

School District #5: Baie Verte, Central, Connaigre

Regular School Board Meeting

June 17, 2003

MINUTES

IN ATTENDANCE

Terry Brown, Chair  
Carolyn Andrews  
Clarence Brown  
Randy Edison  
Robert Elliott  
Raymond Gray  
Albert Hodder  
Gail Hoskins  
Winston Keeping  
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

PRESENTERS

Lorne Goudie, Dale Budgell and David Alcock,  
Bishop's Falls School Review Transition Team

ABSENT

Sharon Mayne and Sean Power sent regrets.

**1. INVOCATION**

The meeting began at 4 p.m. with the reading of the invocation.

**2. Presentations**

**2.1. School Review—Bishop's Falls**

Dale Budgell, on behalf of a transition team, read from a report entitled **Recommendations for the Education of K-12 Students in the Bishop's Falls School System**. The following is a summary of the Report as presented:

Given the mandate of the committee to make recommendations regarding the future education of the students of Bishop's Falls, the committee unanimously agreed that K – 7 students would be best housed at Helen Tulk Elementary School, Bishop's Falls, and that students in grades 8 – 12 be housed at Leo Burke Academy, Bishop's Falls.

Given the air quality issues that have plagued Leo Burke Academy over the years, this will be accepted by all parties only if lunch hour bussing is a permanent service available to all students. With lunch hour bussing deemed an essential service, the focus at Leo Burke Academy can then be where it should be—on learning and maximizing student achievement. Given the unique situation in Leo Burke Academy vis-a-vis air quality issues, the affordability of bussing and the long term benefits of having the students go home lunch hour bussing must be offered.

The nature of some of these measures warrant that they be addressed for the upcoming 2003 school year. Specifically, the storage facility at Helen Tulk Elementary should be in place to accommodate the acceptance of equipment as soon as reorganization of classroom space begins. Also, the safety concerns in the corridors at Leo Burke Academy could be addressed by the installation of a new locker system.

It is recommended that monies be allotted for computer technology and library resources.

The recommendations for restructuring are made with the understanding that the goal is to improve education

within the Bishop's Falls system for the long-term. To this end the committee anticipates that monies realized through school savings will be invested back in to the system as deemed necessary by the committee. Without acceptance of those recommendations, the proposal would have to be readdressed.

The committee also acknowledges that there are other scenarios that would better the education system in Bishop's Falls. The construction of a new high school complex near Helen Tulk Elementary School or a restructuring within Bishop's Falls Academy and Helen Tulk Elementary School would also address the issues raised. These, or other suggestions, may have to be raised for debate if the proposed recommendations are not successful.

Robert Elliott asked if the Board had made suggestions for reorganizing the education system in Bishop's Falls. He was advised that the present report was as a result of a recommendation made earlier that a transition committee be set up.

Clarence Brown asked how long could three schools maintain the present program. Frank Norman, Assistant Director (Programs) said it could be maintained for about two years with the projected enrollment declining. It is expected that teaching units will be decreased by 2004. When that happens, programs will decline.

Clarence Brown also asked why they need storage space. David Alcock, Principal of Helen Tulk Elementary School, said it would be needed for gym storage, etc.

<i>On motion it was agreed to accept the report and forward it to the Finance and Properties Committee of the Board. (Brown/Hodder) Carried.</i> 02/03	101-
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### **3. Program PRESENTATION**

There was no program presentation at this meeting.

### **4. APPROVAL OF AGENDA**

<i>On motion the Agenda was approved as circulated. (Andrews/Winsor) Carried.</i>	102-02/03
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### **5. MINUTES OF May 22, 2003**

<i>On motion the Minutes of the May 22, 2003, Regular School Board Meeting were approved. (Gray/Andrews) Carried.</i> 103-02/03
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### **6. BUSINESS ARISING**

Most items from the May 22, 2003, School Board meeting were highlighted in the Director's Report dated June 17, 2003, and are included here (in italics) as excerpts from that Report.

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

Terry Hillier, Assistant Director (Finance & Administration), advised the meeting that the mechanical engineer had inspected the site and reported that a few deficiencies need to be rectified before it can be commissioned to the Board.

## 6.2. School Facilities in Bay d'Espoir

The Assistant Director (Finance & Administration) said that everything is on schedule. The high school section is now being renovated. He said somebody had reported that there was mold in the building but Works, Services and Transportation checked it out and found none.

