

December 12, 2001

Chignecto-Central Regional School Board

Regular Meeting

12-01 Minutes

December 12, 2001

The regular monthly meeting of the Chignecto-Central Regional School Board was held on Wednesday, December 12, 2001, in the Board Room of the Administration Offices, 60 Lorne Street, Truro commencing at 7:00 p.m.

Present:

Kaaren Barkhouse
Robin Bourque
Jim Grue
John Henderson
Mark Lavers
Mary Macaulay
Lawrence MacKinnon
Ron Marks

Marilyn Murray
David Myles
Robert Parker
Mackie Ross
Cheryl Samson
Marilyn Thompson
Trudy Thompson

In Attendance:

Larry Elchuck
Gary Miller
Brian Murphy
Dale Sabean
David White

Elizabeth Van Den Eynden
Doug Benedict
Valerie Gauthier
Valerie Tucker
Clare Keating

Absent:

Bernie Knockwood, with regrets
Raymond Tynes, with regrets

Board Chair Robert Parker called the meeting to order and welcomed members of the public in attendance. He also extended a welcome to Clare Keating, Communications Officer and Valerie Tucker, Acting Board Secretary.

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Approval of Agenda:

There was agreement that the “Signing of the CUPE Agreement” would be added to the evening’s agenda under Reports.

It was MOVED by Trudy Thompson, seconded by Marilyn Thompson
THAT THE AGENDA BE APPROVED.

MOTION CARRIED

Approval of Minutes:

It was MOVED by Marilyn Thompson, seconded by Jim Grue
THAT THE MINUTES OF THE MEETING HELD ON OCTOBER 10, 2001 BE APPROVED AS CIRCULATED.

MOTION CARRIED

Mary Macaulay asked the status of the Student Support Worker’s information that had been referred to Finance and Human Resources Committee, as per page 10 of the October 10, 2001 minutes. Ron Marks indicated that this item would be on the agenda of the January Finance and Human Resources Committee meeting.

Marilyn Thompson referred to page 4 of the October 10, 2001 minutes and asked for details on the \$500,000. allocation to school playgrounds. In response to her inquiry, Dale Sabean indicated that the \$500,000. was given to schools based on needs and requests received from schools. The Board provided the labour and the schools raised the money for playground equipment and necessary ground work.

Marilyn Thompson requested an update on the Truro Junior High School physical education program. Dale Sabean indicated that the students from Truro Junior High School are still attending physical education classes at the Nova Scotia Agricultural College and that no formal agreement has been signed.

It was MOVED by Jim Grue, seconded by David Myles
THAT THE MINUTES OF THE MEETING HELD ON NOVEMBER 14, 2001 BE APPROVED AS CIRCULATED.

David White indicated that he had not been in attendance at the November 14, 2001 meeting, as per page 1 of the minutes.

MOTION CARRIED

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Referring to page 6 of the November 14, 2001 minutes, Mary Macaulay asked where the Cobequid Family Schools Office would be relocated. Dale Sabeau responded that as of this date, there has been no recommendation made concerning the relocation of the office. There are sites being looked at to be reviewed at a future meeting.

It was MOVED by Trudy Thompson, seconded by Mark Lavers
THAT THE MINUTES OF A MEETING HELD ON NOVEMBER 21, 2001 BE APPROVED AS CIRCULATED.

David White requested that the minutes reflect he was in attendance at this meeting.

Marilyn Thompson asked for a status update on the purchase of the video conferencing equipment as noted in the November 21 minutes, page 3. The solicitors are currently working on changes to bylaws that would allow voting on motions, etc. to be done via video conferencing.

Marilyn Thompson noted the November 21 minutes, referred to a meeting and motion approved on November 14, 2001 for the purchase of video conferencing equipment. There was agreement that this discussion had been held at an Operations and Planning, Research and Technology Committee meeting on October 17, where there was agreement to the purchase of video conferencing. It was also noted that the Board agreed to support the purchase of this equipment at the November 21st meeting.

MOTION CARRIED

Correspondence:

The following correspondence was reviewed:

A letter dated November 27, 2001 from *Ian R. Glasgow, Chief Administrative Officer, Municipality of East Hants*, outlining that the Nova Scotia Sport and Recreation Commission has developed a provincial strategy to increase the number of children and youth that benefit from the increased levels of activity. The letter requested Board support of this initiative that involved the use of school facilities for physically active programs. There was agreement that this correspondence would be referred to Operations and Planning, Research and Technology Committee.

