

School District #5: Baie Verte, Central, Connaigre
Regular School Board Meeting
October 14, 2003
MINUTES

IN ATTENDANCE

Carolyn Andrews, Vice-Chair
Clarence Brown
Raymond Gray
Albert Hodder
Winston Keeping
Sharon Mayne
David Morrow
Sean Power
Gregory Roberts

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.)
Beverly Wells, Recorder

OBSERVERS

Margot Walker arrived at 7:55 p.m. Left again at 8:00 p.m.

ABSENT

Randy Edison left the meeting before its commencement due to work commitments. Robert Elliott and Gail Hoskins. Terry Brown and Mabrey Winsor sent regrets.

1. Invocation

The meeting opened at 7 p.m. with the reading of the invocation.

2. Presentations

2.1. Blair Jewer, Auditor's Report

Blair Jewer, Auditor, presented the Board's Annual Financial Report for the period July 1, 2002, to June 30, 2003.

On motion it was agreed to accept the Board's Audited Financial Report for the period July 1, 2002, to June 30, 2003. (Power/ Mayne) Carried. 12-03/04

3. Program PRESENTATION

There was no program presentation at this meeting.

4. APPROVAL OF AGENDA

On motion the Agenda was approved as circulated. (Power/Morrow) Carried. 13-03/04

5. MINUTES OF September 16, 2003

Motion 10-03/04 in the September 16, 2003, Regular School Board Minutes, was carried by Gray/Andrews not Hoskins/Andrews. This correction was made.

On motion the Minutes of the September 16, 2003, Regular School Board Meeting were approved. (Gray/ Morrow) Carried. 14-03/04

6. BUSINESS ARISING

6.1. Disposal – Holy Cross School

This item was moved to the Finance and Properties Committee Report.

6.2. School Review - Bishop's Falls

On motion it was agreed to restructure the educational system in Bishop's Falls with the intention to close Bishop's Falls Academy and accommodate grades K – 7 students at Helen Tulk Elementary School, Bishop's Falls, and grades 8 – 12 students at Leo Burke Academy, Bishop's Falls, effective September 1, 2004. (Morrow/Keeping) Carried. 15-03/04

It was agreed that the process to restructure the Bishop's Falls educational system would commence immediately with public hearings being held in January 2004.

7. Reports

7.1. Director's Report

On motion it was agreed to approve the staffing appointments listed in the Director's Report dated October 14, 2003. (Keeping/ Mayne) Carried. 16-03/04

On motion it was agreed to approve the leaves as listed in the Director's Report dated October 14, 2003. (Gray/Mayne) Carried. 17-03/04

7.1.1. Strategic Plan

Ms. Armstrong said that on September 18 and 19, 2003, facilitators Brenda Kelleher-Flight and Bill Lee met with the strategic plan group to continue the process. They arrived at a draft plan with stated objectives. The next session will be held on November 13 with the staff to operationalize the plan. It is hoped that the strategic plan will be ready to be presented to the Board at the December or January Board meeting.

On November 14 Brenda Kelleher-Flight will be in the District to work with the Board on their role in policy development. It is expected that this all-day meeting will be very helpful in supporting the work of the Board towards the goals of the strategic plan.

On motion it was agreed to accept the Director's Report, dated October 14, 2003, as circulated. (Hodder/ Morrow) Carried. 18-03/04

7.2. Executive Report

A copy of the Executive Meeting Proceedings held on October 7, 2003, was circulated to Board trustees. Action was taken on the following recommendations:

1. that several rules of order be stressed at the beginning of meetings. Trustees felt this recommendation was unnecessary.
2. that the Board pay the amount owing to a former employee, plus judgement interest, as outlined in a letter from legal counsel dated August 15, 2003. This was moved to the Closed Session.
3. that the November, January, March, and May Regular School Board meetings for the 2003-2004 school year

be held outside Grand Falls-Windsor.

On motion it was agreed that the November, January, March and May Regular School Board meetings for the 2003-2004 school year be held outside Grand Falls-Windsor. (Morrow/Gray) Carried. 19-03/04

4. that the November 18, 2003, Regular School Board meeting be held in Harbour Breton. This was agreed to by consensus and that school councils in the area be invited to present at that meeting.

On motion it was agreed to accept the Executive Meeting Proceedings of October 7, 2003. (Morrow/Gray) Carried. 20-03/04

7.3. Financial Report

7.3.1. Audit

The audited statement for 2002-2003 was presented at the beginning of this meeting.

Terry Hillier, Assistant Director (Finance & Administration), asked the Board to review the variances he prepared and circulated to them earlier and bring any questions they have to the next regular Board meeting.

7.3.2. Revised Budget

Copies of a revised budget for 2003-2004 were circulated to Board trustees. After a short discussion, the following action was taken:

On motion it was agreed to approve the revised budget for the 2003-2004 year. (Gray/Power) Carried. 21-03/04

7.4. Finance & Properties Report

7.4.1. Disposal – Holy Cross School

Terry Hillier, Assistant Director (Finance & Administration), reported that at present the Board is still using the gymnasium at Holy Cross School for storage. However, by November 15 the Board should be finished with the school at which time the property can be turned back to the Roman Catholic Church. At present a section of the school is being used by a private school.

7.4.2. Helen Tulk Elementary, Ventilation System

Since no response had been received from the Department of Education to a letter the Director wrote to them on September 17, 2003, asking that the Board proceed with the Helen Tulk Elementary School Ventilation System by tendering the project and managing it using the Board's supervisory staff, it was recommended that the Board proceed with the project and advised the school council accordingly.

