

**School District #5: Baie Verte, Central, Connaigre**  
Regular School Board Meeting  
District Office Boardroom  
March 16, 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)  
Sharmaine Gillingham, Recorder

**OBSERVERS**

11 people from Bishop's Falls

**ABSENT**

Sean Power and Winston Keeping sent regrets.

**1. INVOCATION**

The Board Chair called the meeting to order at 7:10 p.m. with the reading of the invocation by those present.

**2. PRESENTATION**

There was no presentation at this meeting.

**3. PROGRAM PRESENTATION**

There was no program presentation at this meeting.

At this time the trustees read information that was passed out to them prior to the meeting and also completed the Evaluation of the CEO.

**4. APPROVAL OF AGENDA**

There were a couple of additions to the agenda:

- 9.2 Media Release
- 9.3 Contracting Out
- 9.4 Budget Delay

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

## 5. MINUTES OF FEBRUARY 17, 2004

There were a couple of changes that need to be made to the minutes as follows:

- 2.1 The names of students should not be mentioned in the minutes
- 8.6 This should read a School Council Orientation instead of a School Council Symposium.

*On motion the Minutes of the February 17, 2004, Regular School Board Meeting were approved. (Morrow/Gray) Carried.*

94-03/04

## 6. BUSINESS ARISING

### 6.1. SCHOOL REVIEW – BISHOP’S FALLS

There was a vote on the motion of intent to close Bishop's Falls Academy and put all the students at Helen Tulk Elementary thus making a K-7 school. There was a vote put forward and the motion was defeated. There will be another motion of intent put forward to make Helen Tulk Elementary a K-6 school and Leo Burke Academy a 7-12 school effective September 2005.

Randy Edison reminded the trustees about Teacher Allocations if they didn't vote. Frank Norman also mentioned that he would like to this concluded by the end of this school year not lead into next year. There was another vote on the intent to close Bishop's Falls Academy and make Helen Tulk Elementary a K-6 school and Leo Burke Academy a 7-12 school effective 2005.

*On motion the motion of intent to close Bishop's Falls Academy and make Helen Tulk Elementary a K-6 school and Leo Burke Academy a 7-12 school effective September 2005. (Edison/Elliott). Carried.*

### 6.2. HELEN TULK ELEMENTARY, VENTILATION SYSTEM (PG. 33)

*There is nothing new to report on this issue.*

Closing date for tenders was February 18, 2004.

### 6.3. STRATEGIC PLAN (PG. 33)

*Discussions with administrators are continuing across the District. Internal work is being done to in-service all administrators in completing their school development plans to be in alignment with the Board's strategic plan.*

*Discussions are ongoing with the program staff regarding supporting our teachers in the area of student assessment. This will be a focus of professional development for next year.*

*We believe focusing on classroom instruction and assessment will be important to achieving the goal of the Board in the area of student achievement.*

### 6.4. GYM FLOOR, BAIE VERTE HIGH SCHOOL

We have recently received a cheque for \$7,500. Following the February School Board meeting, the Department of Education was advised to proceed with tender calling for this project.

## 6.5. SCHOOL BOARD RETREAT

*This may be rescheduled for late spring or early fall.*

The trustees asked Debbie Armstrong if she would go back and look for a date in early June.

## 6.6. SNE SCHOOLS

*We received correspondence from the Minister of Education that did not answer our questions about SNE schools. We will be writing another letter to get specific clarification on this issue.*

# 7. POLICY DEVELOPMENT

## 7.1. SCHOOL CLOSING IN THE EVENT OF A DEATH IN THE SCHOOL COMMUNITY (ON-GOING)

The policy is now gone to the schools and school councils to get some feedback from them and when we get the information it will be brought back to the Board for a possible approval.

## 7.2. TOBACCO FREE ENVIRONMENT

The policy was returned the table and Robert Elliott asked what the consequences were to the students? Debbie Armstrong responded that it would be confiscated, warned and then suspended. Frank Norman said that he didn't think that item c & d were worth mentioning because Administrators have got more to do with their time than this. Robert Elliott said that he thinks that parents are falling down on their job and teachers shouldn't have to take on this job. Albert Hodder said that he thinks that the whole school should take ownership on this item.

There were several changes that need to be made to this policy so the Finance and Property will review this policy again and bring it back for another look and approval.

