

School District #5: Baie Verte, Central, Connaigre  
Regular School Board Meeting  
May 22, 2003  
MINUTES

**IN ATTENDANCE**

Terry Brown, Chair  
Carolyn Andrews  
Clarence Brown  
Raymond Gray  
Albert Hodder  
Sharon Mayne  
David Morrow  
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

**ABSENT**

Robert Elliott and Gail Hoskins. Randy Edison, Sean Power, Gregory Roberts and Winston Keeping sent regrets.

**1. Invocation**

The meeting began at 7:07 p.m. with the reading of the invocation.

**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. (Andrews/Morrow) Carried.*

*84-02/03*

**5. MINUTES OF April 15, 2003**

*On motion the Minutes of the April 15, 2003, Regular School Board meeting were approved. (Gray/Winsor) Carried.*

*85-02/03*

*On motion the Minutes of the April 15, 2003, Closed School Board meeting were approved. (Gray/Winsor) Carried.*

*86-02/03*

**6. BUSINESS ARISING**

Most items from the April 15, 2003, School Board meeting were highlighted in the Director's Report dated May 22, 2003, and are included here (in italics) as excerpts from that Report.

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

The Board has *"still not been informed of the date to undergo inspection and readiness for final commissioning."*

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

*"A public meeting, which was held on April 16, went well. The tender has been awarded to Brooks Enterprises, Corner Brook. All students have been moved to the primary building to facilitate construction. There have been no major interruptions thus far."*

Terry Hillier, Assistant Director (Finance & Administration), advised the meeting that the contractor has started work on the project.

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

*"In keeping with standardizing the controls of these systems, the master controls will be moved out of the school to the District Office. There will still be some monitoring left at the school level."*

In response to the Chair's letter and chronology that was written to the Minister of Education on the issue of the ventilation system, the Minister responded stating that he, too, is concerned that this project still has outstanding issues. He further wrote that the Department's view is that the Board did make a commitment of an extra \$17,000 to complete the project.

The Finance and Properties Committee said the Minister did not read the chronology. However, the Committee recommended that the Board approve the \$17,000 required to complete the project and advised the Minister that this will be the last amount of money that the Board will spend on this project. The Board said they would approve the money for the benefit of the staff and students at Helen Tulk Elementary School.

<p><i>On motion it was agreed that the Board approve \$17,000 as a final allotment of money to be spent on the Ventilation System at Helen Tulk Elementary School, Bishop's Falls. (Morrow/Brown) Carried.</i></p>
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*87-02/03*

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

Frank Norman, Assistant Director (Programs) said the transition committee has been meeting. A sub-committee of the committee met last week to prepare a report that will be submitted to the whole committee and then to the Board.

David Morrow asked what incentives does the Board have to close schools now that the incentive money gained from school closures must be used for projects approved by the Department of Education. The Director and Assistant Director (Programs) said the main and most important incentive is school programs.

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

*"Students and teachers moved back into the school on May 12, 2003. The move was made after a meeting with parents about conditions in the school. Repair work in the basement will be completed over the summer."*

## **6.6. MHA Forum**

Ray Hunter will meet with School Board trustees on May 23. Anna Thistle will meet on May 26.

Clarence Brown suggested that when a meeting is arranged with Paul Shelley, that it be held in Springdale or Baie Verte.

## **6.7. Smoke Free Environment Policy**

The Smoke Free Environment Policy will be rewritten and brought back to the Board table at a later date.

## **6.8. NLSBA AGM**

Six trustees and the Director attended the NLSBA AGM in Gander on May 8 - 10.

*"It was well organized with sessions of interest to those in attendance. Our resolutions were tabled and accepted except for one concerning the representation of board trustees as members of the Board of Governors of NLSBA, which was already in the NLSBA constitution."*

Carolyn Andrews said the sessions were mostly about governance.

Trustees discussed the meetings around the table. They were advised that school councils are now looked at in a more positive view by the NLSBA. NLSBA wants to be more visible on the provincial scene with regards to education. Trustees felt that this year's AGM was much improved over past years.

## 6.9. By-Laws

Work is continuing on the by-laws. It is hoped that they will be presented at the next School Board meeting.

## 7. Reports

### 7.1. Director's Report

*On motion it was agreed to approve the staffing appointments listed in the Director's Report dated May 22, 2003. (Andrews/Gray)*  
Carried. 88-02/03

*On motion it was agreed to approve the leaves as listed in the Director's Report dated May 22, 2003. (Andrews/Winsor)*  
Carried. 89-  
02/03

*On motion it was agreed to approve the resignations as listed in the Director's Report dated May 22, 2003. (Mayne/Andrews)*  
Carried. 90-  
02/03

The Director's Report indicated that a lot of time has been spent preparing for the May 7 deadline to inform our support staff of their hours of work for next year. The staff took this opportunity to standardize the District's schools in the areas of janitorial and secretarial hours. This has resulted in an increase of 104 hours per week for secretaries as well as two additional weeks of summer employment. In the janitorial allocation the total hours of work has increased by 131 hours. The staff has tried to increase janitorial hours to full time work – 40 hours per week – as well as having them work 52 weeks per year.

It is expected that there will be a group grievance with regard to the Warren Report.

