

School District #5: Baie Verte, Central, Connaigre  
Regular School Board Meeting  
January 20, 2004  
**MINUTES**

**IN ATTENDANCE**

Terry Brown, Chair  
Carolyn Andrews  
Clarence Brown  
Randy Edison  
Robert Elliott  
Raymond Gray  
Albert Hodder  
Sharon Mayne  
David Morrow  
Gregory Roberts  
Mabrey Winsor

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

**OBSERVERS**

Six Observers from Bishop's Falls

**ABSENT**

Winston Keeping and Sean Power sent regrets.

The meeting opened at 7:05 p.m. with a moment of silence for Tracey Simms of Gaultois. Ms. Simms, who was tragically killed recently in an automobile accident, was employed as secretary at Victoria Academy, Gaultois.

The Chair welcomed the observers to the meeting.

**1. INVOCATION**

The Invocation was read by those present.

**2. PRESENTATIONS**

There were no presentations at this meeting.

**3. PROGRAM PRESENTATION**

There was no program presentation at this meeting.

**4. APPROVAL OF AGENDA**

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

65-03/04

**5. MINUTES OF DECEMBER 15 REGULAR MEETING**

Trustees asked that information under Business Arising be included in the Minutes.

*On motion the Minutes of the December 15, 2003, Regular School Board Meeting, with amendments, were approved. (Gray/Morrow) Carried.*

66-03/04

## **6. BUSINESS ARISING**

### **6.1. HELEN TULK ELEMENTARY, VENTILATIONS SYSTEM**

Terry Hillier, Assistant Director (Finance & Administration), advised the meeting that no further updates were available from the Department of Education. This issue will be referred to the Finance and Properties Committee meeting.

### **6.2. ATLANTIC CONGRESS FOR EDUCATION LEADERSHIP**

Albert Hodder, Carolyn Andrews, Terry Brown and Deborah Armstrong will attend.

### **6.3. STRATEGIC PLAN**

The Director highlighted the draft Strategic Plan for which planning was initiated in 2002. She said the purpose of the plan is to focus the work of the Board to improve student achievement. Trustees questioned a number of issues. They want copies of the operational plans. After much discussion the following action was taken:

*On motion it was agreed to approve the Strategic Plan. (Morrow/Elliott) Carried.*

67-03/04

### **6.4. MINISTERIAL ADVISORY COUNCIL**

Trustee David Morrow brought this issue to the Board table earlier. A letter has been written to NLSBA and it will be on their next agenda for discussion.

### **6.5. PROPOSED MEETING WITH LEWISPORTE/GANDER SCHOOL DISTRICT**

The Chair wrote a letter to the Chair of the Lewisporte/Gander School Board asking that their Board and this Board meet to discuss common concerns. No reply has been received.

### **6.6. GRADUATION REQUIREMENTS REVIEW**

Frank Norman, Assistant Director (Programs), gave a presentation at the December School Board meeting on concerns raised with the new graduation requirements. A letter was written to the Minister of Education asking about a time-frame and requesting that the Department not implement the requirements for September 2004.

A response has been received from the Minister of Education advising that the requirements will be implemented in September 2005.

## **7. POLICY DEVELOPMENT**

### **7.1. SMOKE FREE ENVIRONMENT (ON-GOING)**

Responses have been received from schools and school councils regarding the proposed Smoke Free Environment policy. The responses will be discussed at the February 10 Finance and Properties Committee meeting.

## **8. REPORTS**

### **8.1. DIRECTOR'S REPORT**

There was no Director's Report at this meeting.

## 8.2. EXECUTIVE REPORT

The Executive met on December 16, 2003, and again on January 14, 2004. Copies of the proceedings from those meetings were circulated to Board Trustees.

*On motion it was agreed to accept the Proceedings of the Executive Committee dated December 15, 2003, and January 14, 2004. (Andrews/Hodder) Carried.*

68-03/04

## 8.3. FINANCIAL REPORT

Copies of the Board's financial statements to the period ending November 30, 2003, were circulated to Board trustees. The projected final to June 2004 was \$99,900.00.

*On motion it was agreed to approve the November 30, 2003, financial statements of the Board. (Morrow/Winsor) Carried.*

69-03/04

## 8.4. FINANCE & PROPERTIES REPORT

The Finance and Properties Committee had not met since the date of the last Board meeting.

### 8.4.1. Request for Gym Floor—Baie Verte High

On December 18, 2003, the application for funds to replace the gym floor at Baie Verte High School was updated to include a floating hardwood floor and was submitted to the Department of Education for action. On December 29 the Department of Education refused to grant extra money for a floating hardwood floor. On January 20 the Department of Education agreed to commit up to \$10,000 towards the additional cost of providing the floating hardwood gym floor at Baie Verte High School. It is the Department's understanding that the estimated \$7,500 need to complete the floor will be provided from other sources.