On motion it was agreed that the Board give its approval to the Department of Education to proceed with the Helen Tulk Elementary School Ventilation System Project at Bishop's Falls. (Morrow/Mayne) Carried. 22-03/04

7.4.3. Discovery Centre – Expression of Interest

The Board agreed with the Finance and Properties Committee to refuse selling a parcel of land near Woodland Primary School, Grand Falls-Windsor, for the purpose of erecting a preschool. The inquiring person will be written by the administration at the Board Office.

7.4.4. Summary of Capital Budget Requests

A summary of capital budget requests for the District was circulated to Board trustees for information purposes.

7.4.5. Motion to Borrow

On motion it was agreed to allow the Assistant Director (Finance and Administration) to borrow \$156,093 from the Bank of Montreal, Grand Falls-Windsor, to purchase two (2) 70-passenger school buses. The loan will 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. (Power/Gray) Carried.

23-03/04

7.4.6. Smoke Free Environment (Policy)

The second draft of a Smoke Free Environment Policy was presented to the Board.

On motion it was agreed to approve a Smoke Free Policy for the School District. (Morrow/Brown) Carried.

24-03/04

Carolyn Andrews said the School Board does not want to condone smoking by providing spaces for students to smoke. She said the Board will be providing support programs and this will be looked into further.

7.4.7. Application for Capital Construction

The following three applications for capital construction were presented to the Board:

1. Drill an artesian well, construct a pump house, complete 24-hour pump test, install pump and connect to Dorset Collegiate, Pilley's Island
2. Repair sewer line from septic tank to water line at Victoria Academy, Gaultois, and construct a covering over the same including insulation around the pipe and a heat trace
3. Install gabion baskets to act as a barrier between Victoria Academy, Gaultois, and the rock embankment near the school

On motion it was agreed to sign and forward applications to the Department of Education for capital funding for projects at Dorset Collegiate, Pilley's Island, and Victoria Academy, Gaultois. (Brown/Keeping) Carried.

25-03/04

On motion it was agreed to accept the Proceedings of the Finance and Properties Committee, dated October 2, 2003. (Hodder/Mayne) Carried.

26-03/04

7.5. Personnel Committee Report

The Personnel Committee met on October 8. Chair Sean Power announced that Derek Drover, Principal, Victoria Academy, Gaultois, is this year's recipient of the School Administrator of the Year Award.

Mr. Power said the Committee hopes to put a system in place to evaluate the senior administrators at the District Office before the end of this school year.

7.6. Programming Report

Copies of the Programming Committee Proceedings from September 23, 2003, were circulated.

On motion it was agreed to accept the Programming Committee Proceedings from September 23, 2003. (Gray/Morrow) Carried.

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7.7. CRSC Report

There was no report from the CRSC

7.8. School Board-Teacher Liaison Committee

The School Board-Teacher Liaison Committee has not met this year.

7.9. Communications

Clarence Brown, Chair of the Communications Committee, said they met and formulated a plan of attack regarding the provincial election. Terry Brown and Deborah Armstrong were on media panels with respect to the election. All candidates running in the election who are in districts covered by District #5 School Board were asked to respond to questions prepared by the Committee. No responses have yet been received.

The Committee recommended that a staff person be made responsible for reporting to the media on Board activities. David Morrow suggested a news release be done following every School Board meeting.

7.10. Nominations

The Nominations Committee, consisting of Robert Elliott, David Morrow and Albert Hodder, presented their report. Elections will be held at the November Regular School Board Meeting. The following persons were nominated by the Nominations Committee:

Chairperson	Terry Brown
Vice-Chair	Carolyn Andrews
Treasurer	David Morrow
Secretary	Raymond Gray
Zone Representatives:	
Emerald	Mabrey Winsor
Exploits	Albert Hodder
Coast of Bays	Gail Hoskins

On motion it was agreed to receive the Nomination Report. (Hodder/Morrow) Carried.

28-03/04

8. NEW BUSINESS

8.1. Minister's Advisory Council on Education

A letter was received from David Morrow recommending that the Board initiate a dialogue with the Minister of Education and those groups representing the various educational interests in the province with a view to forming a Minister's Advisory Council on Education.

David Morrow said he had discussed his proposal with the NLSBA. Mr. Morrow said there is a problem with communications between the Minister of Education and school boards. Sean Power suggested the proposed group be called the Premier's Council on Education.

On motion it was agreed that the Board initiate a dialogue with the Minister of Education and those groups representing the various educational interests in the province with a view to forming a Minister's Advisory Council on Education. (Morrow/Brown) Carried.

29-03/04

8.2. Strategic Planning Session

The Director reminded Board trustees that on November 14 Brenda Kelleher-Flight will be in the District to work with them on their role in policy development.

8.3. Atlantic Congress for Education Leadership

The Atlantic Congress for Education Leadership will be held January 29-31, 2004, in Saint John, New Brunswick. The Board will send the Director, the Board Chair and two School Board trustees. Persons who would like to attend this congress should forward their names to Beverly Wells by November 30.

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 in Harbour Breton on November 18, 2003.

12. Evaluation

School Board trustees were asked to complete their evaluation forms before leaving the meeting.

13. Motion to Convene Closed Session

On motion it was agreed to adjourn this meeting and convene a closed session meeting. (Power/Keeping) Carried.

30-03/04

Beverly Wells, Recorder

Carolyn Andrews, Vice-Chair