

School District #5: Baie Verte, Central, Connaigre

Regular School Board Meeting

April 15, 2003

MINUTES

**IN ATTENDANCE**

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

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

**ABSENT**

Gail Hoskins and Winston Keeping sent regrets.

**1. Invocation**

Those present read the invocation.

**2. Presentations**

**2.1. Bruce Rogers, Industrial Hygienist**

Bruce Rogers, Industrial Hygienist from Rogers Enterprises Ltd., gave a presentation to Board trustees on air quality assessments. He explained what the figures in reports mean and gave examples as to how to improve the air quality in schools by opening windows and classroom doors.

Board trustees felt that the government should involve someone like Bruce Rogers to give similar presentations to parents and school councils. The trustees felt that the time spent with Mr. Rogers was very educational and interesting.

**3. Program PRESENTATION**

**3.1. Safe and Caring Schools Policy**

Due to time restraints, this item was postponed to the next meeting. Randy Edison said he does not want this item to be bumped off the agenda again next month.

**4. APPROVAL OF AGENDA**

The Chair thanked Carolyn Andrews for chairing the March meeting.

*On motion the agenda was approved. (Andrews/Morrow) Carried.*

65-02/03

**5. MINUTES OF March 25, 2003**

## **6. BUSINESS ARISING**

Most items from the March 25, 2003, meeting were highlighted in the Director's Report dated April 15 and are included here (in italics) as excerpts from that Report.

### **6.1. Leo Burke Academy, Ventilation System**

*The contractor has completed most of the work. A meeting is scheduled for the week of April 14 to undergo inspection and readiness for final commissioning.*

Terry Hillier, Assistant Director (Finance & Administration), spoke to Works, Services and Transportation and the contract work is finished. Albert Hodder said he would like to attend the meeting when the final inspection is done.

### **6.2. School Facilities in Bay d'Espoir**

*Plans for the renovations were available for teachers, students and parents in Bay d'Espoir to view and offer feedback. Tenders have been called and will close on April 24. A public meeting will be held in Milltown on April 16.*

Board trustees further discussed Bruce Rogers' presentation which was made earlier in the meeting.

David Morrow said the Department of Education should put together information similar to what Bruce Rogers had presented at this meeting. Mr. Morrow said the Board should tell the Department of Education that there is a need for this kind of information for schools and school councils. One trustee said the Board should not wait for the Department to act on it but that the Board should do it themselves.

The meeting was advised that the Board has sent out information to schools on how to maintain good air quality. Mr. Morrow suggested simple meetings with parents and teachers would be very helpful. Terry Brown suggested a video presentation would also be very helpful. Sean Power said legislation and cost would probably make a video impossible at this time. It was suggested that the Board ask Bruce Rogers to put together a package and attend a principals' meeting. Robert Elliott said this was a good idea but he would like for school councils to be in attendance as well. Clarence Brown suggested the Occupational Health and Safety Committee also attending such a presentation. Terry Hillier said with regards to OHS this could be a grey area since the adults do not normally have a problem, it is usually the students and OHS is employee/ employer driven. Carolyn Andrews said she would like for teachers and school councils to see such a presentation.

The Director suggested approaching Rogers Enterprises Ltd. and asking about the cost for a print and slide package. Also, she suggested asking how much would it cost to come to a principals' meeting to do a presentation. Trustees agreed with that suggestion.

Gail Willcott wrote a letter to the Board advising the Board that the Citizen's Representative Council is investigating education reform in the Bay d'Espoir area. Ms. Willcott asked that the tender process for the renovations to Greenwood Academy, Milltown, be put on hold pending the hearing and recommendations from the Citizen's Representative Council.

The Director said a letter was received from the Citizen's Representative stating that hearings would be held to hear and obtain information on the Bay d'Espoir issue. It was agreed by the executive that the Director respond stating that given the fact that the school year-end is a very busy time and that the Board does not meet in July and August that the hearings be held in September.

The Citizen's Representative Council also requested a copy of the structural assessment and the most recent air quality testing assessment. Those have been sent to the Council.

David Morrow stated that the process of renovating the school cannot be delayed because of the Citizen's Representative Council's request for hearings.

