



OFFICE OF THE DIRECTOR

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

**Newfoundland and Labrador English
School Board Minutes**
June 8, 2019

1. OPENING

The Newfoundland and Labrador English School Board (NLESB) meeting took place on Saturday, June 8, 2019 at Mealy Mountain Collegiate, Happy Valley-Goose Bay, NL. The meeting was called to order by the Chair of the Board, Goronwy Price, at 3:00 PM.

Members present: Mr. Goronwy Price, Chair
Mr. Wayne Lee, Vice Chair
Mr. John Smith
Mr. Peter Whittle
Mr. Lester Simmons
Mr. Thomas Kendell
Ms. Pamela Gill
Mr. Winston Carter
Mr. Keith Culleton
Mr. Scott Burden
Mr. Hayward Blake
Mr. Kevin Ryan
Mr. Eric Ayers
Mr. John George

Regrets: Mr. Raymond Bennett
Ms. Jennifer Aspell

Also in attendance: Mr. Anthony Stack, CEO/Director of Education
Mr. Ed Walsh, Associate Director of Education (Programs and Human Resources)
Mr. Terry Hall, CFO/Assistant Director of Education (Corporate Services)
Ms. Heather May, Director of Strategic Planning, Policy and Communications
Ms. Christina White, Assistant Director of Education (Programs) Labrador Region
Ms. Janet Wiseman, Director of Schools and Human Resources (Labrador)
Ms. Stacy Ryan, Parliamentarian
Ms. Elaine Cross, Executive Assistant

2. ADOPTION OF AGENDA

MOTION: It was moved by John Smith and seconded by Thomas Kendell that the agenda be adopted as presented. (Carried)

3. MINUTES OF PREVIOUS MEETING

3.1 April 13, 2019 Minutes adopted. (Eric Ayers / Winston Carter) Carried

4. Business Arising

4.1 Constitution and By-Law Committee – Notices of Motion

There was detailed discussion during the working session of the Board regarding proposed changes to the existing Constitution and By-Laws of the Board.

Chair of the Constitution and By-Law Committee, Hayward Blake, read the following Notices of Motion:

4.1a) Notice of Motion: NLESD Constitution

I hereby provide notice that the Newfoundland and Labrador English School Board will table its Constitution, as presented, for debate and vote at the September 7, 2019 Regular Board meeting.

ARTICLE IV: Membership

2. Remove Zones 14 to 17 from the Eastern Region and create a separate Region entitled Northeast Avalon to incorporate Zones 14-17.

ARTICLE V: Officers of the Board

d) Members-at-Large

Change references of four members-at-large to five so that it reads as follows:

“The officers of the Board shall include five (5) Members-at-Large, with one Member-at-Large representing each of the five regions of the District: Labrador, Western, Central, Eastern, and Northeast Avalon.”

ARTICLE VI: Committees of the Board

2. Standing Committees - Addition of:

c) Audit and Risk Management Committee

4.1b) Notice of Motion: NLESD By-Laws

I hereby provide notice that the Newfoundland and Labrador English School Board will table its By-Laws, as presented, for debate and vote at the September 7, 2019 Regular Board meeting.

Definitions

g) Change four members-at-large to five

Change reference to regions of the “District” to “Board”

Addition of the Northeast Avalon Region

0) Change reference from “District” to “Board”

1.02 Regular Meeting

a) Remove “In accordance with Section 63(2) of the Schools Act” and “not less than once every three months”, and add “six meetings per annum” so that it reads as follows:

“The Board shall hold six (6) meetings per annum to transact the business of the Board. The dates and times of the meetings shall be set by resolution of the Board.”

ARTICLE 2: Election of Officers

2.03 Remove “Election Chair” and add, “designated parliamentarian shall be” the scrutineer for the election process.

ARTICLE 3: General Procedures for Meeting

3.01 s) Remove section pertaining to “including meetings in which there is a Closed Meeting” and the last section “which in any event shall not exceed one hour” so that it reads as follows:

“Public meetings of the Board shall be adjourned after 2.5 hours unless the trustees vote with a minimum two thirds majority vote in favour of an extension.”