Correspondence dated December 5, 2001 was received from *Timothy Daley, New Glasgow*, concerning the distribution of Bibles in schools. There was agreement that this would be referred to the Programs and Student Services Committee.

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A letter dated December 4, 2001, addressed to the Board Chair from **William D. Hogg, Deputy Minister of Finance** advising that pension services group staff will be visiting board offices to carry out a review of the payroll system that produce the data for the Teachers Pension Plan and the Public Service Superannuation Plan. This correspondence was referred to the Finance and Human Resources Committee.

Correspondence had been received from **Linda MacDonald and Jeanne Sarson** that included a number of questions arising from the recent Sampson report. A reply was sent by the Board Chair to this correspondence and a further letter was received from Linda MacDonald and Jeanne Sarson acknowledging receipt.

Reports and Standing Committees:

Signing of CUPE Agreement

A report was read by Ron Marks concerning the recent negotiations with CUPE, Local 3890:

Mr. Chair, this evening we have with us the Negotiations Committee of CUPE, Local 3890, who represent our custodial, bus driving, cafeteria and maintenance staff. As you may be aware, our CUPE employees ratified this contract this past weekend.

It was MOVED by Ron Marks, seconded by Kaaren Barkhouse

THAT THE BOARD ADOPT A CONTRACT AS REVIEWED BY THE NEGOTIATIONS COMMITTEE AND RECOMMENDED TO THE COMMITTEE-OF-THE-WHOLE ON DECEMBER 7, 2001 WITH CUPE, LOCAL 3890 FOR THE TERM APRIL 1, 2001 TO MARCH 31, 2004.

MOTION CARRIED.

Prior to the signing of the agreement, Ron Marks introduced the members of the CUPE Negotiations Committee.

Hank Admiral – President of Local 3890
Sandy Lynds
Valarie Yantha
Ron Davis
Jim Cormier
Greg Chisholm
Ben Sauntry

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Committee-of-the-Whole

Vice Chair, Trudy Thompson reported on a Committee-of-the-Whole meeting held on December 5, 2001.

Finance and Human Resources Committee

Committee Chair, Ron Marks reported on a meeting held on November 28, 2001. A lengthy discussion was held concerning the “*Equity Plan*” as follows:

Photocopier Issue – Trenton High School - The Committee recommended that the photocopier lease at the Trenton High School, in the amount of \$5,531.62, be paid. A number of Board members expressed their views that the Celtic Family of Schools had already received approximately \$400,000. when the special monies were spent initially. The Finance Department is currently preparing an analysis that will supply information for all photocopiers within the Board to include monthly leasing payments (when applicable), cost per copy charges, annual volumes, etc. as schools currently pay a large portion from their school instructional budget monies to cover photocopy costs.

It was MOVED by Trudy Thompson, seconded by Jim Grue.

THAT THE BOARD APPROVE PAYMENT OF THE PHOTOCOPIER LEASE FOR THE TRENTON HIGH SCHOOL, IN THE AMOUNT OF \$5,531.62.

Background information was given to explain why this motion was being brought forward at this meeting. Photocopiers cost the schools large amounts of dollars from their instructional budgets. These costs can be for monthly/quarterly leasing payments and a per copy cost is paid. There was agreement that photocopiers are necessary in schools and that the Board plans to assist schools in the Region as much as possible with photocopiers. It was also indicated that the Finance and Human Resources Committee will be reviewing a report at their January meeting which will outline financial and other information on all photocopiers currently in schools.

At this time, the Chair Robert Parker, called for the motion.

MOTION CARRIED BY MAJORITY VOTE

Robin Bourque, Mary Macaulay, and Marilyn Thompson voted against this motion.

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Repurposing of Celtic Computers - The Committee recommended that the computers ordered and presently on site for the Vocational Technical and Technology Education Programs at East Pictou Rural High and New Glasgow High Schools be left at these sites and that this equity issue be addressed in the other four families as the budget allows. These computers are required to provide the programs at the two schools. There are also additional charges for the upgrading of the labs and labour which may total \$18,000. Mary MacAulay and Robin Bourque requested copies of the report from Cecil Smith be provided to them prior to the December 12, 2001 meeting.

