

School District #5: Baie Verte, Central, Connaigre
Regular School Board Meeting
Baie Verte High School
February 17, 2004
MINUTES

IN ATTENDANCE

Terry Brown, Chair
Carolyn Andrews
Clarence Brown
Robert Elliott
Raymond Gray
Albert Hodder
Winston Keeping
Sharon Mayne
David Morrow
Mabrey Winsor

Debbie Armstrong, Director of Education
Terry Hillier, Assistant Director (Finance & Administration)
Bonnie Lane-McCarthy, Assistant Director (Human Resources)
Beverly Wells, Recorder

OBSERVERS

Six people from Baie Verte

ABSENT

Sean Power, Randy Edison and Gregory Roberts sent regrets.

1. INVOCATION

The Board Chair called the meeting to order at 7:20 p.m. with the reading of the invocation by those present.

2. PRESENTATIONS

2.1. BAIE VERTE HIGH CHALLENGING NEEDS – KIM SHAVE

Kim Shave, challenging needs teacher at Baie Verte Middle School addressed the Board on the need for accessibility at Baie Verte High School. Ms. Shave read a letter she and Monica and Merv Saunders, parents of challenging needs child Maurice Saunders, had written to Mary Bungay, Operations Manager, on November 3, 2003. That letter addressed the importance and necessity of having Maurice, who will enter Baie Verte High School in September 2005, have accessibility to all areas of the school without having to go outside to access parts of the school. Also, by having complete accessibility to the school, Maurice, and others, would enter the school through the same entrance as his peers rather than having to enter through the special needs classroom at the rear of the school. A copy of her presentation will be circulated to trustees.

Terry Hillier, Assistant Director (Finance & Administration), asked Ms. Shave if she had received a reply to her letter to Mary Bungay. She said she had but she wanted the Board trustees to hear about their need too.

Robert Elliott asked where would the Board get the money to make the school accessible. Terry Hillier informed him that if the cost is over \$25,000, the Board could apply for funds from the Education Investment Corporation. Otherwise, the funds would have to come from the Board's operating grants.

2.2. BAIE VERTE HIGH SCHOOL COUNCIL

Cathy Alyward, Chair of Baie Verte High School Council, highlighted the Board on the needs of the school. Some of those needs include a new heating system, roof repairs, floor resurfacing, accessibility, replacement of outside steps and entrance door, cleaning of school grounds and painting of parts of the exterior, and interior painting. A copy of her presentation will be copied for Board trustees.

2.3. BAIE VERTE HIGH SCHOOL GYM FLOOR

Baie Verte High School Gym Committee made a presentation on the need for a new floating hardwood floor for their gym.

David Morrow asked if the cost estimates obtained from consultants included the repairs of the sub-strata. Clarence Brown said the consultants did say that they expect, when replacing floors, to have to prepare the sub-strata before installation of the floating hardwood floor.

Robert Elliott said the installation of a floating hardwood floor appears to be quite elaborate.

3. PROGRAM PRESENTATION

There was no program presentation at this meeting.

The Chair suggested Board trustees taking time to read the information that had been circulated to them at the meeting before proceeding with the meeting.

4. APPROVAL OF AGENDA

On motion the Agenda was approved as circulated. (Hodder/Andrews) Carried

80-03/04.

5. MINUTES OF JANUARY 20 REGULAR & CLOSED SESSION MEETINGS

On motion the Minutes of the January 20, 2004, Regular School Board Meeting and the January 20, 2004, Closed Session Meeting were approved. (Gray/Winsor) Carried.

81-03/04

6. BUSINESS ARISING

Most business arising from the January 20, 2004, Regular School Board meeting were highlighted in the Director's Report dated February 17, 2004, and are included here, in italics, as excerpts from that Report.

6.1. HELEN TULK ELEMENTARY, VENTILATIONS SYSTEM

Tender to finish modifications in the computer lab and gym at Helen Tulk Elementary School, Bishop's Falls, is closing on February 18, 2004.

6.2. STRATEGIC PLAN

Since the last Board meeting the senior staff have begun a series of meetings with administrators across the District. Discussions included the mission of the strategic plan and how school growth development plans will need to be aligned to meet the goals set in the plan. The staff will have met with all administrators by the third week of March.

These meetings are going well and administrators understand the need for focusing on student achievement goals set out in the Board's plan. The senior staff has also met with program specialists and management personnel at the Board Office to discuss their roles in achieving the goals set forth.

The senior team has begun action planning the strategic issues and is hoping to have this completed by the end of March to remain on target with the objectives for this year.

The Director said that all schools will be expected to have their school growth and development plans submitted to the Board Office by the end of May. She said the senior team has taken ownership of that responsibility and they will work with the schools to ensure that the plans are focused on improving student achievement.

6.3. GYM FLOOR, BAIE VERTE HIGH SCHOOL

The Board has received correspondence indicating that \$7,500 will be forthcoming from the Department of Tourism, Culture and Recreation; however, a cheque has not yet been received.