# 8. REPORTS

## 8.1. DIRECTOR'S REPORT

*On motion it as agreed to approve the staffing appointments listed in the Director's Report dated March 16, 2004. (Gray/Andrews) Carried.*

95-03/04

*On motion it was agreed to approved the leaves as listed in he Director's Report dated March 16, 2004. (Hodder/Mayne) Carried.*

96-03/04

*On motion it was agreed to approve the resignations as listed in the Director's Report dated March 16, 2004. (Winsor/Mayne) Carried.*

97-03/04

*On motion it was agreed to accept the Director's Report dated March 16, 2004, as circulated. (Andrews/Brown) Carried.*

## 8.2. EXECUTIVE REPORT

The Chair of the Board received a letter from Frank Meade, School Council Chair about concerns regarding no member in Zone VIII. Terry Brown called Frank Meade and asked if he considered Gordon Kearley. Rev. Buffett is also considered for Zone X.

*On motion it was agreed to accept the two individuals mentioned above for the vacancies of the Board. (Morrow/Brown). Carried.*

The Executive recommend that Carolyn Andrews write up the resolutions of the NLSBA AGM and get them out the trustees of the Board.

*On motion it was agreed that Carolyn Andrews will write up the resolutions. (Edison/Hodder). Carried*

The Executive recommended that the evaluations of the Board Meetings be attached to the minutes.

*On motion it was agreed to accept the proceedings of the Executive Committee dated March 8, 2004. (Andrews/Gray) Carried.*

## 8.3. FINANCIAL REPORT

Terry Hillier gave a briefing that as of the end of June we are projecting a surplus of \$ 6,400 and next month we will receive a cheque for \$ 70,000 for the Badger Flood reducing our accumulated deficit to \$ 304,000.

*On motion it was agreed to approve the January 31, 2004, financial statements of the Board. (Morrow/Gray) Carried.*

## 8.4. FINANCE & PROPERTIES REPORT

Dave Morrow is the Chair of the Finance and Properties Committee. The Committee met on March 9, 2004.

There were two resolutions submitted to the Board for approval. These resolutions are attached.

*On motion it was agreed to approve the two resolutions as presented. (Gray/Edison). Carried.*

*On motion it was agreed to accept the Proceedings of the Finance and Properties Committee meeting held on March 9, 2004. (Morrow/Winsor) Carried.*

## 8.5. PERSONNEL COMMITTEE REPORT

The Personnel Committee met on March 4, 2004. Bonnie Lane-McCarthy gave a brief update on negotiations to date. She will be in St. John's on March 18 & 19, 2004 and back again from March 21-31, 2004.

*On motion it was agreed to accept the Proceedings of the Personnel Committee meeting held on March 4, 2004. (Edison/Hodder) Carried.*

## **8.6. PROGRAMMING REPORT**

Carolyn Andrews gave a briefing on the Article by Ken Leithwood.

*On motion it was greed to accept the Proceedings of the Programming Committee meeting held on March 3, 2004. (Andrews/Winsor) Carried.*

## **8.7. CRSC REPORT**

No meeting.

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

No meeting.

## **8.9. COMMUNICATIONS**

There were some actions to be looked at.

On the agenda under New Business Media Release should be a permanent issue on selective items.

*On motion it was greed to accept the Proceedings of the Communications Committee meeting held on March 9, 2004. (Brown/Morrow) Carried.*

## **8.10. NLSBA**

The Board Chair will write up a report.

## **8.11. CSBA**

The Board Chair will write up a report.

# **9. NEW BUSINESS**

## **9.1. BOARD VACANCIES**

This was covered under 8.2 the Executive Report.

## **9.2. CONTRACTING OUT**

Deferred.

## **9.3. BUDGET DELAY**

The Budget is now delayed until April.

# **10. DATE OF NEXT MEETING**

The next Regular School Board meeting will be held on April 20, 2004, the Executive Committee will decide the location.

# **11. EVALUATION**

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

## 12. ADJOURNMENT

There being no further business, the meeting adjourned on a motion by Ray Gray/Mabrey Winsor.

On motion it was agreed to extend the meeting until 10:30 Clar Brown/Dave Morrow.

---

Sharmaine Gillingham, Recorder

---

Terry Brown, Chair of the Board