It was MOVED by Trudy Thompson, seconded by Marilyn Murray.

THAT THE COMPUTERS ORDERED AND PRESENTLY ON SITE FOR THE VOCATIONAL TECHNICAL AND TECHNOLOGY EDUCATION PROGRAMS AT EAST PICTOU RURAL HIGH AND NEW GLASGOW HIGH SCHOOLS REMAIN AT THESE SITES.

As per a request at the December 5th Committee-of-the-Whole meeting, copies of the report from Cecil Smith concerning the Vocational Technical and Technology Education Program had been forwarded to Board Members. There was a suggestion that Cecil Smith be invited to attend an upcoming Board meeting to update the Board on the Vocational Technical and Technology Education Program. Board members requested information on the number of computers that have been placed to date in the schools, the number of computers that may have been recycled/refurbished versus new computers being purchased and the number of students that are receiving the program. Marilyn Thompson indicated that she felt more information was needed prior to a vote being made on this motion and made the following motion to table until the Board has had an opportunity to hear a presentation from Cecil Smith.

It was MOVED by Marilyn Thompson, seconded by Mary Macaulay

THAT THE MOTION CONCERNING THE CELTIC COMPUTERS BE TABLED UNTIL THE JANUARY MEETING.

MOTION DEFEATED

Marilyn Thompson, Robin Bourque and Mary Macaulay voted for the motion.

The vote was then called on the original motion and the **MOTION WAS CARRIED BY MAJORITY VOTE**. The members voting against the motion were Marilyn Thompson, Robin Bourque and Mary Macaulay.

Dr. Larry Elchuck, Assistant Superintendent of Planning, Research and Technology will prepare a study on the current equipment status of Vocational/Technical and Technology Education Programs and other technology in schools in consultation with Cecil Smith, Consultant, Vocational/Technical Program.

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In response to a question from John Henderson, Larry Elchuck indicated that these computers at East Pictou Rural High School and New Glasgow High School should be fully operational by mid January.

Operations - The Committee recommends the \$169,681. (balance of the initial \$505,000.) be released to Operations to enable completion of outstanding projects. In response to a question, Dale Sabeau, Assistant Superintendent of Operations noted the monies would be used for a number of projects to include the purchase and installation of new windows at North Colchester High School, roof repairs at Central Colchester Junior High School, etc. and agreed to present a list of such projects at the December 12, 2001 School Board meeting.

It was MOVED by Trudy Thompson, seconded by Ron Marks
THAT \$169,681. BE RELEASED TO THE OPERATIONS DEPARTMENT FOR COMPLETION OF VARIOUS CAPITAL PROJECTS.

Dale Sabeau circulated a listing of capital projects that had been carried out by the Operations Department this past year. He also gave an explanation of any outstanding projects which included Amherst Regional High, East Stewiacke Elementary, North Colchester High School, Salmon River Elementary, Springhill Junior/Senior High Schools, etc. These outstanding projects totalled \$184,000. In response to a question from Cheryl Samson, Dale Sabeau indicated that the \$9,000. that is allocated to the Elmsdale District Elementary School will be used to reconfigure existing classrooms in the old school which will be made into offices.

MOTION CARRIED

Approval of \$100,000. for the Northumberland Family - A list was circulated by Doug Benedict, Assistant Superintendent of Programs and Student Services, detailing the proposed allocation per school for the spending of the special monies. Board members were given the opportunity to review the listing and ask questions on the proposed expenditures.

It was MOVED by Trudy Thompson, seconded by Jim Grue.
THAT THE NORTHUMBERLAND FAMILY OF SCHOOLS \$100,000. ALLOCATION LISTING BE APPROVED FOR PROCESSING.

MOTION CARRIED

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It was MOVED by Trudy Thompson, seconded by Jim Grue.

THAT THE CHIGNECTO-CENTRAL REGIONAL SCHOOL BOARD COMMIT TO ADDRESSING THE REGION WIDE INEQUITY CREATED THROUGH LAST SUMMER'S UNAUTHORIZED SPENDING AS QUICKLY AS THE BOARD'S BUDGET ALLOWS.

Discussions were held on what would be required in order to quickly address the inequities throughout the Region. There were suggestions made as to how this may occur and timeline depending on available budget monies. The total equity picture will be looked at prior to monies being allocated.

