

School District #5: Baie Verte, Central, Connaigre

Regular School Board Meeting

November 19, 2002

MINUTES

**IN ATTENDANCE**

Terry Brown, Chair  
Carolyn Andrews  
Clarence Brown  
Randy Edison  
Robert Elliott  
Raymond Gray  
Albert Hodder  
Gail Hoskins  
Winston Keeping  
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)  
Frank Norman, Assistant Director (Programs)  
Beverly Wells, Recorder

**1. Invocation**

The meeting opened with trustees repeating the invocation.

**2. Presentations**

**2.1. Cottrell's Cove Academy School Council**

Jeff Crant, Cottrell's Cove Academy School Council, made a presentation to the Board. The main issue of his presentation was staffing. Copies of his presentation will be forwarded to Board trustees.

**2.2. Point Leamington Academy School Council**

Lester Keddy, Point Leamington Academy School Council, made a presentation to the Board. Mr. Keddy praised his school for its physical condition and for the achievement of the school's students. He was very appreciative of the Board's support in these areas. He also spoke to the Board about late bussing issues and teacher allocations. A copy of that presentation will be circulated to Board trustees.

**3. Program PRESENTATION**

There was no program presentation at this meeting.

**4. APPROVAL OF AGENDA**

*On motion the Agenda was approved. (Hoskins/Brown) Carried.*

12-02/03

**5. MINUTES OF October 15, 2002**

*On motion the Minutes of the October 15, 2002, Regular School Board Meeting were approved. (Andrews/ Winsor)*

*Carried.*

*13-02/03*

## **6. BUSINESS ARISING**

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

Terry Hillier, Assistant Director (Finance & Administration), advised the meeting that the budget for the Leo Burke Ventilation Project has been increased to \$83,345. The tender was awarded to Tri Star Mechanical, St. John's. He said there would be a pre-construction meeting before the end of November and it is expected that the project will be completed within one month after the project starts. Mr. Hillier said the contractor seems to know what he is going. The materials will be ordered for the project before it begins, then the project will be completed and the contractor will move out. Mr. Hillier said he hopes to report early in the New Year that the ventilation system in Leo Burke Academy is finally working to its ability.

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

Officials from the Department of Education met with the senior administrative team earlier on November 19 to discuss the proposed floor plans. The Department officials will now meet with Works, Services and Transportation to discuss the plans. Clyde Clarke is the WST consultant. Newfoundland Design is the prime consultant. The next project meeting will be held on January 8 and hopefully it will be possible to sign of the drawings at that time. After a draft design is agreed on, the Department of Education will go to their retainer company for an estimated cost of the project before going to tender.

A discussion ensued re connectivity and the cost of such a project. There was some misunderstanding with the various stakeholders as to whether the cost of this will be provided in addition to the \$1,000,000. It was felt that this will be dealt with as the project proceeds.

### **6.3. Baie Verte Middle School, Renovations**

The concrete work on this project has been completed. A bid for the inside walls project will be tendered and close on December 6. The project will have to be completed by January 15, 2003.

### **6.4. Atlantic Conference, January 30 – February 1, 2003**

November 30, 2002, is the deadline for Board trustees to advise the Executive Assistant if they would like to attend the Atlantic Conference in Halifax from January 30-February 1, 2003. The Board Chair and the Director will attend. Albert Hodder and Carolyn Andrews expressed a desire to attend as well.

### **6.5. Sale of Board Office/Relocation**

The staff from St. Catherine Street Board Office has moved into the renovated facility on Price's Avenue. The staff at Lind Avenue will move in by December 1. Board trustees will receive a list of Direct In-Dial numbers for staff members shortly. The Alternate School will remain at the Lind Avenue site.

### **6.6. Congratulations**

The Board Chair congratulated Gregory Roberts on being named "The Young Entrepreneur of the Year" and Sharon Mayne on her new job position.

## **7. Reports**

## 7.1. Director's Report

There was no Director's Report at this meeting.

## 7.2. Executive Report

The Executive met on November 13. A copy of the proceedings was circulated to Board trustees.