A letter dated, March 31, 2003, was received from Gary Hatcher, Senior Director, School Services and Facilities at the Department of Education, regarding discussions with the Director relating to the recommendations in the Engineering

Investigation and Assessment Report for Greenwood Academy, Milltown. Mr. Hatcher wrote that the Department of Education proposes to add the additional work to the scope of the project and they will share the estimated cost of the additional work with the Board as soon as the consultant provides it. Mr. Hatcher also wrote that he understands from Ms. Armstrong's earlier letter that the Board wishes to replace the plywood on which the mold is growing and remove and replace the necessary shingles. He noted the consultant had not recommended that level of remediation and therefore decided to engage an air quality consultant to assess the situation and recommend appropriate remediation measures.

### **6.3. Helen Tulk Elementary, Ventilation System**

*A letter was forwarded to the Minister of Education along with a chronology of the events to date. No response has been received.*

### **6.4. School Review - Bishop's Falls**

*Nothing new to report. On-going.*

### **6.5. Congress 2003**

*Randy Edison, Sean Power, the Board Chair and Debbie Armstrong will be attending Congress 2003 from July 3 – 5 in Winnipeg.*

### **6.6. Update on Avoca Collegiate, Badger**

*Meetings with parents had been held in Badger to discuss the ongoing situation. As of last week, the water has stopped. Air quality testing and a public health inspection will be done with hopes of returning to school after the Easter holidays.*

### **6.7. MHA Forum**

*Letters have been forwarded to MHAs advising them that the Board is interested in meeting them individually during the weeks of May 12 or May 19. Members of the senior staff and School Board trustees from their areas will be in attendance.*

### **6.8. Smoke Free Environment Policy**

The Smoke-Free Environment Policy had been devised and reviewed by the Finance and Properties Committee and reviewed by school principals. It was circulated to School Board trustees and now presented for discussion and approval.

Carolyn Andrews said she thinks the policy as outlined does address one aspect of the issue around smoking. The following is a summary of her notes:

*"As trustees, we need to consider what we want the object of our policy to do. In considering what goals we want to achieve, ask yourself: Is it to allow smoking but keep it under control? Is it to have a message that smoking is not acceptable as a part of school life? Is it to help create an environment that supports and encourages young people not to smoke (either by not starting or by quitting)?"*

Ms. Andrews gave a summary of the statistics of the Youth Smoking Survey that was done in some of the Board's schools in 2001. She highlighted the Board as to what she thinks the Board Smoke Free Environment Policy should include. Ms. Andrews said the Board should support tobacco free schools. She said the Board should set the example for modeling and enforcing healthy behaviour and that there should be no double standards, eg. there should be no opportunity for students to smoke on school property. Ms. Andrews added that if the possession of tobacco is not tolerated, that will solve some of the problems that the Board and society are presently facing.

David Morrow said students should not be permitted to smoke on or leave school property during school hours.

Robert Elliott said he agrees with Ms. Andrews' comments but questioned how the staff would stop students from smoking

on school property. He said this could create behaviour problems and rebellious students.

David Morrow added that if the policy is implemented right, it will work. He said if it is impossible to implement, it would be a total waste of time. However, he added that the Board should not condone smoking on school property.

Randy Edison asked about time lines to implement the policy. He said the Board doesn't have the necessary resources to police it, however, the Board should not condone smoking on Board property. He suggested partnering with others to educate students about the risks involved with smoking.

The Director said the committee responsible for the policy did not ban smoking altogether because they listened to all the pros and cons when they spoke with schools. Ms. Armstrong said if the Board desired no smoking on school property, it could be put into the policy.

Gregory Roberts felt the implementation of no smoking on school property is impossible. He said the Board's mission is to provide a safe and caring environment and to do this the Board should probably introduce a course in schools to help prevent smoking.

Terry Hillier said the policy had been circulated to schools for input and the policy as presented is what came from the input to make it realistic and implemental. Mr. Hillier said the Board cannot allow students to occupy others property for the purpose of smoking.

Sean Power said if no smoking was enforced, students would walk across the street and smoke on others property. He supports a no cigarettes in school policy and suggested that if a student is found with cigarettes in his/her possession, that student be suspended from school.

Carolyn Andrews said there is a social aspect to smoking. She said she understands the cons but the bottom line is that 34 percent of 17-year-olds are addicted smokers. Ms. Andrews offered to get a copy of the Annapolis Valley School Board's policy to see how they are doing in their schools.

Robert Elliott said the Board can try to educate students on the effects of smoking but it cannot tell them not to smoke.