ARTICLE 4: Agenda

4.03 Change unanimous consent to two-thirds consent to add an item to the agenda

ARTICLE 7: Committees

7.01 Addition of:

d) Audit and Risk Management Committee

7.02 Executive Committee

b) Change from “four” to “five” other Trustees representing each region of the Board.

l) Change “determine” to “facilitate” in reference to the education and training needs of trustees.

7.02 Finance and Operations Committee

b) The responsibilities of the Finance and Operations Committee will be as follows:

2) Remove reference to generate provincial pre-budget items

11) Remove reference to review Risk Management matters

Addition of new committee:

7.05 Audit and Risk Management Committee

The Terms of Reference for the Audit and Risk Management Committee shall be as follows:

Purpose/Mandate

The role of the Audit and Risk Management Committee is to obtain reasonable assurance that the District has in place an acceptable environment of internal controls and that they are operating effectively. The committee also provides oversight as to the adequacy of the District Risk Management Program as it relates to the financial and operational risks of the District.

Fulfillment of Duties

The Committee shall fulfill its mandate through the following actions:

Through regular discussions with Management as well as Internal and external Auditors the committee should:

- Obtain an understanding of the Districts control environment.
- Obtain an understanding of the District’s adherence to policies and Procedures.
- Obtain an understanding of systems in place to identify, mitigate and report risks.
- Obtain an understanding of the Risk Management program and procedures in place.
- Recommend on changes or improvements to the above should be made as necessary.

Review, at least annually, legal matters considering potential impact on operations, reputation or financial results.

Review District policies and request changes or new policies considering organizational risks.

Review annual audited financial statements.

Review the external auditor’s management letter and management responses.

Review, at least annually, the Districts updated risk registers including progress reports on action plans for high

risk items.

Review, assess and follow up on audits and/or other reports generated by governing bodies, such as the Office of the Comptroller General and the Auditor General.

Act as a liaison between the Board and NLESD's internal audit division by:

- Reviewing and approving annual audit plan brought forward by Internal Audit.
- Reviewing Internal Audit reports or summaries, at the committee's discretion, including progress made on recommendations outlined in the reports.
- Communicating areas of concern or areas in which the committee may request Internal Audit to address.
- Communicating significant findings and/or recommendations to the Board.

Composition of Committee

The Committee should consist of a maximum of seven (7) voting members:

- One (1) of The Chair or Vice Chair of the Board;
- The Chairs of the two (2) Standing Committees of the Board:
 - Chair - Finance and Operations
 - Chair – Programs and HR
- Two (2) Trustees at large
- Minimum of one (1) to a maximum of two (2) external members appointed by the Board with required expertise in Finance or Legal disciplines.

General Counsel and Internal Audit shall be invited to attend all meetings of the Committee in a non-voting capacity to provide advice to the Committee related to its business.

Term

Committee members shall be assigned for a period of two (2) years.

ARTICLE 8: Quorum

8.02 Change thirty minutes to fifteen minutes

8.03 Change thirty minutes to fifteen minutes

ARTICLE 9: Conflict of Interest

9.01 Addition of “and District Policy” so that it reads as follows:

“All Trustees shall be familiar and act in accordance with the conflict of interest laws as stipulated in the Schools act, Sections 68 and 69, and District Policy.”

ARTICLE 11: Public Participation at Board Meetings

11.01 Add “at a physical or virtual location” so that it reads:

“A meeting of the Board will be open to the public, at a physical or virtual location, unless it is declared by a vote of the trustees to be a closed meeting from which members of the public shall be excluded.”

The Chair thanked the Committee for their work.

5. Director's Report

Mr. Stack presented the Director's Report to the Board. The report highlighted the development of Year 3 Indicators of the Strategic Plan.

The Chair thanked the Director for his report.

6. Committee Reports

6.1 Executive Committee Report – No Report

6.2 Finance and Operations Committee Report – May 28, 2019

Chair of the Finance and Operations Committee, Trustee Whittle, provided an update to the Board from the May 28, 2019 meeting of the committee. (Details are contained in the committee minutes.)

The following motions are referred to the Board for approval.

Revised Community Use of Schools Policy

The Community Use of Schools Policy outlines the terms and conditions under which the Newfoundland and Labrador English School District facilities may be utilized by the community for other educational, cultural, recreational and appropriate commercial activities.

MOTION: That the Board approve the revised Community Use of Schools Policy as recommended by the Finance and Operations Committee. (Peter Whittle/John George) Carried.

