

School District #5: Baie Verte, Central, Connaigre
Regular School Board Meeting
St. Alban's, Nfld
February 12, 2002
MINUTES

IN ATTENDANCE

Terry Brown, Chair
Carolyn Andrews
Clarence Brown
Randy Edison
Robert Elliott
Raymond Gray
Albert Hodder
Gail Hoskins
Winston Keeping
Sharon Mayne
Sean Power

Debbie Armstrong, Director of Education
Bonnie Lane-McCarthy, Assistant Director (Human Resources)
Frank Norman, Assistant Director (Programs)
Beverly Wells, Recorder

OBSERVERS

Approximately 150 People from the Bay d'Espoir Area

ABSENT

David Morrow, Gregory Roberts and Mabrey Winsor sent regrets.

1. INVOCATION

The Chair opened the meeting with invocation.

2. Presentations

There were no presentations at this meeting.

3. Program PRESENTATION

There were no program presentation at this meeting.

4. APPROVAL OF AGENDA

On motion the Agenda was approved. (Power/Hoskins) Carried.

52-01/02

5. MINUTES OF December 11, 2001

*On motion the Minutes of the December 11, 2001, Regular School Board meeting were approved. (Andrews/ Power)
Carried.
53-01/02*

6. BUSINESS ARISING

6.1. School Review Committee

The Director advised that preliminary meetings have been held in Botwood, Bishop's Falls and Springdale. She said the committees are working to have the reports ready for March 15.

6.2. Leo Burke Academy, Ventilation System

Terry Hillier had been communicating with Works, Services and Transportation to ascertain if they could remediate the problems with the ventilation system at Leo Burke Academy, Bishop's Falls. Works, Services and Transportation has called tenders to have remedial work completed by an outside business.

6.3. School Facilities in Bay d'Espoir

The engineer's report outlining the construction/renovations required and the estimated cost to make the schools in Bay d'Espoir feasible K-12 buildings was received in January and tabled at this Board meeting. The standards used in the report were in line with those in the School Planning Manual. It would cost \$2,195,160 to renovate Holy Cross School, St. Alban's, and \$967,840 to renovate Greenwood Academy, Milltown.

The Director said she had met with senior officials at the Department of Education regarding a new school in Bay d'Espoir and gave the following information to the meeting:

- There is no money available for a new school in the foreseeable future. Not within the next two to three years.
- The offer of \$1,000,000 to redevelop one of the schools will not be held for a lengthy period. The Board will need to make a decision to accept or decline the offer within the next few months.
- The new School Planning Manual states that a new school will have to be built on a serviced site. This indicates that the present chosen site is not suitable according to those specifications.
- The Board seems to have three options:
 - Stay the course for a new school
 - § Continue to lobby for a new school.
 - § Will need to reconsider site selection process.
 - Status quo – keep the present structure into the foreseeable future
 - § Will need to look at issues relating to staffing allocations and its impact on programs.
 - § Will need to look at the cost of maintenance and upkeep.
 - Decide to renovate one of the schools
 - § A public consultation process will need to take place because of a possible school closure.
 - § Get a firm commitment from the Minister of Education that the money will be available when the renovations are completed.
 - § Meet with the Department of Education and the engineers who completed the study to answer any questions trustees may have.
- The Board needs to make a decision on this matter in the very near future

The Chair of the Board passed the gavel to Vice-Chair Carolyn Andrews. He then spoke stating that the Board should withdraw its motion to build a school on the Forebay Site before it can consider other options.

Clarence Brown asked what time lines the Board would need for school closure and public consultations. The Director said it would need at least 90 days and explained the process to the Board.

Gail Hoskins said she feels the engineering report is incomplete. She said the soundness of the structure of the buildings was not addressed and she would like to have the consultants discuss the report with the Board.

Carolyn Andrews said that in light of changes to the School Planning Manual, and considering that this is a new School Board, and further considering that the government is clear on what they are offering and not offering, she reminded the Board that it was necessary to rescind the motion to build a school on the Forebay Site and move ahead from here. She said programming should be considered in whatever decision the Board makes and a firm commitment should be received from the Minister of Education with regard to money to redevelop either of the buildings.

Sean Power asked if money saved from closing one of the schools could be used in addition to the \$1,000,000 for redevelopment of the other school. The Director said past practice has been that money saved could be reinvested for three years. She advised the meeting that the approximate cost to operate the present schools was \$200,000 for Holy Cross School and \$175,000 for Greenwood Academy.

On motion it was agreed to rescind motion 159-98/99 and any and all motions pertaining to it and start a new process for school

Sean Power said he would like to have the engineering consultants speak with the Board as soon as possible.

Randy Edison said a special meeting of the Board should be called as soon as possible following the meeting with the engineering consultants.

