

# **New Torbay Intermediate School School Council Meeting Minutes**

March 22<sup>nd</sup>, 2017, 7:00pm, Cape St. Francis Elementary

## **Attendance Summary**

Present:

- Robert Coish, Community Representative
- Donald Emberley, Principal
- Yvette Favaro-Park, Parent Representative
- Elizabeth Gruchy, Parent Representative
- Venessa Nichols, Teacher Representative
- Jennifer Snow, Teacher Representative
- Lisa Stagg, Community Representative

Regrets:

- Maxine Rollins, Parent Representative

The meeting started at 7:00pm in the Resource Room of Cape St. Francis Elementary. This meeting was chaired by Robert Coish.

## **Action Item Summary from Previous Meeting**

- Minutes from previous meetings were presented by Mr. Emberley, accepted, seconded, and passed as indicated:
- Meeting dated 2017-01-25: minutes accepted by Elizabeth Gruchy, seconded by Jennifer Snow, passed.
- Meeting dated 2017-02-13: minutes accepted by Elizabeth Gruchy, seconded by Yvette Favaro-Park, passed.
- Meeting dated 2017-02-28: minutes reviewed.

## **Agenda Items**

### **1. Review: Assessment, Evaluation and Reporting Policy**

Ms. Snow presented the NLESD Assessment, Evaluation and Reporting Policy (Draft Administrative Regulations, Mar 2, 2017). She paid particular attention to Late or Missed Assignments, Missed Assessments, and Academic Honesty, highlighting how these policies have been implemented in the past and how they have changed with the current draft. It was duly noted that while the current draft provides general guidelines for Assessment, Evaluation, and Reporting, specific policies will need to be developed at the school level.

**2. Survey for School Councils: Assessment, Evaluation and Reporting Policy**

Council was engaged in the NLESD Survey for School Councils with respect to the Assessment, Evaluation and Reporting Policy reviewed above. The survey was presented in powerpoint format. The survey was completed as a group (each section was discussed individually and a group response was entered into the survey).

**3. Other Business:**

a. Website, Logo, and School Colours

There was a brief discussion regarding the website and logo for the New Torbay Intermediate School. Mr. Emberley noted that the company Pinnacle has been hired to complete this work. The company has brought forward some initial ideas and designs. School Council briefly discussed some ideas for school colours and team jerseys and shorts.

**4. Naming Process: New Torbay Intermediate School**

School Council began reviewing potential names for the new school (based on the Name Suggestion Forms and Online Survey). While all names submitted were read and discussed, School Council felt that more time would be necessary to reduce the proposed names to 3-4 potential candidates to be put forward in the public survey.

**ACTION ITEM #1: SPECIAL MEETING FOR SCHOOL NAME SHORT-LIST**

A special meeting will be held Mar 27, 2017 to further discuss the potential school names submitted. At this time, School Council will recommend 3-4 names for the proceeding public survey to gauge community interest and help select a name for the New Torbay Intermediate School.

The meeting was adjourned at 9:30pm.

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Yvette Favaro-Park  
Parent Representative / Secretary