Employee Travel Policy

The Travel – District Employees Policy outlines the terms and conditions under which the Newfoundland and Labrador English School District reimburses its employees for expenses incurred for travel to conduct NLESD business or attend professional development sessions.

MOTION: That the Board approve the revised Travel – District Employee Policy as recommended by the Finance and Operations Committee. (Peter Whittle/Winston Carter) Carried.

Vehicle Usage Policy

The District has well over 400 District owned/leased vehicles; this includes school buses, passenger cars, light trucks and snowmobiles. It is important that clear expectations be established for their use.

MOTION: That the Board approve the Vehicle Usage Policy as recommended by the Finance and Operations Committee. (Peter Whittle/John George) Carried.

Vehicle Idling Policy

The District recognizes the importance of ensuring the health, safety and welfare of its workers, students and others at or near the workplace. The District also recognizes the importance of providing guidance and direction on the use of District vehicles and idling.

MOTION: That the Board approve the Vehicle Idling Policy as recommended by the Finance and Operations Committee. (Peter Whittle/John Smith) Carried.

Quarterly Budget Status Update – Period ending March 31, 2019

Expenses are expected to remain within budget for the 2018-19 fiscal year, although certain expenditures may exceed the approved budget allocation and budget transfers within these categories may be required.

Budget Adjustments

The total budget has been increased by a total of \$405,300 since July 1, 2018. In this quarter (January 1, 2019 to March 31, 2019), the total budget increase is \$265,000 as summarized below:

Division	Increase (Decrease)	Notes
Information Technology	\$ 200,000	Additional interest revenue of \$200,000 was allocated to assist with Information Technology initiatives.
Instructional	\$ 65,000	Funding for travel for additional programs specialists relating to the Premiers Task Force.
Total	\$ 265,000	

The schedules summarize the operating results compared to the revised budget for the period ending March 31, 2019.

MOTION: That the Board approve the Quarterly Budget Status Update for the period ending March 31, 2019 as recommended by the Finance and Operations Committee. (Peter Whittle/Eric Ayres) Carried.

Discussion

There was discussion regarding submitting a budget request to government highlighting priority items for the District at this time.

Town of Port aux Basques Land Request

The Newfoundland and Labrador English School District received a request from the Town of Port Aux Basques to transfer a portion of St. James Elementary School located on Hardy Road in the Town of Port Aux Basques. The land requested is approximately .29 hectares.

MOTION: That the Board approve the request of the Town of Port aux Basques to transfer the land in principle subject to a survey, appraisal, and Ministerial approval as recommended by the Finance and Operations Committee. (Peter Whittle/Winston Carter) Carried.

Posting of Trustee Expenses

There was a discussion on the posting of itemized Trustee expenses as is the practice with government in order to ensure full transparency. The Finance and Operations Committee will conduct further review on this and bring back to the Board.

MOTION: That the Board approve the Finance and Operations Committee Report of May 28, 2019 as presented. (Peter Whittle/Eric Ayers) Carried

6.3 Programs and Human Resources Report – May 28, 2019

Chair of the Programs and Human Resources Committee, Trustee Ryan, provided an update to the Board from the May 28, 2019 meeting of the committee. (Details are contained in the committee minutes.)

One motion was referred to the Board for approval.

Policy: Performance Accountability and Professional Growth

The Newfoundland and Labrador English School District supports a performance appraisal and evaluation process for teaching staff and school administrators that is open and transparent, highlights good practice, supports continuous professional growth and development, fosters improvement and is consistent, fair and timely. This policy applies to all teachers, teaching and learning assistants, and administrators as defined by the NLTA Collective Agreement with the Newfoundland and Labrador English School District.

MOTION: That the Board approve the Performance Accountability and Professional Growth Policy as recommended by the Programs and Human Resources Committee. (Kevin Ryan/Pamela Gill) Carried

American Sign Language

Discussion regarding the requirements of volunteers requesting to provide an ASL program to students.

Mr. Walsh provided clarification on District Policy in this matter.