MOTION CARRIED

Following a break, Chair Robert Parker temporarily stepped down from the Chair and David Myles assumed the Chair.

Operations, and Planning, Research and Technology School Construction Update

A discussion was held on the grade configurations for the new Pictou West High School. The feeder schools, students, parents, etc. were polled for preference of the grade configuration for the new schools. Dale Sabeau, Assistant Superintendent of Operations, indicated he was speaking with the Department of Education who said that the decision on the grades for the School should be made as quickly as possible as it will have an impact on the school design.

It was MOVED by Ron Marks, seconded by Robin Bourque

THAT THE GRADE CONFIGURATION AT THE NEW PICTOU WEST HIGH SCHOOL BE CONSISTENT WITH EAST PICTOU AND THAT THE GRADES BE 10-12.

Ron Marks spoke on the survey findings of the parents and students in his area. The proposed enrolment numbers were referred to in the upcoming years. The greater majority of persons to include parents, students and teachers within his grouping were in favour of the grades 10-12.

Robert Parker then spoke on the information that had been received from the schools within his area and advised that a public survey had been taken and reports were received from school advisory councils, students, parents, teachers, etc. The consensus from his school grouping were from grades 9-12.

John Henderson advised that some schools were surveyed twice and some surveys were not very thorough and no options were given other than what was listed on the actual survey. In response to a question, David White indicated that the Department of Education, when building a school, takes into account the projected and actual enrolments.

MOTION DEFEATED BY MAJORITY VOTE

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Members voting for the motion were Ron Marks, Lawrence MacKinnon, Marilyn Thompson, **Robin Bourque**, Mackie Ross and John Henderson.

It was MOVED by Robert Parker, seconded by Marilyn Murray
**THAT THE GRADE CONFIGURATION FOR THE NEW PICTOU WEST HIGH
SCHOOL BE GRADES 9-12.**

MOTION CARRIED BY MAJORITY VOTE

Ron Marks, Lawrence MacKinnon, Marilyn Thompson, **Robin Bourque**, Mackie Ross and John Henderson voted against the motion.

It was MOVED by Trudy Thompson, seconded by Jim Grue
TO ADOPT THE REPORT OF THE COMMITTEE-OF-THE-WHOLE.

MOTION CARRIED

Robert Parker assumed the Chair.

Finance, and Human Resources Committee:

Chair, Ron Marks, reported on a meeting held December 3, 2001, as follows:

The Finance/Human Resources Committee held its initial meeting on November 14, 2001. Ron Marks was re-elected as Chair and John Henderson was elected Vice-Chair. The Committee met subsequently on November 28 and December 3. The November 28 meeting focused on equity in relation to recent unauthorized expenditures and a review of financial projections for the fiscal year 2001-2002.

The issue of equity was discussed and several motions forwarded to Committee-of-the-Whole.

A detailed report of revenues and expenditures was presented along with a forecast to March 31, 2002. At this time a balanced budget is predicted.

On December 3 the Committee reviewed a variety of Human Resources issues. The Committee will be bringing to the Board in the near future policy recommendations on the "Conflict of Interest – Staff" and "Employee Identification".

The Committee received an update on the progress-to-date on the "Personnel Performance Program". Workshops have been scheduled for November 27 and December 4 for school administrators and December 11 for all other supervisors.

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It was MOVED by Ron Marks, seconded by Cheryl Samson
**TO ADOPT THE REPORT OF THE FINANCE and HUMAN RESOURCES
COMMITTEE.**

MOTION CARRIED

Operations and Planning, Research and Technology Committee:

Lawrence MacKinnon presented the following report from Operations and Planning, Research and Technology Committee.

Letter of Agreement – Redcliff Middle School

A School Advisory Council Letter of Agreement was circulated for approval. Upon approval from the Committee, the Agreement will be presented to the full Board and then forwarded to the Department of Education for approval. Upon completion of this process, there will be an official School Advisory Council signing held.

It was MOVED by Lawrence MacKinnon, seconded by Mark Lavers
**THAT THE LETTER OF AGREEMENT FOR REDCLIFF MIDDLE SCHOOL
BE ACCEPTED AS CIRCULATED.**

MOTION CARRIED

Assistant to the Director, International Student Program

A discussion was held regarding the proposal to offer Angela Dwyer-James the position of Assistant to the Director of International Student Program. This would be a 50% position and would only continue if the International Student Program held fifty or more students.