After a number of questions were asked and Clarence Brown affirmed that the extra money is available, the following action was taken:

*On motion it was agreed that the Board write the Department of Education and advise them to direct the Department of Works, Services and Transportation to proceed with tendering the project to install a floating hardwood gym floor at Baie Verte High School. This is conditional upon the Board receiving a commitment in writing from another source for the additional \$7,500 and that the Board have input into the specifications for the floating hardwood gym floor. (Morrow/Brown) Carried.*

70-03/04

## 8.5. PERSONNEL COMMITTEE REPORT

Copies of the Proceedings of the January 13, 2004, Personnel Committee Meeting were circulated to School Board trustees.

Copies of student enrollments from September 1998 to September 2003 were circulated to Board trustees. Bonnie Lane-McCarthy, Assistant Director (Human Resources), said student population is still declining but at a slower pace. Work will be done on projected enrollments over the next few months.

Robert Elliott asked if there will be any more school reviews in the near future. It was suggested that the Board ask the Minister of Education about the status of small necessary existent schools. The Chair said he would speak to the Minister about this in his next conversation with him which he expected would be within the next few days following he Board meeting.

The next Personnel Committee meeting is scheduled for February 10, 2004.

*On motion it was agreed to accept the proceedings of the Personnel Committee meeting held on January 13, 2004. (Brown/Gray) Carried.*

71-03/04

## **8.6. PROGRAMMING REPORT**

The Programming Committee met on January 12 and copies of their proceedings were circulated to Board trustees.

The first edition of the newsletter for the 2003-04 year was published in December 2003. The District Logo Contest deadline is January 30, 2004. The next newsletter will be published in March 2004. That edition will focus on the Board's Strategic Plan.

*On motion it was agreed to accept the proceedings of the Programming Committee meeting held on January 12, 2004. (Andrews/Morrow) Carried.*

72-03/04

## **8.7. CRSC REPORT**

There had been no meeting of the CRSC since the last Board meeting. David Morrow said the report on the specialized services project has been released and he would like the Personnel Committee to have a look at it. Senior staffs from health and education boards have gotten together to look at the recommendations contained in the report and they have asked for money to implement the recommendations.

## **8.8. SCHOOL BOARD-TEACHER LIAISON COMMITTEE**

The School Board-Teacher Liaison Committee will meet in Grand Falls-Windsor on February 18 at 5:30 p.m.

## **8.9. COMMUNICATIONS**

The Communications Committee will meet in Baie Verte on February 18.

A discussion ensued about the closing of schools when there is a death in the community. It was agreed to defer this issue to the Executive.

## **8.10. ANNUAL REPORT**

The Annual Report of the Board was circulated to Board trustees earlier.

*On motion it was agreed to accept the Board's Annual Report to the Community, 2002-2003. (Mayne/Gray) Carried.*

73-03/04

# **9. NEW BUSINESS**

## **9.1. SCHOOL BOARD RETREAT**

The School Board Retreat will be held at the School Board Office on February 20 and 21. Brenda Kelleher-Flight will facilitate sessions on policy development.

## **9.2. BOARD LEARNING CENTRE**

CDs entitled "Board Learning Centre" covering issues such as "Should I be a School Board Trustee?", "Accountability", "Communications, and others, were circulated to the trustees for their own professional development activities.

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

74-03/04

## **10. CORRESPONDENCE**

There was no correspondence at this meeting for consideration.

## **11. OUTSTANDING BUSINESS**

### **11.1. HOME SCHOOLING POLICY (PG. 4, 00/01)**

### **11.2. POLICY ON PARTNERSHIPS (PG. 33, 00/01)**

### **11.3. SCHOOL REVIEW - BISHOP'S FALLS**

Copies of presentations made to the Board on January 15 were circulated to all trustees. Trustees were asked to study the presentations which will be debated at the Regular School Board meeting in March.

Albert Hodder, School Trustee for the Bishop's Falls area, spoke to the Board about his concerns with the enrollment projections, with the floor plan, the computer room, the gymnasium, classroom space, etc., of Helen Tulk Elementary School. A copy of Mr. Hodder's notes will be made available for all Board Trustees to include in their study package.

## **12. DATE OF NEXT MEETING**

The next Regular School Board meeting will be held at Baie Verte High School on February 17 at 7:30 p.m.

## **13. EVALUATION**

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

## **14. MOTION TO CONVENE CLOSED SESSION MEETING**

*On motion it was agreed to convene a closed session meeting of the Board. (Mayne/Gray) Carried.*

75-03/04

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Beverly Wells, Recorder

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Terry Brown, Chair of the Board