MOTION: That the Board approve the Programs and Human Resources Committee Report of May 28, 2019 as presented. (Kevin Ryan/Lester Simmons) Carried

7. New Business

7.1 Newfoundland and Labrador School Boards Association Report – No Report

7.2 Education Foundation Report – No Report

7.3 NLISE Report – May 10, 2019

Chair of the NLISE Committee, Mr. Terry Hall, provided an update to the Board from the May 10, 2019 meeting of the committee. (Details are contained in the committee minutes.)

There were two motions approved at the meeting.

Approval and review of NLISE Financial Statements – June 30, 2018

Motion

It was moved by Goronwy Price, seconded by Kevin Ryan and carried unanimously that the NLISE Financial Statements for the period ending June 30, 2018 be approved as presented. *Carried.*

Budget Request Items

- Chromebook Management Licenses
- End-Point Protection – MalWareBytes

Motion

It was moved by Goronwy Price, seconded by Kevin Ryan and carried unanimously that the NLISE Committee agree to provide funding up to \$112,000 to advance these two initiatives which will help schools with Chromebook licenses and add an additional layer of protection on the devices used throughout the District. *Carried.*

Consideration for future funding for Student Leadership Forum (Information only)

7.4 School Milk Foundation - No Report

7.5 School Review

Following detailed discussion during the working session of the Board, Mr. Walsh gave a presentation on three school systems. It was decided that the following school reviews would be undertaken during the next school year:

Vice-Chair, Wayne Lee tabled the following motion:

MOTION: The Board of Trustees directs the District staff to conduct the following school reviews for potential catchment realignment and/or grade level reconfiguration as applicable:

- Zone 16: Holy Trinity High School System: Pertaining to Cape St. Francis Elementary (K-4), Holy Trinity Elementary (K-4), Juniper Ridge Intermediate (5-7), and Holy Trinity High School (8-12).
- Zone 15: Waterford Valley High School System: Pertaining to St. Mary's Elementary School
- Zone 4: Basque Memorial Academy and Labrador Straits Schools (Wayne Lee/John Smith) Carried.

There was detailed discussion during the working session of the Board regarding the possibility of conducting School Reviews for the 2019-20 school year.

Vice-Chair, Wayne Lee, tabled the following motion:

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

BE IT THEREFORE RESOLVED that I move to rescind the following motion of June 16, 2018, which read as follows:

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/Keith Culleton)
Carried

Vice-Chair, Wayne Lee, then put forward a new motion as follows:

BE IT THEREFORE FURTHER RESOLVED that:

District staff formulate a list of school systems for potential review for prioritization. (Wayne Lee/Pamela Gill) Carried.

7.6 School Bus Safety

There was detailed discussion during the working session of the Board regarding the promotion of school bus safety.

Trustee Blake brought forward the following motion:

MOTION: That District staff develop a communications strategy, in consultation with government and community partners, to develop and implement a school bus safety campaign to be delivered in the fall of 2019. (Hayward Blake/Peter Whittle) Carried.

8. Correspondence sent to the District

- 8.1 NLTA Response to Chair
- 8.2 Ministerial Letter on School Act Review
- 8.3 2019-20 Staffing Allocations
- 8.4 NLTA Letter to Trustees
- 8.5 Ministerial Acknowledgement of Vacant Zone 11
- 8.6 Ministerial Approval of Assistant Director of Education – Western Region
- 8.7 Ministerial Approval of Photocopier Purchase/Lease
- 8.8 Letter from Mayor Colbourne of St. Lunaire-Griquet re former Bayview Collegiate
- 8.9 Ministerial Approval of Expansion to Cartwright Gymnasium
- 8.10 Ministerial Approval of Transfer of Millcrest School to Social Exchange Network

9. Correspondence sent from the District

- 9.1 Ministerial Request – Photocopier Purchase
- 9.2 NLEF Response to Islaview Foundation
- 9.3 Vacant Trustee Zone 11
- 9.4 NLESD Response to NLTA

Discussion

Following a request from Trustee Whittle regarding 8.3, Mr. Walsh confirmed there is an appeal process for administrators in September of each school year.

In response to Trustee Burden's question regarding 8.8, Mr. Hall confirmed that a response was sent to the Mayor on June 6, 2019. (This will be included in the next board meeting documents.)

Regarding item 9.3, Chair Price anticipates that Zone 11 will be filled in the coming weeks after being delayed due to the provincial election.

10. Adjournment to closed session at 4:35 pm by a motion from John George.

Chair

Recording Secretary