It was MOVED by Lawrence MacKinnon, seconded by Mary Macaulay
**THAT ANGELA DWYER-JAMES BE OFFERED A 50% CONTRACT AS
ASSISTANT TO THE DIRECTOR, INTERNATIONAL STUDENT PROGRAM.**

MOTION CARRIED

Technician Secondments

Larry Elchuck updated the Committee on the status of the technician secondments. He advised that he has met with Don Lohnes, Department of Education and Patrick Gillespie, Ashford Investments Limited, and expects to receive information regarding our proposal in the very near future.

Capital Construction Update

The Committee was brought up-to-date on each of the new capital construction projects.

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Elmsdale District Elementary School students moved into their new school with a smooth transition. The only problem to date has been the portable stage that is currently under review by the Department of Education.

Dale Sabeau also advised that there has yet to be any response from the Department of Education regarding the Report and Recommendations that were presented on the three sites recommended for the location of the new Truro Junior High School.

G.R. Saunders Property Report

The Committee recommends the Town of Stellarton grant M. Evans use of a portion of the lands adjacent to G.R. Saunders School subject to a "License to Use" agreement.

It was MOVED by Lawrence MacKinnon, seconded by Robin Bourque
THAT THE BOARD APPROVE A REQUEST RECEIVED FROM THE TOWN OF STELLARTON TO GRANT M. EVANS THE USE OF A PORTION OF LAND ADJACENT TO G. R. SAUNDERS SCHOOL SUBJECT TO A LICENSE TO USE AGREEMENT.

MOTION CARRIED

It was MOVED by Lawrence MacKinnon, seconded by Marilyn Murray
TO ADOPT THE REPORT OF THE OPERATIONS AND PLANNING, RESEARCH AND TECHNOLOGY COMMITTEE

MOTION CARRIED

Program and Students Services Committee Report:

Committee Chair, Marilyn Thompson presented a report from the Program and Students Services Committee. The report was as follows:

Presentations

Mr. and Mrs. Yves and Rhonda Lemieux

Mr. and Mrs. Lemieux, parents of a student attending R.B. Dickey Elementary School in Amherst presented their concern about the scheduling of teacher assistant support for their son. They indicated that their son receives one hour of support, on a shared basis, in the afternoon and they feel the support would be more appropriate if provided in the morning. They acknowledged that their son is doing well in school at present.

Doug Benedict was directed to follow-up on Mr. and Mrs. Lemieux's concern and write to them regarding the outcome.

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Cobequid Family Proposed Mentoring Support Program for African-Nova Scotian Students

Kerry Geddes, Cobequid Family of Schools Supervisor, Glenda Richards, Coordinator of Race Relations and Cross Cultural Understanding and Nevin Jackson, Teacher, Cobequid Educational Centre and Mentoring Chairperson, gave an overview of the Mentoring Support Program which the Cobequid African-Nova Scotian Group plans to implement. The aim of the Mentoring Support Program is to bring students together with community members who will take an interest in the student and be a role model.

Student Travel

A number of requests for Student Travel were approved:

1. Brookfield Junior High, Montreal, April 26-30, 2002
2. Central Colchester Junior High, Quebec City, May 24-27, 2002
3. Pictou District Honour Choir, Cornerbrook, Newfoundland, May 9-15, 2002
4. Stellarton High, Quebec, Mid-May, 2002
5. Truro Junior High, Montreal, May 9-14, 2002
6. Pictou Academy/East Pictou, Vancouver, BC, late April, early May 2002
7. Trenton High, Quebec, April 29-May 3, 2002
8. Bible Hill Junior High, Quebec City, February 7-12, 2002
9. Bible Hill Junior High, Quebec City, February 7-12, 2002
10. Hants East Rural High, Sherbrooke, PQ, May 15-20, 2002

Note: Pugwash District High, Toronto, SmartAsk Competition, November 25-29, 2002 previously approved by Board on November 14, 2001.

It was noted that each parent whose child is traveling would receive a copy of a form letter drafted by the Board's solicitor regarding the issues surrounding liability insurance that may arise as the result of incidents involving terrorist activities or acts of war.

Middle School

The Committee had some follow-up discussion regarding the Middle School presentation to the Board Committee-of-the-Whole on November 7, 2001.