Albert Hodder said, to be fair, as soon as a decision is made with regard to school facilities in Bay d'Espoir, time lines should be determined and communicated to teachers and the communities.

David Morrow was absent due to illness but sent along his written comments for the trustees to read.

6.4. School Board Retreat

The School Board Retreat was held at Lion Max Simms Memorial Camp on January 11 and 12. The Chair said he had thought about the suggestions raised at the Retreat regarding effective Board meetings. He offered the following suggestions:

- a. that trustees address the chair before speaking;
- b. all trustees will be given one chance to speak. After everyone has had a chance to speak, trustees will be given a second chance, if necessary; and
- c. if a trustee wishes to ask a question of the director or assistant directors, s/he should address the director.

Notes from the Retreat were circulated to all Board trustees. The Board executive has dealt with some of the suggestions and has recommendations for this meeting. Other suggestions from the Retreat will be dealt with at future executive meetings.

6.5. Renovations at Windsor Academy

Following the last Board meeting the Chair wrote a letter to the Minister of Education advising her that the Board is not prepared to relent on their proposal to renovate Windsor Academy for a school board office. Also, Mr. Brown reminded the Minister of her previous commitment to allow the Board to finance the project. Mr. Brown asked the Minister to meet with the Board to provide further clarification and details of the project. No response has been forthcoming.

The Director, on a recent trip to St. John's, met with senior officials at the Department of Education. They felt that Windsor Academy is too large but were advised by the Director that it was the Board's desire to renovate that existing building rather than build a new one. The Department suggested, and offered to help, that the Board find tenants to rent part of the building to help pay back a loan to renovate it.

Carolyn Andrews asked if there would be a phase-in period. She was advised that the first phase would be to get the employees under one roof and the second phase would be to make meeting spaces.

6.6. MHA Forum

The MHA Forum was held on February 4. Four of the five invited MHAs attended. The other MHA, the Premier, sent his assistant. Clarence Brown suggested that follow-up letters be written to the MHAs and copied to the PC Education Critic and the NDP. Sean Power agreed. The Director said Dave Morrow had suggested that letters be sent to the Minister of Education and the Premier.

6.7. Student Appeal—Mallard

Mediation services were offered to, and accepted by, all parties concerned. The appeal has now been resolved.

7. Reports

7.1. Director's Report

The Director's Report, dated February 12, was circulated to Board trustees. She highlighted her report for Board trustees.

On motion it was agreed to approve the staffing appointments listed in the Director's Report dated February 12, 2002. (Keeping/Brown) Carried.

55-01/02

On motion it was agreed to approve the leaves as listed in the Director's report dated February 12, 2002. (Hoskins/Andrews)

On motion it was agreed to approve the resignations as listed in the Director's report dated February 12, 2002. (Andrews/Gray) Carried. 57-01/02

The Director advised the meeting that zonal principals' meetings had been held recently focusing on CRT and public exam results.

The Senior Administrative Team has identified as one of its priorities the need for school visitation to strengthen the connection between their work and the work of school-based leaders. Since the last Board meeting they have visited eight schools across the District. Those visits will now be followed up with a written report summarizing the recommendations from each of the meetings. Such visits are meant to focus on student achievement data, school growth planning and other issues relating to school operations. The meetings are approximately three hours in length and have been quite productive. It is hopeful this type of communication will strengthen the work of the District.

At the next Board meeting a presentation will be made on Grade 3 CRTs.

In response to Clarence Brown's question as to how often schools are submitting annual reports to the Board, Frank Norman said 75-80 percent of schools had submitted their reports for the 1999-2000 school year. Because of the labour dispute at the beginning of the 2001-2002 school year, a concession was made that last year's reports be incorporated with this year's reports.

On motion it was agreed to accept the Director's Report dated February 12, 2002. (Hoskins/Mayne) Carried. 58-01/02

7.2. Financial Report

Terry Hillier, Assistant Director (Finance and Administration), was absent from the meeting due to illness. The Director said with just six months of the fiscal year left, the Board is projecting a surplus of \$60,000.

On motion it was agreed to accept the Financial Statements of the Board to December 31, 2001. (Power/Gray) Carried. 59-01/02

7.3. Finance & Properties Report

There was no Finance and Properties Committee Meeting since the last Board meeting.

7.4. Personnel Committee Report

The Personnel Committee will meet on February 13.

7.5. Programming Report

Programming Minutes from December 18, 2001, and January 30, 2002, were circulated to Board trustees.

Carolyn Andrews advised the meeting that Frank Norman, Assistant Director (Programs), will make a presentation at the March 19 Board meeting. The presentation will be approximately one hour in length and will help the Board focus on student achievement.