Albert Hodder said a number of students go to school in car. If they smoke in their cars on school property, what can the Board do about that?

Gregory Roberts recommended that the policy be brought back to the Finance and Properties Committee for further discussion. Carolyn Andrews accepted an invitation to attend that meeting.

David Morrow said people are not allowed to smoke in other public venues, what should they be permitted to smoke on school grounds.

## **6.9. NLSBA AGM**

Sean Power, David Morrow, Carolyn Andrews, Raymond Gray, Mabrey Winsor, Terry Brown and Deborah Armstrong will attend the NLSBA AGM on May 8 – 10 in Gander.

## **7. Reports**

### **7.1. Director's Report**

The Director's Report dated April 15 had been circulated to Board trustees earlier.

*On motion it was agreed to approve the staffing appointments listed in the Director's Report dated April 15, 2003. (Edison/ Andrews) Carried.*

*67-02/03*

*On motion it was agreed to approve the leaves as listed in the Director's report dated April 15, 2003. (Mayne/ Gray) Carried.*

*68-02/03*

*On motion it was agreed to approve the resignations as listed in the Director's Report dated April 15, 2003. (Power/Andrews) Carried. 69-02/03*

## **7.2. Executive Report**

*On motion it was agreed to accept the March 25, 2003, proceedings of the Executive Committee. (Andrews/ Winsor) Carried. 70-02/03*

*On motion it was agreed to accept the April 14, 2003, proceedings of the Executive Committee. (Gray/ Andrews) Carried. 71-02/03*

The Governance of Policy, Policy Review and Evaluation, Policy Dissemination and Administration in Policy Absence were circulated and discussed earlier by the executive.

*On motion it was agreed to approve the following policies: Governance of Policy, Policy Review and Evaluation, Policy Dissemination and Administration in Policy Absence. (Power/Andrews) Carried. 72-02/03*

Dave Morrow made a motion to extend the meeting for one hour and look through the agenda to see if there were things that could be eliminated. There was no seconder.

Robert Elliott suggested another meeting.

*On motion it was agreed to recess the meeting at 10 p.m. and reconvene on April 29 at 7 p.m. (Mayne/ Andrews) Carried. 73-02/03*

The meeting reconvened at 7 p.m. on April 29 in the Boardroom at the School Board Office on Price's Avenue, Grand Falls-Windsor.

The first item of business was the Safe and Caring Schools Policy. Trustees broke into groups and discussed different sections of the Policy. A few minor changes were suggested and a few amendments made.

*On motion it was agreed to approve the Safe and Caring Schools Policy, Draft 5, with a few minor changes as suggested. (Morrow/ Andrews) Carried. 74-02/03*

### **7.2.1. By-Laws**

The By-Laws were presented for approval but more work has to be done so that the section on student suspension in the By-Laws is identical to those in the Safe and Caring Schools Policy. The By-Laws will be tabled at the next meeting of the Board.

### **7.2.2. Membership on Program Committee**

*On motion it was agreed that the number of trustees on the Board's Program Committee be changed to a minimum of four and a maximum of six, excluding the Chair. (Morrow/Andrews) Carried. 75-02/03*

## **7.3. Financial Report**

The Financial Report to March 31, 2003, was presented. Terry Hillier, Assistant Director (Finance & Administration), said the report shows a deficit of \$142,600 to June 30, 2003, but the Board had just received a reimbursement of \$131,000 for student transportation that will now balance the books at year-end.

## **7.4. Finance & Properties Report**

The Finance and Properties Committee met on April 9, 2003.

### **7.4.1. Capital Construction Applications**

*On motion it was agreed to accept the Board's updated Capital Construction priority list to the Department of Education. (Brown/ Gray) Carried. 77-02/03*

*On motion it was agreed that the Board apply for funding of the Grenfell Intermediate School Air Quality Project totaling \$35,000 as outlined in a recent Rogers Report. 78-02/03*

### **7.4.2. Bus Route Review**

A bus review had been undertaken in the District during the past few months. It was decided that the coachman's Cove—Shoe Cove routes remain as is for the next school year.

### **7.4.3. Bay d'Espoir School Facilities**

The Board was informed that the tenders had closed for the renovations to Greenwood Academy, Milltown. Assuming the contract will be awarded to the low bidder, the total project budget will be \$1,345,565.00.