A protocol for policy development was discussed. The Director will present a draft on the present practice at the next Executive Meeting.

It was reported that the Citizens' Representative Council received a complaint from the Holy Cross Parent Action Committee re a perceived intervention on the part of the Department of Education in the decision to renovate a school in Bay d'Espoir. As a result, Frazer March of the Council requested the Board's files on the issue. A copy of the chronology was forwarded to the Assistant Deputy Minister at the Department of Education for perusal and approval. Mr. March understood the Board was trying to withhold information, however, this was not the case and the information was forwarded to Mr. March. The Holy Cross Parent Action Committee has been following this and they have indicated that the Citizens' Representative Council had stated that the Board had complied to their request but the Department of Education had not. However, the Board has since been informed that the Department of Education has since passed files over to the Council.

*On motion it was agreed to accept the Proceedings of the Executive Committee held on November 13, 2002. (Winsor/Gray)*

*Carried.*

*02/03*

*14-*

## 7.3. Financial Report

Terry Hillier, Assistant Director (Finance & Administration), presented the Financial Statements to September 30, 2002.

In response to Robert Elliott's question as to who decided on the final sale price for the School Board Office on St. Catherine Street, he was referred to previous minutes from both the Finance and Properties Committee and Regular School Board meetings.

*On motion it was agreed to accept the Financial Statements of the Board to September 30, 2002. (Roberts/ Hodder)*

*Carried.*

*15-02/03*

## 7.4. Finance & Properties Report

The meeting was advised that two projects, one in the Baie Verte area and one in the Bishop's Falls/Botwood area, were applied for under the Broadband for Rural and Northern Development initiative.

*On motion it was agreed to accept the Finance and Properties Proceedings dated October 15, 2002. (Roberts/ Morrow)*

*Carried.*

*02/03*

*16-*

The Revised School Board Budget for 2002-2003, which was circulated earlier, was discussed.

*On motion it was agreed to approve the Revised School Board Budget for 2002-2003. (Brown/Mayne) Carried. 17-02/03*

*On motion it was agreed to accept the Auditor's Report of the Financial Statements of the Board for the fiscal year July 1, 2001 ,to June 30, 2002. (Roberts/Gray) Carried. 18-02/03*

Terry Hillier, Assistant Director (Finance & Administration), had planned to make a presentation on the Board's Budget Composition at the November meeting but after a general discussion it was agreed by consensus that the presentation be

made at the School Board Retreat in January.

A draft letter from the Board Chair to the Minister of Education outlining the Board's financial situation was circulated to Board trustees. The following action was taken.

***On motion it was agreed to forward the Chair's letter to the Minister of Education outlining the Board's financial situation and to forward copies of the letter to all appropriate MHAs and all school councils. (Brown/Power) Carried. 19-02/03***

David Morrow asked if the Board could create an education foundation? This will be discussed at a Finance and Properties Committee meeting.

***On motion it was agreed to allow the Assistant Director (Finance and Administration) to borrow \$402,236 from the Bank of Montreal, Grand Falls-Windsor, to purchase five (5) new 72-passenger school buses. The loan would be amortized over a one hundred forty-four (144) month period and the principal and interest would be paid from the Department of Education Transportation Budget. (Gray/Keeping) Carried. 20-02/03***

## **7.5. Personnel Committee Report**

The Personnel Committee has not met since October 7, 2002. However, the proceedings from that meeting were circulated to Board trustees.

Terry Brown said he is trying to arrange a meeting with Robinson Blackmore's local papers to bring the public's attention to the staffing problems the Board is experiencing with the Department's procedure of allocating teaching units as well as its financial challenges with the funding formula. Mr. Brown also advised the meeting that he had requested a meeting with the Social Policy Committee of Cabinet to discuss those concerns.

***On motion it was agreed to accept the Proceedings of the October 7, 2002, Personnel Committee. (Power/Mayne) Carried. 21-02/03***

## **7.6. Programming Report**

The Programming Committee last met on October 8, 2002. A copy of those proceedings were circulated earlier to Board trustees.

