disappointment with the email commentary. In his estimation, the CEO executed his role at the AGM in a professional, open and responsible manner. The CEO suggested a recess to contact Legal Counsel on the raised question and was informed it was not necessary by the individuals who raised it. .

He then entertained a motion to make the election voting results public. This motion was defeated by a vote of 10-7 against. In closing, Chair Price stated that the Board hires the best possible people for our senior staff roles and their integrity should not be treated lightly.

The board has provided a clear mandate for the executive to move forward and will do so in a fashion that supports the staff in a professional manner.

Motion: That the Executive Committee recommend this issue be brought to the Board table at the next meeting on November 3, 2018. (Lester Simmons / John Smith) Carried

Tony Stack, Ed Walsh, & Terry Hall returned to the meeting at 2:45.

6. ADJOURNMENT TO CLOSED

There being no further business the meeting adjourned at 2:45 by a motion from Trustee Burden.