On motion it was agreed to accept the Programming Committee Minutes for December 18, 2001, and January 30, 2002. (Andrews/Mayne) Carried. 60-01/02

7.6. CRSC Report

Reports from the December 13, 2001, and January 10, 2002, CRSC meetings were circulated to Board trustees.

The December 13 report make a recommendation that the Board accept the recommendations and support the "Regional Position Paper on Early Childhood Enrichment" by the CRSC.

On motion it was agreed to defer the recommendation on the "Regional Position Paper on Early Childhood Enrichment" to the Programming Committee for a decision. (Andrews/Mayne) Carried. 61-01/02

The Reports were tabled and will be discussed at the next Board meeting.

7.7. CSBA Atlantic Conference

A report will be presented by David Morrow at the next meeting.

7.8. School Board-Teacher Liaison Committee

Minutes of the December 4 School Board-Teacher Liaison Committee meeting were circulated to Board trustees. The Director advised the meeting that this Committee is set up under the NLTA contract for NLTA members to have a communication link with the Board.

7.9. Executive Committee

The Executive Committee of the Board met on February 6, 2002. The Board Chair asked Clarence Brown to take a look at the By-laws and report back to a future Executive Committee meeting.

The Executive made the following recommendations to the Board which were subsequently approved as follows:

On motion it was agreed to rescind motion 50-98/99 and that regular School Board meetings be held on the third Tuesday of the month and would be scheduled from 7 to 10 pm and that meetings would only be extended beyond that time at the call of the chair where the chair deems a change is necessary. (Edison/Andrews) Carried unanimously. 62-01/02

A discussion ensued regarding presentations being made to the Board without the presenters obtaining permission two weeks prior to the meeting at which it is being presented. Board trustees expressed concerns regarding the permission period and whether or not emergency presentations would be permitted without the required two-week request. It was suggested that presentations be 15 minutes long. Carolyn Andrews said she has concerns about the permission period and the time limit on presentations.

On motion it was agreed that presentations not be entertained if permission to present is not obtained two weeks prior to the regular meeting. Exceptions would be made in emergency situations only. (Gray/Brown) Carried. 63-01/02

On motion it was agreed that committees meet and have their minutes available for mail out to Board trustees ten days prior to the next regular School Board meeting and that at the end of all committee minutes a list of recommendations from the minutes be printed for presentation at the next Board meeting. (Brown/ Andrews) Carried. 64-01/02

On motion it was agreed that the Terms of Reference for the Executive of the Board be amended by adding "to review on a periodic basis the policies of the Board". (Power/Mayne) Carried. 65-01/02

On motion it was agreed to accept the February 6, 2002, Minutes of the School Board Executive Committee Meeting. (Andrews/ Brown) Carried. 66-01/02

8. NEW BUSINESS

8.1. Air Quality, Greenwood Academy, Milltown

The Director said there had been some discussion at an earlier meeting about children having problems with the air quality at Greenwood Academy, Milltown. She said the District followed the protocol and did a survey at the school. Following the survey the Department of Education was contacted. It was decided to have an air quality test completed and was done by Rogers Enterprises Ltd. during the week of February 4. The report should be forthcoming within the next two weeks. The results of the report will be discussed with parents and staff. Board trustees will also receive a copy of the report.

Gail Hoskins asked who would pay for the testing. The Director said a summary report was tabulated at the District Office and forwarded to the Department of Education. Since the District did not want to prolong the process, it agreed to pay the costs of conducting it. Board members can have a copy of the survey.

9. Correspondence

9.1. Hepsoe – Son's Respiratory Illness

A letter was received from Geir and Ann Hepsoe advising that effective January 7 to 21, 2002, they were taking their son out of Greenwood Academy due to his health problems and their concern with the unusually high numbers of children diagnosed with pneumonia and respiratory illness. The Hepsoes stated that should the Board decide not to investigate the health concern raised by them as parents and allow the principal to open the door to Greenwood Academy, they would consider the school as clean and safe for their son to attend. However, should their son then continue to have respiratory problems they would hold the Board responsible and action would be taken.

9.2. Auditor General's Report

A section of the Auditor's General Report on the monitoring of school boards was circulated to Board trustees for information purposes.

Clarence Brown noted that this Board is not in debt.

10. Outstanding Business

- 10.1. Home Schooling Policy (pg. 4, 00/01)**
- 10.2. Sale of Board Office (pg. 23)**
- 10.3. By-Laws**
- 10.4. Renaming Schools (pg. 22, 00/01)**
- 10.5. Policy on Partnerships (pg. 33, 00/01)**

11. Date of Next Meeting

The next regular School Board meeting will be held in Grand Falls-Windsor on March 19, 2002.

12. Adjournment

There being no further business, Winston Keeping moved that the meeting be adjourned.