Carolyn Andrews, Chair of the Committee, said the first newsletter for this year will be published soon. She said there would be school council training in Grand Falls-Windsor on November 20 and at La Scie on November 27.

It was earlier decided to make a presentation at the December Board meeting on the public exams results. However, it was felt that this item could probably be discussed at the Board Retreat in January.

The Safe Schools Policy will be the focus of the next committee meeting.

David Morrow said the Early Childhood Enrichment initiative of the CRSC was given to the Board in February. He said the Committee has worked on the initiative clause by clause and felt the Committee did a very thorough job. The Committee recommended that the Board accept the recommendations of the CRSC.

***On motion it was agreed to accept the recommendations of the CRSC regarding their Early Childhood Enrichment initiative. (Mayne/Power) Carried. 22-02/03***

Frank Norman said in order for the District to do anything other than offer moral support to the initiative would have to come from a higher authority than the Board.

## **7.7. CRSC Report**

David Morrow circulated his report from the October 10, 2002, CRSC meeting.

Mr. Morrow reported that:

- a. The Provincial Speech-Language Review Committee has approved the CRSC's request for a seat on the committee.

- b. Colin Forward of the College of the North Atlantic is conducting a survey of professional training needs for Committee members. It is hoped that this will assist in establishing a professional training strategy for this region and allow participating agencies to combine their resources to improve staff upgrading.
- c. A co-ordinator has been hired to begin work on the Early Childhood initiative of CRSC.
- d. Proposals will be presented to the CRSC for funding of two projects. The first is to research and make recommendations for a long term solution to the shortage of Speech-Language pathologists in our region. The second is to expand the transportation pilot project for youth in this region. There is a positive feeling from Government that these proposals may be accepted.

*On motion it was agreed to accept the Report by David Morrow from the Central Regional Steering Committee Meeting of October 10, 2002. (Morrow/Hoskins) Carried.* *23-02/03*

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

The first meeting of the School Board-Teacher Liaison Committee for this school year will be held on November 21, 2002. The teacher representatives include Allan Spencer, Tom Kendall, Harvey Rice and Sean Tibbo. The Board's representatives will be considered under New Business.

## **8. NEW BUSINESS**

### **8.1. School Board Committees**

A copy of the proposed School Board Committee was circulated to all Board trustees. The following persons agreed to serve on committees:

#### Personnel Committee

Sharon Mayne  
Sean Power  
Randy Edison  
Bob Elliott

#### Finance Committee

Raymond Gray  
Clarence Brown  
Greg Roberts  
David Morrow  
Gail Hoskins

#### Program Committee

Carolyn Andrews  
David Morrow  
Randy Edison  
Mabrey Winsor

#### School Board Teacher Liaison

Albert Hodder  
Winston Keeping  
Mabrey Winsor

*On motion it was agreed to accept the names proposed for committees of the Board. (Brown/Winsor) Carried.* *24-02/03*

### **8.2. School Review**

### **8.2.1. Bishop's Falls**

On a previous recommendation from the School Review Committee for Bishop's Falls, it was agreed to set up a committee immediately for the transition of students within schools in Bishop's Falls.

### **8.3. School Board Retreat**

It was agreed that a School Board Retreat would be held on January 10. Discussion ensued as to whether or not school councils would be included for part of the Retreat. A location for the Retreat remains to be decided. Planning of the Retreat will be brought to the next Executive Meeting of the Board.

## **9. Correspondence**

There was no correspondence needing action at this meeting.

## **10. Outstanding Business**

- 10.1. Home Schooling Policy (pg. 4, 00/01)**
- 10.2. By-Laws**
- 10.3. Policy on Partnerships (pg. 33, 00/01)**
- 10.4. Harbour Breton Trustee (pg. 73)**
- 10.5. La Rochelle Property in Brent's Cove**
- 10.6. Smoking Policy (pg. 2)**

## **11. Date of Next Meeting**

The next Board meeting will be held in the Boardroom of the School Board Office in Grand Falls-Windsor on December 10. The meeting will commence at 2 p.m.

## **12. Motion to Adjourn**

There being no further business the meeting adjourned at 9:30 p.m.