The Board Chair said that the letter referenced above should have been addressed to Ed Traverse of the Baie Verte Floor Gym Sub-Committee.

Clarence Brown suggested that the Board write a letter to the Department of Education advising them that the \$7500 is allocated and to advise them to proceed with the project.

6.4. SNE SCHOOLS

The Board is still awaiting a response from the Minister of Education.

6.5. SCHOOL BOARD RETREAT

The School Board Retreat will be held on February 20 and 21, commencing at 2:00 p.m. on the 27th. Brenda Kelleher-Flight will be the facilitator. She will look at the role of the Board in governance and strategic planning. The Director encouraged all trustees to attend the Retreat.

7. POLICY DEVELOPMENT

7.1. SCHOOL CLOSING IN THE EVENT OF A DEATH IN THE SCHOOL COMMUNITY

A policy on School Closing in the Event of a Death in the School Community was circulated to Board trustees for its first reading. It will now be circulated to schools and school councils and will then be brought back to the Board table for a second reading and possible approval.

On motion it was agreed to moved the policy on School Closing in the Event of a Death in the School Community to Step 2: Circulation to schools and school councils for input. (Morrow/Brown) Carried.

82-03/04

A letter was received from the Bishop's Falls Town Council expressing dissatisfaction that Leo Burke Academy was not closed during the funeral service of Father Leo Burke on January 13, 2004, to allow students and staff who wished to attend the service an opportunity to pay their last respects to an icon of the community. The Director said staff and student representation were present at the funeral as well as the Chair of the Board.

A letter of response will be sent to the Bishop's Falls Town Council advising them that the Schools Act was followed in the case of Father Burke's funeral and that the Board is presently developing a policy to be used in future events as that one.

7.2. SMOKE FREE ENVIRONMENT

The Finance and Properties will be discussing the Smoke Free Environment Policy at its next meeting.

8. REPORTS

8.1. DIRECTOR'S REPORT

On motion it was agreed to approve the staffing appointments listed in the Director's Report dated February 17, 2004. (Gray/Keeping) Carried.

83-03/04

On motion it was agreed to approved the leaves as listed in he Director's Report dated February 17, 2004. (Mayne/Andrews) Carried.

84-03/04

On motion it was agreed to approve the resignations as listed in the Director's Report dated February 17, 2004. (Winsor/Brown) Carried.

85-03/04

The Director advised the meeting that the date of the official opening of Bay d'Espoir Academy, Milltown, is April 26, 2004.

On motion it was agreed to accept the Director's Report dated February 17, 2004, as circulated. (Morrow/Gray) Carried.

86-03/04

8.2. EXECUTIVE REPORT

The Executive of the Board met on February 9, 2004. Copies of those proceedings were circulated to Board trustees.

The Executive reported that Avalon East School Board has officially withdrawn from NLSBA. They state their reasons as being big enough to survive on their own and they feel the Association is not showing them the proper respect. Clarence Brown asked what does this mean for this Board. The Chair responded that the AESB has one third of the province's student population and contributes financially in respect of those students to the NLSBA.

The Executive recommended that information not be circulated for Board committee meetings but time be spent at the beginning of the meetings to review the information. If unfamiliar documents are to be discussed, appropriate staff would be invited to the meetings to highlight the documents and to participate in the discussions.

David Morrow said meetings would have to start earlier. Terry Brown suggested placing all information needed for Board meetings on the internet. He suggested the Communications committee looking into that suggestion. Mabrey Winsor reminded the Board Chair that all trustees do not have access to the internet.

On motion it was agreed that most information not be circulated for committee and Board meetings but time be spent at the beginning of the meetings to review the information. If unfamiliar documents are to be discussed, appropriate staff would be invited to the meetings to highlight the documents and to participate in the discussions. (Andrews/Brown) Carried.

87-03/04

On motion it was agreed to accept the proceedings of the Executive Committee dated February 9, 2004. (Gray/Winsor) Carried.

88-03/04

8.3. FINANCIAL REPORT

Copies of the Board's financial statements to the period ending December 31, 2003, were circulated to Board trustees. The projected final to June 2004 is a \$21,900 surplus.

On motion it was agreed to approve the December 31, 2003, financial statements of the Board. (Morrow/Gray) Carried.

89-03/04

8.4. FINANCE & PROPERTIES REPORT

David Morrow is the Chair of the Finance and Properties Committee. The Committee met on February 10, 2004.

A letter was received from the Minister of Education asking for identification of the specific measures the Board is implementing to reduce the overall expenditures. That information will be forwarded to the Minister of Education.

The matter of the closing of Bishop's Falls Academy has been deferred to a study session.

A letter has been sent to the Minister of Education protesting the \$25,000 threshold because it impacts so negatively on the Board's budget.

Clarence Brown wants the Board to take a proactive stand on teacher allocations. He wants the Board to advise the government that this Board cannot sustain more cuts. The Director said she and the Assistant Director (Human Resources) will be meeting with the government in a teleconference on teacher allocations on February 26 and this Board's message will be that we cannot lose any more teachers. David Morrow suggested that a letter be written to the Minister of Education stating that the Board cannot lose any more teachers.