## 6.3. Helen Tulk Elementary, Ventilation System

*A letter was written to the Minister of Education committing the Board to paying \$17,000 as a final allotment of money to be spent on the ventilation system at Helen Tulk Elementary School, Bishop's Falls. The Department of Education was also informed that this commitment is conditional on the fact that the Board will not have to provide any additional money whatsoever to the project. Furthermore, the Department was advised that the Board wants to be assured that the ventilation system is functioning to its full capacity and to the satisfaction of all building occupants prior to the final commissioning and that adequate training will be provided by the Department of Works, Services and Transportation to ensure the system operates properly.*

## 6.4. School Review - Bishop's Falls

School Review—Bishop's Falls was covered in 2.1 above.

## 6.5. Smoke Free Environment Policy

*This policy was referred back to the Finance and Properties Committee. They have not met since the last Board meeting. It is expected that they will report back to the Board in September 2003.*

## 6.6. By-Laws

It is expected that the By-Laws will be ready for Board approval in September 2003.

## 6.7. Public Participation in School Board Meetings

It was agreed that in 3.a the last sentence would read, "Another option is to contact individual Board trustees." The public notices will be posted immediately following Board meetings and a list of dates for any current year will be published on the website.

*On motion it was agreed to approve the "Public Participation in School Board Meetings" Policy. (Hoskins/ Elliott) Carried. 104-02/03*

## 6.8. Delegations to School Board Meetings

The Director clarified 3.d, e and g for Clarence Brown.

*On motion it was agreed to approve the "Delegations to School Board Meetings" Policy. ((Elliott/Brown) Carried. 105-02/03*

## 6.9. School Board Trustee Code of Ethics

*On motion it was agreed to approve the "Board Trustee Code of Ethics" Policy. (Andrews/Roberts) Carried. 106-02/03*

A list of "School Board Trustee Code of Ethics" to be posted in the Boardroom will be dealt with at the September 2003 Regular School Board meeting.

## 7. Reports

### 7.1. Director's Report

Most of the Director's Report was dealt with under Business Arising. There was no staffing information available at this meeting.

*On motion it was agreed to accept the Director's Report, dated June 17, 2003, as circulated. (Edison/Winsor) Carried. 107-02/03*

### 7.2. Executive Report

A copy of the Executive Proceedings from a meeting held on June 2, 2003, was circulated earlier to Board trustees. Note was made that an evaluation form of the regular meeting in September will be undertaken at that time.

*On motion it was agreed to accept the Executive Proceedings of June 2, 2003. (Gray/Winsor) Carried. 108-02/03*

### 7.3. Financial Report

There was no financial report at this meeting.

### 7.4. Finance & Properties Report

The Proceedings of the May 22, 2003, Finance and Properties Committee were circulated to Board trustees earlier. Terry Hillier, Assistant Director (Finance & Administration), highlighted the Proceedings. He said Carolyn Andrews reviewed an information package around the issue of the use of tobacco in schools, highlighting important areas of concern to the Board in formulating a policy in this regard. It was strongly felt and agreed by committee members that the draft policy needed to be revised to reflect a stronger anti-tobacco position with an emphasis on education and prevention. The Director offered to re-write a new policy with Mr. Hillier's assistance, based on the new information available, with input from school administrators and school councils.

A letter from the R.C. Parish of Grand Falls-Windsor was received in which the Parish inquired about the Board's requirements of the Lind Avenue building. They expressed their interest in assuming responsibility for the property when the Board has no further need for the facility. Terry Hillier noted that the Board is still using that facility as an alternate school.

*On motion it was agreed that the Board advise the R.C. Parish of Grand Falls-Windsor that the Board is still using the Lind Avenue facility as an alternate school but the Parish will be advised accordingly when it is no longer needed by the Board. (Morrow/Elliott) Carried. 109-02/03*

A letter was received from the Bishop of the Grand Falls R.C. Diocese in which he advised of their intention to taking over the school building at St. Alban's after June of this year. Mr. Hillier noted that the Board will need to use it for storage temporarily over the summer and then the premises can be fully vacated.