Doug Benedict was asked to look into ways of bringing middle school principals together to share experiences and discuss common issues.

Request (Marilyn Thompson)

Mark Lavers assumed the Chair, and Marilyn Thompson expressed two concerns regarding support for students in the Cumberland area. First, there is no school psychologist on staff for the Chignecto Family of Schools at this time; and second, she is concerned about the criteria used for assigning teacher assistants because students who do not meet the criteria are not receiving the assistance they require.

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There was discussion about our Board process for assigning teacher assistants. This is a Province-wide concern.

Doug Benedict will meet with Family of Schools Supervisors and report back to the Programs and Student Services Committee regarding the teacher assistant situation in each Family of Schools.

Notice of Motion

By way of her report, Chair Marilyn Thompson served notice that she would move or cause to be moved a motion to adopt Policy #EP-08: Administering Medication to Students (attached) at the January, 2002 meeting of the Board.

Other

There was some discussion regarding the difficulty parents have in attending parent-teacher interviews when these are held at the same time in all schools. Doug Benedict reported that in discussion with Family of Schools Supervisors, it is understood that although afternoon hours for parent-teacher interviews may be common to schools, evening hours can be offset. For instance, two schools serving the same parent community can schedule their evening parent-teacher interviews on different nights.

It was MOVED by Marilyn Thompson, seconded by Mark Lavers
**THAT THE BOARD ACCEPT THE REPORT BY THE PROGRAMS AND
STUDENTS SERVICES COMMITTEE.**

MOTION CARRIED

Trudy Thompson indicated that a committee should be struck to address the needs of special needs students. There was agreement that a committee be selected comprised of Board staff, Board members, and parents to address the needs of special needs students in relation to teaching assistants. This was referred to the Programs and Students Services Committee for their January meeting.

Doug Benedict was asked to circulate to Board Members a Notice to Parents re student travel programs. This notice had been prepared by the Board solicitors.

Marilyn Thompson requested that the current guidelines for student travel, (the requirement for Board approval prior to sixty days of the proposed school trip) should be reviewed. A recent incident concerning Springhill Senior High School was outlined where the monies had been paid on behalf of the school trip organizers and the monies had been lost because of a suspension placed by the Board on student travel. This matter was referred to the Programs and Students Services Committee.

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Superintendent's Report:

The Superintendent, Gary Miller reviewed his inaugural report to the system. Items in the report included comments on Vision and Goals, various Department Reports, Family of Schools Reports, etc.

In response to a question from Jim Grue, the Superintendent indicated he has made a commitment to visit schools and he will keep that commitment.

Chair/Vice-Chair Report:

This is a new item on the agenda, Robert Parker indicated the Chair/Vice-Chair report would outline activities that had occurred during the month. Items that were reported by Robert Parker included the announcement of the new Truro Junior High School, the contents of a meeting held on December 7th with the Deputy Minister of Education, the Minister of Education, Board Chairs, Superintendents, etc.

In response to a question from Mary Macaulay, Robert Parker indicated that the process to hire a new Chief Finance Officer will be similar to that of hiring the Superintendent and that the Chair/Vice-Chair will be part of this committee.

Extension of Time Limit:

It was MOVED by Trudy Thompson, seconded by Cheryl Samson
THAT THE MEETING EXTEND BEYOND 10:00 P.M.

MOTION CARRIED

Nova Scotia School Board Association:

Ron Marks, reported on a number of items that were discussed at a recent NSSBA meeting. These items included:

- NSSBA Conference Registration Fee - There was agreement that a discussion be held at a Committee-of-the-Whole meeting in the new year concerning a suggestion that NSSBA conference registration fees be included in the annual dues and fees of all boards which would provide more equity for boards.
- The CSBA Conference, is being held in January, 2002 in Prince Edward Island. Clare Keating, Communications Officer was asked to obtain the information from the Nova Scotia School Board Association for persons who may wish to register.

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Upcoming Meetings:

John Henderson requested that an up-to-date meeting schedule be circulated. The next Committee-of-the-Whole meeting will be held on January 16, 2002 and the regular monthly School Board meeting will be held on January 23, 2002.

Adjournment:

On motion, the meeting was adjourned at 10:25 p.m.

Robert Parker, Board Chair

Date

Valerie Tucker, Acting Board Secretary

Date