On motion it was agreed to accept the Proceedings of the Finance and Properties Committee meeting held on February 10, 2004. (Morrow/Mayne) Carried.

90-03/04

8.5. PERSONNEL COMMITTEE REPORT

The Personnel Committee met on February 10, 2004.

The Committee has agreed to an evaluation of the Director. During the March meeting Board trustees will be given an opportunity to complete the evaluation form. At the Personnel Committee meeting in April the evaluation forms will be analyzed and a report will be ready for the May Board meeting. An evaluation form was also developed for school administrators, senior administrative staff and various board office personnel to complete.

The Committee is concerned about the retention of teachers. It was suggested that probably the NLTA should advertise that teaching is a good profession. It was agreed that the population should be educated about the problems rural boards have in trying to get teachers to go to rural Newfoundland.

On motion it was agreed to accept the Proceedings of the Personnel Committee meeting held on February 10, 2004. (Elliott/Brown) Carried.

91-03/04

8.6. PROGRAMMING REPORT

In the last Bits and Pieces Newsletter readers were invited to submit suggestions for a Board logo. None were received.

A School Council Symposium for Botwood and area was held on February 16 at Botwood Collegiate. One will be held in the Emerald Zone on March 30 and in the Central Zone on March 31. The Coast of Bays Zone will have their school council orientation session on the evening of April 5 and their symposium on April 6.

On motion it was agreed to accept the Proceedings of the Programming Committee meeting held on February 4, 2004. (Andrews/Winsor) Carried.

92-03/04

8.7. CRSC REPORT

David Morrow highlighted information that was circulated from the CRSC to School Board trustees.

8.8. SCHOOL BOARD-TEACHER LIAISON COMMITTEE

Minutes from the December 10, 2003, School Board-Teacher Liaison Committee were circulated to Board trustees. They will meet again on February 19, 2004, in Grand Falls-Windsor.

On motion it was agreed to extend the meeting to 10:30 p.m. (Morrow/Gray) Carried.

93-03/04

8.9. COMMUNICATIONS

The Communications Committee will meet at 7:15 a.m. on February 18, 2004.

8.10. ATLANTIC CONGRESS FOR EDUCATION LEADERSHIP

The Board Chair gave a verbal report on the Atlantic Congress for Education Leadership and highlighted the workshops he attended.

Carolyn Andrews said there was a lot of controversy with CSBA voting and it is expected that they will be downsizing their main office.

Albert Hodder said he didn't think this Congress was as worthwhile as the one held in Halifax in 2003. He said the leadership workshop was good.

9. NEW BUSINESS

9.1. CSBA CONGRESS 2004

CSBA Congress 2004 will be held in Toronto from July 8 – 10. Two trustees, the Board chair and the Director may attend. If trustees are interested, they should notify Beverly Wells by March 31, 2004.

9.2. NLSBA AGM – MARYSTOWN, MAY 13-15

NLSBA will hold its AGM in Marystown on May 13-15. Five trustees, the Board chair and the Director may attend. If trustees are interested in attending, they should notify Beverly Wells by April 23, 2004.

Committees are encouraged to bring their resolutions for the NLSBA AGM to the March 16 School Board meeting.

A number of awards are available through the NLSBA. The Director will look at the school awards.

10. CORRESPONDENCE

10.1. COLE, LETTER OF RECOGNITION

A letter was received from Christine Cole, Principal of Woodland Primary, Grand Falls-Windsor, expressing her appreciation for the Director's work.

10.2. THORNE, AIR QUALITY AT HELEN TULK ELEMENTARY

A letter was received from Glenys Thorne of Bishop's Falls expressing her concerns regarding air quality at Helen Tulk Elementary School. Ms. Thorne's letter will be added to the other information concerning the possible closure of Bishop's Falls Academy.

11. OUTSTANDING BUSINESS

11.1. SCHOOL REVIEW - BISHOP'S FALLS

A study session will be held on March 16, 2004, at 430 p.m., for Board trustees regarding the Bishop's Falls School Review. Voting on the motion of intent to close Bishop's Falls Academy will be held at the March 16 Regular School Board meeting.

11.2. MINISTERIAL ADVISORY COUNCIL

The issue of a ministerial advisory council was on the last agenda of the NLSBA. It has been referred to the NLSBA table officers.

11.3. PROPOSED MEETING WITH LEWISPORTE/GANDER SCHOOL DISTRICT

Terry Brown said he has discussed the issue of a joint meeting with the Lewisporte/Gander School Board with their chair and that chair feels it is a good idea.

12. DATE OF NEXT MEETING

The next Regular School Board meeting will be held on March 16, 2004, in Grand Falls-Windsor.

13. EVALUATION

Evaluation forms were circulated to Board trustees to complete before leaving the meeting.

14. ADJOURNMENT

There being no further business, the meeting adjourned on a motion by David Morrow.

Beverly Wells, Recorder

Terry Brown, Chair of the Board

