

School District #5: Baie Verte, Central, Connaigre  
Regular School Board Meeting  
September 16, 2003  
**MINUTES**

**IN ATTENDANCE**

Terry Brown, Chair  
Education  
Carolyn Andrews  
Administration)  
Clarence Brown  
Randy Edison  
(Programs)  
Raymond Gray  
Albert Hodder  
Recorder  
Winston  
Keeping  
Sharon Mayne  
David Morrow  
Gregory Roberts  
Mabrey Winsor

Debbie Armstrong, Director of

Terry Hillier, Assistant Director (Finance &

Bonnie Lane-McCarthy, Assistant Director (Human Resources)

Frank Norman, Assistant Director

Marina Hewlett, Associate Assistant Director (Hum. Res./Stud. Supp. Serv.

Sharmaine Gillingham,

**ABSENT**

Robert Elliott. Gail Hoskins and Sean Power sent regrets.

**1. Invocation**

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

**2. Presentations**

There were no Presentations at this meeting.

**3. Program PRESENTATION**

**3.1. Diverse Learners**

Frank Norman presented the Board with a package on Diverse Learners. He would like this to be developed and put in the District Policy Handbook.

This will be tabled for a vote at the next School Board meeting.

## 4. APPROVAL OF AGENDA

*On motion the Agenda was approved as circulated. (Winsor/Brown)  
Carried. 1-03/04*

## 5. MINUTES OF June 17, 2003

*On motion the Minutes of the June 17, 2003, Regular School Board Meeting were approved. (Andrews/  
Keeping) Carried. 2-03/04*

## 6. BUSINESS ARISING

### 6.1. Leo Burke Academy, Ventilation System

Deferred to Director's Report.

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

Deferred to Director's Report.

### 6.3. Disposal – Holy Cross School

Deferred to Director's Report.

### 6.4. Helen Tulk Elementary, Ventilation System

After considerable discussion regarding the Minister's letter of August 5, 2003, wherein he could not agree to the Board's conditions as set out in the letter of May 29, 2003, the following action was taken.

*On motion it was agreed that the issues surrounding the Helen Tulk Ventilation Program be referred to the  
Finance & Property Committee (Edison/Morrow)  
Carried. 3-03/04*

### 6.5. By-Laws

There were two amendments that need to be made **3.4 Nominating Committee** the wording the regular meeting prior immediately ... should read at a regular meeting prior..., and **11. Appeal of a Decision Affecting** ... make changes to ensure the Director must report within five days. Insert this between b & c.

*On motion it was agreed to approve the "By-Laws" with the two amendments. (Brown/Edison) Carried.  
4-03/04*

## **6.6. School Board Trustee Code of Ethics**

Nothing new to report.

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

*On motion it was agreed to approve the "Student Transportation –Schools (Policy). (Morrow/Gray) Carried.  
5-03/04*

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

*On motion it was agreed to approve the "Financial Administration – District Office (Policy). (Roberts/Gray)  
Carried. 6-03/04*

# **7. Reports**

## **7.1. Director's Report**

*On motion it was agreed to accept the Appointments in the Director's Report. (Hodder/Keeping)  
Carried. 7-03/04*

*On motion it was agreed to accept the Leaves in the Director's Report. (Andrews/Winsor)  
Carried. 8-03/04*

*On motion it was agreed to accept the Resignation in the Director's Report (Mayne/Gray)  
Carried. 9-03/04*

## **7.2. Executive Report**

There was no Executive report at this meeting.

## **7.3. Financial Report**

There was no financial report at this meeting.

#### **7.4. Finance & Properties Report**

There was no Finance & Properties report at this meeting.

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

There was no Personnel Committee report at this meeting.

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

Carolyn Andrews gave a verbal report on the most recent meeting of the Programming Committee. Marina Hewlett said that the Safe and Caring Schools Policy Committee will hopefully meet some time next week to get a start on the planning.

*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.* *10-03/04*

#### **7.7. CRSC Report**

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

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

Nothing new to report.

#### **7.9. Communications**

Nothing new to report.

#### **7.10. Congress 2003**

Randy Edison presented a written brief that was circulated to the members. The Chair gave a verbal brief on some sessions he attended as well.

### **8. NEW BUSINESS**

#### **8.1. Minister's Visit to School Board Office, June 26, 2003**

The letter from the Minister as a follow-up to the meeting of June 26, 2003, will be tabled for the Communications Committee for possible action.

## **8.2. Committees**

All standing committees of the Board will remain as is until the Annual General Meeting.

## **9. Correspondence**

There was no correspondence for business at this meeting.

## **10. Outstanding Business**

**10.1. School Review - Bishop's Falls (pg. 68) 02/03**

**10.2. Smoke Free Environment Policy (pg 70) 02/03**

**10.3. Home Schooling Policy (pg. 4, 00/01)**

**10.4. Policy on Partnerships (pg. 33, 00/01)**

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

The next Regular School Board meeting will be held on October 14, 2003.

## **12. Evaluation**

Board trustees completed evaluation forms pertaining to this meeting.

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

There was no closed session business at this meeting.

## **14. Motion to Adjourn**

*There being no further business, the meeting adjourned on a motion by Winsor/Andrews at 10:10 p.m.  
11-03/04*

---

Sharmaine Gillingham, Recorder

---

Terry Brown, Chair of the Board