

School District #5: Baie Verte, Central, Connaigre  
Regular School Board Meeting  
District Office Boardroom  
December 15, 2003  
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)  
Marina Hewlett, Associate Assistant Director (Hum. Res./Stud. Supp. Serv.)  
Sharmaine Gillingham, Recorder

**ABSENT**

Winston Keeping & Sean Power

**1. INVOCATION**

The meeting opened at 5:00 with the reading of the invocation.

**2. presentations**

**2.1. SAC Regional Response to Smoke Free Environment Policy**

Glenn Harnum, Principal of Exploits Valley High (Greenwood), Grand Falls-Windsor is the President of SAC, gave a presentation on this policy. Jim Hibbs, Principal of Botwood Collegiate and is the Regional President was also in attendance. Board Chair Terry Brown said that this policy will be brought back to the Finance & Property Committee. A copy of this presentation was circulated to all board trustees.

**3. program presentation**

There was no program presentation at this meeting.

**4. approval of agenda**

There were two additions to the agenda:

- 6.8 Ministerial Advisory Council
- 6.9 Proposed Meeting with Lewisporte/Gander Board

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

52-03/04

**5. minutes of november 18, 2003**

The minutes of November 18, 2003 was approved as circulated.

*On motion the Minutes of November 18, 2003, Regular School Board Meeting were approved. (Gray/Brown). Carried. 53-03/04*

## **6. business arising**

### **6.1. Disposal – Holy Cross School**

Staff has been in touch with legal counsel for the R. C. Episcopal Corporation on this matter and is awaiting their legal documentation. It is expected that this should be received shortly.

### **6.2. Helen Tulk Elementary, Ventilations System**

Staff assumes re-tendering is being completed.

### **6.3. Atlantic Congress for Education Leadership**

The Director, Board Chair and Trustees Carolyn Andrews and Albert Hodder will be attending the Atlantic Congress for Education Leadership.

### **6.4. Strategic Plan**

The Strategic Plan will be presented to the Board at the January 2004 meeting. A retreat will be held on February 20/21 with Brenda Kelleher-Flight as a facilitator to work with the Board on the implementation of the plan.

### **6.5. Board Trustee – Zone X**

The Minister of Education has approved a vacancy in Zone VIII. However, he has not responded to the Chair's letter recommending someone's name as an appointment to Zone X.

### **6.6. Committees**

There were vacancies on three committees. Mabrey Winsor will serve on the Finance & Property Committee; David Morrow & Robert Elliott will serve on the Communications Committee and David Morrow will serve on the Programming Committee.

*On motion the Committees were approved. (Brown/Morrow). Carried.*

*54-03/04*

### **6.7. Ministerial Advisory Council**

Terry Brown said that he would write a letter.

### **6.8. Proposed Meeting with Lewisporte/Gander School District**

School Board Chair, Terry Brown will write Lewisporte/Gander School District and ask if we could have a meeting with them.

## **7. policy development**

### **7.1. Smoke Free Environment (On-going)**

The Director sent out a draft memo to all of our schools and the deadline was Friday, December 12, 2003. The Director indicated that we got a fair bit of feedback from the schools and now it will be brought back to the Finance & Property Committee.

## 8. reports

### 8.1. Director's Report

The Director's Report dated December 15, 2003, had been circulated to Board Trustees earlier.

*On motion it was agreed to approve staffing appointments listed in the Director's Report dated December 15, 2003. (Winsor/Morrow). Carried* 55-03/04

*On motion it was agreed to approve the leaves as listed in the Director's Report dated December 15, 2003. (Gray/Mayne). Carried.* 56-03/04

*On motion it was agreed to approve the resignations as listed in the Director's Report dated December 15, 2003. (Elliott/Gray). Carried* 57-03/04

*On motion it was agreed to accept the Director's Report, dated December 15, 2003 as circulated. (Winsor/Mayne). Carried.* 58-03/04

### 8.2. Executive Report

There was no Executive Report.

### 8.3. Financial Report

Terry Hillier, Assistant Director (Finance & Administration), reviewed the letter to the Minister of Education requesting approval of the Board's deficit, which was circulated to the members. Attached to the letter were the financial results for the period ending October 31, 2003. In addition, the projected final results for June 30, 2003, were amended. After a detailed review by the Director and together with the amended projected final budget the Assistant Director (Finance & Administration), to report an \$ 83,000 surplus. This will be used to apply against the current accumulated deficit of \$ 373,000.

*On motion it was agreed to approve the October 31, 2003 financial statements. (Morrow/Mayne). Carried.* 59-03/04

### 8.4. Finance & Properties Report

There was no Finance & Properties Report.

A meeting was scheduled for January 14, 2004 at 2:00 p.m.

### 8.5. Personnel Committee Report

There was no Personnel Committee Report.

A meeting was scheduled for January 13, 2004 at 5:00 p.m.

## **8.6. Programming Report**

### **8.6.1. Graduation Requirements Review**

Frank Norman, Assistant Director (Programs) gave a presentation on the concerns raised with the new graduation requirements.

*On motion it was agreed that the Board Chair write the Minister of Education asking about a time-frame and not to implement these requirements for September 2004. (Morrow/Winsor). Carried. 60-03/04*

## **8.7. CRSC Report**

There was no CRSC Report.

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

There was no School Board-Teacher Liaison Committee Report.

## **8.9. Communications**

There was no Communications Report.

## **9. NEW BUSINESS**

### **9.1. Minister's Visit – December 15, 2003**

Board Chair, Terry Brown read a letter that he was going to recite to the Minister. There was some discussion on how everyone would address the Minister. All trustees were in favor of speaking aloud to the Minister through a round table discussion. The trustees agreed to do a press release after the meeting.

The Minister of Education will also meet the Senior Administrative Team and Board Chair on Tuesday, December 16, 2003 and will also visit two of our schools which are Sprucewood Academy, Grand Falls-Windsor and Exploits Valley High (Maple), Grand Falls-Windsor.

### **9.2. Capital Construction**

Terry Hillier, Assistant Director (Finance & Administration) said that the Capital Construction requests were submitted to Mr. Gary Hatcher because there was a deadline of December 5, 2003.

*On motion it was agreed to accept the capital construction request. (Morrow/Gray). Carried. 61-03/04*

*On motion it was agreed to apply for Baie Verte High roofing as part of the Capital Construction request. Morrow/Edison. Carried. 62-03/04*

### **9.3. Request for Gym Floor – Baie Verte High**

After considerable debate, the Board decided to proceed with an additional application of \$ 17,500 in order to provide hardwood flooring for the gym at Baie Verte High. This would be in addition to the \$ 65,000 already approved.

*On motion it was agreed to apply for additional funding for the gym floor at Baie Verte High (Brown/Hodder). Carried. 63-03/04*

### **10. correspondence**

There was no correspondence.

### **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

### **12. date of next meeting**

The next Regular School Board Meeting will be held on Tuesday, January 20, 2004.

### **13. evaluation**

The Director collected the evaluation forms before the trustees left the meeting.

### **14. Adjournment**

*On motion it was agreed to close the meeting. (Hodder/Andrews). Carried. 64-03/04*

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Sharmaine Gillingham, Recorder

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Terry Brown, Chair of the Board