The Director has been visiting administrators of schools who are on a probationary contract to conclude the appraisal process for this year. This process will continue for the second year of the probationary period. The meeting was also informed that a process has been developed for a professional growth plan for all school administrators. Every school administrator will be required to work with a Board staff or peer regarding his/her plan. These plans have been discussed at principals' meetings. All administrators will revisit their plans and write reports before the end of the school year.

*On motion it was agreed to accept the Director's Report dated May 22, 2003. (Morrow/Andrews) Carried.* 91-02/03

### 7.2. Executive Report

Policies on Public Participation in School Board Meetings, Delegations to School Board Meetings and School Board Trustee Code of Ethics were tabled to the next School Board meeting.

### 7.3. Financial Report

The Financial Report to April 30, 2003, was presented.

*On motion it was agreed to accept the Financial Statements of the Board to April 30, 2003. (Morrow/Brown) Carried. 92-02/03*

### 7.4. Finance & Properties Report

The Finance and Properties Committee met on April 29 and again on May 22.

*On motion it was agreed that the Board write a letter to the Department of Education and Department of Works, Services and Transportation, with a copy to other school boards, indicating the Board's recommendation that amendments be made to bussing specifications to include extra storage capacity compartments on school buses. (Morrow/Gray) Carried. 93-02/03*

*On motion it was agreed that the Assistant Director (Finance and Administration) be empowered to borrow a \$1,000,000 operating line of credit for the period July 1, 2003, to June 30, 2004, subject to the approval of the Minister of Education. (Hodder/Mayne) Carried. 94-02/03*

*On motion it was agreed to approve the proceedings of the April 29, 2003, Finance and Properties Committee meeting. (Gray/Morrow) Carried. 95-02/03*

### 7.5. Personnel Committee Report

The Personnel Committee met on May 7 but no report was available.

With regard to the Proceedings of April 8, 2003, the Chair had not written the Minister of Education inviting him to the District but will extend the invitation at a meeting on May 26.. Bonnie Lane-McCarthy said she had revisited the teacher allocations.

*On motion it was agreed to accept the April 8, 2003, Proceedings of the Personnel Committee. (Mayne/Gray) Carried. 96-02/03*

The Personnel Committee also met on April 14, 2003. The proceedings were circulated to School Board trustees.

*On motion it was agreed to accept the April 14, 2003, Proceedings of the Personnel Committee. (Mayne/ Winsor) carried. 97-02/03*

### 7.6. Programming Report

The Programming Committee met on April 9 and May 13. The May 13 proceedings were not available for Board Trustees perusal.

Carolyn Andrews discussed whether there should be a change of name for the District. The trustees discussed this and suggested different names for discussion only. It was also suggested that the Board have a logo that would bring all three zones together. Then, the possibility of a name change could be explored. It was suggested that school councils could possibly work on a logo and name change. This will be referred back to the Programming Committee.

Ms. Andrews said the Committee would like to work on policy development around extra and co-curricular activities in the schools. The Committee will ask staffs to compile lists of what schools are offering.

*On motion it was agreed to accept the April 9 Proceedings of the Programming Committee. (Winsor/Hodder) Carried. 98-02/03*

### 7.7. CRSC Report

David Morrow said the CRSC met on May 15. There will be workshops on June 4 and 5 entitled "Joining Forces, Human Resources". Mr. Morrow said there will be staff people attending from the District Office and suggested that Sean Power attend on behalf of the Personnel Committee.

Mr. Morrow said the CRSC sent out a survey re why we are here; why we stayed; why some are thinking about leaving, etc. Newfoundland Statistics will compile the responses and circulate them.

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

The School Board-Teacher Liaison committee will meet on May 28.

## **7.9. Communications**

The Communications Committee has arranged a meeting with Anna Thistle and Jerry Reid for May 29. They have also arranged a meeting with the opposition. The NDP has not responded to their request for a meeting.

## **8. NEW BUSINESS**

### **8.1. School Calendar 2003-2004**

The proposed school calendar for 2003-2004 was circulated to teachers and support staff. Their decisions were circulated to School Board trustees.

*On a motion it was agreed to approve the School Calendar for 2003-2004 as circulated to School Board trustees. (Morrow/Andrews)  
Carried. 99-02/03*

### **8.2. Renaming Greenwood Academy, Milltown**

A copy of the protocol to rename Greenwood Academy, Milltown, was circulated to School Board trustees.

*On motion it was agreed that Greenwood Academy, Milltown, be renamed Bay d'Espoir Academy. (Winsor/Andrews)  
Carried.  
100-02/03*

### **8.3. Retirement Banquet**

The meeting was reminded that the Board Retirement Banquet for retiring employees would be held on June 6. Trustees were asked to indicate whether or not they would be attending the Banquet.

## **9. Correspondence**

### **9.1. Fair Factor**

A copy of a letter to principals, teachers and students regarding students' excellent behaviour, co-operation and quality of interaction shown at the recent Fair Factor in Springdale was circulated to Board trustees for information purposes.

## **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 June 17 at 4 p.m. Supper will follow the meeting.

**12. Motion to Convene Closed Session**

There was no closed session at this meeting.

**13. Motion to Adjourn**

There being no further business, the meeting adjourned at 9:30 p.m. on a motion by Andrews & Winsor.

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Beverly Wells, Recorder

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Terry Brown, Chair of the Board