Gary Hatcher, Senior Director with the Department of Education, advised the Director that approximately \$345,565 will be charged against the Board's incentive funds for this project. Mr. Hatcher said the money is government's money and they would agree to the money being used for this project. Board trustees agreed that the project could not be held up and that it should proceed as quickly as possible.

*On motion it was agreed to proceed with the renovations of Greenwood Academy, Milltown, with the understanding that \$345,565 will be charged against the Board's incentive funds. (Morrow/Gray) Carried. 79-02/03*

David Morrow said the Government's use of the Board's incentive money shows a lack of communication and respect. He said everything that has happened in Bay d'Espoir has been motivated by the Department of Education.

The Board would like to know the process for charging the \$345,565 to the project when approximately only \$180,000 is available to this Board as special incentives in 2003/2004 from the closure of Holy Cross School in St. Alban's. The Board would also like the Department of Education to advise in writing as to the process of accessing special incentives funding. In particular, they would like to know the distinct authority of the Minister on how these funds are approved and allocated. The Director will request such information from the Department of Education.

## **7.5. Personnel Committee Report**

Sean Power, Chair of the Personnel Committee, circulated the reductions in teacher allocations. Twenty units will be taken out of this Board's system this year. Mr. Power said there has been media coverage on this matter.

Bonnie Lane-McCarthy, Assistant Director (Personnel), said reducing the schools by 27 units last year and 20 this year is a very onerous task. More schools will be availing of distance education in September 2003.

Mr. Power said the Committee doesn't believe the Board is offering an equitable program in all its schools.

Newspapers will be doing articles in the next few weeks on teacher allocation reductions, etc.

*On motion it was agreed to accept the list of teacher allocations for the School District for 2003-2004. (Power/Edison)*

*Carried.*

*80-02/03*

## **7.6. Programming Report**

There was no written report at this time.

### **7.6.1. School Councils-School Board Forum**

The School Councils-School Board Forum went well and those who participated really enjoyed it. The Committee would have liked to have seen more school councils represented. The next step is to meet with principals and chairs of councils.

## **7.7. CRSC Report**

There has been no meeting of the CRSC since the last School Board meeting. David Morrow said he has asked for copies of "From the Ground Up" for all Board trustees.

## **7.8. School Board-Teacher Liaison Committee**

The School Board-Teacher Liaison has not met recently. They will meet for their last meeting for the year in May.

## **7.9. Communications**

The Communications Committee met re strategies and they have made some lobbying efforts with regard to the Provincial Budget and teacher allocations. A press release was in the Nor'Wester regarding those topics. Clarence Brown, Chair of the Committee, wrote MHA Anna Thistle asking her to set up a meeting with them and the Minister of Education. He also e-mailed Jack Harris of the NDP and would be trying to reach John Ottenheimer, PC Education Critic.

The Director had done an interview with CBC Radio which was aired provincially and showed that at least one district is not happy with the cutbacks in resources for education. She and the Avalon East Director were also interviewed by The Telegram.

## **8. NEW BUSINESS**

### **8.1. Communications Committee – Terms of Reference and Mandate**

The following was presented as the Terms of Reference and Mandate for the Communication Committee:

#### **MEMBERSHIP:**

Three School Board Trustees, exclusive of the Board Chair  
Board Chair – Ex-officio  
Director of Education or designate

#### **TERMS OF REFERENCE:**

To review, on a regular basis, the communications policy of the School Board  
To develop an ongoing communication strategy  
To facilitate communication of the School Board through the chairperson, Director of Education, or designate  
To report regularly to the School Board

*On motion it was agreed to accept the Terms of Reference and Mandate for the Communications Committee of the Board as listed above. (Brown/Roberts) Carried.*

*81-02/03*

## 9. Correspondence

There was no correspondence for consideration at this meeting.

## 10. Outstanding Business

10.1. Home Schooling Policy (pg. 4, 00/01)

10.2. Policy on Partnerships (pg. 33, 00/01)

## 11. Date of Next Meeting

The next meeting will be held on May 22, 2003, at 7 p.m.

## 12. Motion to Convene In-Camera Meeting

*On motion it was agreed to convene an in-camera meeting. (Power/Andrews) Carried.*

82-02/03

The Senior Administrative Team and the Recorder were asked to leave the meeting.

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Beverly Wells, Recorder

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Terry Brown, Chair of the Board