*On motion it was agreed that the Board advise the Grand Falls R.C. Diocese that Holy Cross School, St. Alban's, would be used for storage during the summer and that the premises would be fully vacated when the Board has no further use for it. (Winsor/Hodder)*

*Carried.*

*110-02/03*

The Finance and Properties Committee reviewed a letter of inquiry from the Windsor Pentecostal Church expressing their interest in purchasing a portion of land owned by the Board adjacent to the School Board Office building on Price's Avenue.

*On motion it was agreed that if the Windsor Pentecostal Church agreed to absorb the cost of survey and legal fees and if they are willing to pay full market value price, the Board would agree to sell a portion of the land in question. (Brown/Keeping)*

*Carried.*

*111-02/03*

*On motion it was agreed to accept the Finance and Properties Proceedings of May 22, 2003. (Gray/Andrews) Carried.*

*112-02/03*

#### **7.4.1. Student Transportation – Schools (Policy)**

*On motion it was agreed to table the Student Transportation – Schools (Policy) to the September 2003 Regular School Board meeting. (Elliott/Winsor)*

*Carried.*

*113-02/03*

#### **7.4.2. Financial Administration – District Office (Policy)**

*On motion it was agreed to table the Financial Administration—District Office (Policy) to the September 2003 Regular School Board meeting. (Gray/Winsor)*

*Carried.*

*114-02/03*

#### **7.5. Personnel Committee Report**

The Chair of the Personnel Committee was absent. Bonnie Lane-McCarthy highlighted the Proceedings of May 7, 2003.

*On motion it was agreed to accept the Personnel Committee Proceedings dated May 7, 2003, as circulated. (Elliott/Brown)*

*Carried.*

*115-02/03*

#### **7.6. Programming Report**

Carolyn Andrews gave a verbal report on the most recent meeting of the Programming Committee. She said they would like the Communications Committee to do some PR on the Safe and Caring Schools Policy in the fall.

The Safe and Caring Schools Provincial Action Plan will be discussed at the next Committee meeting.

## 7.7. CRSC Report

There was no meeting of the CRSC since the last Board meeting.

## 7.8. School Board-Teacher Liaison Committee

The Director highlighted the minutes of the May 28 School Board-Teacher Liaison Committee meeting. These minutes were circulated for information purposes.

## 7.9. Communications

Board Chair Terry Brown highlighted the meeting that the Communications Committee had in St. John's with the Minister of Education and the Honorable Anna Thistle. Mr. Brown said this was a very positive meeting and the Minister has been invited to meet with the whole Board in Grand Falls-Windsor.

# 8. NEW BUSINESS

## 8.1. Nominations Committee

*On motion it was agreed that a nominations report for the Board Executive would be available in October, that elections would be held in November, that more than one person's name could be listed on the slate for all positions, and that every Board trustee would be contacted. (Hoskins/Andrews) Carried.*

116-02/03

Albert Hodder, Robert Elliott and David Morrow agreed to serve as the nominations committee. Albert Hodder will act as chair.

## 8.2. Update on Strategic Plan

Deborah Armstrong, Director, advised the meeting that Brenda Kelleher-Flight and Bill Lee are responsible for facilitating the Board's Strategic Plan. There will be two more sessions on September 18 and 19 and again on November 13 and 14. She said it is expected that by next Christmas the Board will have something concrete on its Plan.

Ms. Armstrong highlighted the work and circulated a handout showing the development thus far. The handout showed the lines of business, vision, mission, values and strategic issues.

## 8.3. CSBA Restructuring

CSBA is the national body for all provincial school boards' associations. CSBA is struggling because member boards are smaller and they want to change the governance structure. Everything will then be done through the Board of Directors of CSBA. Violet Parsons, President of NLSBA, asked for input from the Newfoundland School Boards before she makes her vote at the AGM. The following action was taken:

*On motion, the Board unanimously opposed the direction proposed by CSBA to change its governance and recommended that CSBA explore other options to streamline their operations. (Edison/Morrow)*

## **9. Correspondence**

There was no correspondence for business 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 Regular School Board meeting will be held on September 16, 2003.

## **12. Motion to Convene Closed Session**

There was no closed session business at this meeting.

## **13. Motion to Adjourn**

There being no further business, the meeting adjourned on a motion by Mabrey Winsor at 6:40 p.m.

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Beverly Wells, Recorder

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Terry Brown, Chair of the Board