

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
January 24, 2005**

Present: Patricia Lee, Chair
Levi Sock
Judy Breau
Jennifer Doucet
Hal Somers

Todd MacLeod
Jody Holmes
Kim Beers
Bev Hubbard

Kathy Baldwin, Superintendent
Sheila Bowie, Administrative Assistant

Absent: Winnie Wilson
Pamela Beers-Sturgeon

Edgar Mahoney

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 7:05 p.m. She thanked everyone for coming. She welcomed Carole Morris, reporter from the Miramichi Leader/Weekend.</p>	
B.	<p>APPROVAL OF AGENDA</p> <p>By consensus, the agenda was approved.</p>	
C.	<p>APPROVAL OF MINUTES</p> <p>By consensus, the minutes of the December 13, 2004 meeting were approved.</p>	
D.	<p>BUSINESS ARISING FROM MINUTES</p> <p style="margin-left: 40px;">i) Update – District Website</p> <p>Mrs. Baldwin advised that the revamping of the District 16 website is going extremely well. She noted that Jamie O’Toole has been hired to update the site, and the preliminary work that he has done on it looks very good. She indicated that she will update council on the changes made to the site at the next meeting.</p>	Mrs. Baldwin

E.	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> i) Letter from the Hon. Madeleine Dubé, Minister of Education, to Patricia Lee, Chair, regarding the Common Services Project. ii) PISA Highlights Report iii) 2004 French Second Language Report iv) Memo from Patricia Lee, Chair, to PSSC Chairs regarding the DEC/PSSC Dinner. <p>Mrs. Lee circulated the correspondence, as well as some Christmas cards, and provided each council member with a copy of the 2004 French Second Language Report. She asked council members to indicate if they had any questions.</p>	
F.	<p>NEW BUSINESS</p> <ul style="list-style-type: none"> i) DEC/PSSC Dinner <p>Mrs. Lee advised that the DEC/PSSC Dinner is scheduled for Monday, February 21, at Croft Elementary School. She presented council members with an invitation, and asked them to remind their Parent School Support Committees to send in the number that would be attending. Mrs. Lee indicated that she would be talking about the role of the District Education Council and communication with Parent School Support Committees, and Mrs. Baldwin would do a presentation on new initiatives in District 16. She noted that the regular monthly meeting will be held at 5:00 p.m., prior to the “meet and greet” and dinner.</p> <ul style="list-style-type: none"> ii) Capital Construction/Renovation Projects <p>Mrs. Baldwin advised that \$250,000 has been budgeted for the architectural planning for the construction of a new school in Tabusintac and \$300,000 has been set aside for the architectural planning of additions and renovations at Eleanor W. Graham Middle School. She noted that the projected cost for each project is \$2.3 million. She indicated that Tabusintac has been looking at raising additional funds to increase the size of the gym and Eleanor W. Graham is doing something similar, for the same purpose.</p>	DEC

	<p>Mrs. Baldwin briefly outlined the capital improvement projects that have been approved for 2005-06. She noted that the total cost of these projects is \$897,000.</p> <p>iii) Update on DEC Workshop</p> <p>Mrs. Lee advised that she and Mrs. Wilson attended the Working Effectively with Others Workshop on January 14-16 in Miramichi. She noted that DEC chairs and vice-chairs looked at the unique communication styles that members can bring to the board table. They also looked at how styles effect teamwork and conflict resolution. She indicated that during the session on Finding Common Ground, the following items were discussed as the priorities for the next Minister’s Forum: rural schools, physical education and the nutrition policy, budget consultation, and superintendent remuneration. Mrs. Lee advised that the next Minister’s Forum is tentatively scheduled for February.</p> <p>Mrs. Lee indicated that she had a request from Nancy Whyte, Administrative Manager to the District Education Councils, to make a change to the October 18, 2004 minutes regarding the terms of the members of the executive committee of Council of DEC Chairs. It should read, “The three members named were Mike Mortlock (1 year), Patricia Lee (2 years), and Joni Donahue (3 years).” By consensus, council approved the proposed revision to the October 18, 2004 minutes.</p>	Mrs. Bowie
G.	<p>ANNUAL COUNCIL PLANNING CYCLE MONTHLY REVIEW</p> <p>The council reviewed and approved the Annual Council Planning Cycle for 2005.</p> <p>i) Policy 2.1 – Leadership Style ii) Policy 2.4 – Chair’s Role iii) Policy 2.6 – Council Members’ Code of Conduct</p> <p>Policies 2.1, 2.4, and 2.6 are covered on the DEC checklist.</p> <p>iv) Policy 1.1 – Community Communication</p> <p>Mrs. Lee indicated that next month, the DEC will be communicating with the community by way of the DEC/PSSC Dinner.</p>	

	<p>v) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee noted that ensuring high quality education is council’s reason for being here.</p> <p>vi) Policy 2.3 – Annual Council Planning Cycle</p> <p>Council already approved the Annual Council Planning Cycle for 2005 prior to reviewing the policies.</p> <p>vii) Policy 2.7 – Communication Protocols</p> <p>Mrs. Baldwin advised that the proper channels are being followed. She noted that individual requests to address the DEC are reviewed by herself and Mrs. Lee, and are referred to either the superintendent or the DEC for action, as appropriate.</p> <p>viii) Policy 1.2 – Outstanding Volunteers</p> <p>Mrs. Baldwin reviewed one nomination for outstanding volunteer. This group will receive a certificate of appreciation. Mrs. Lee asked Mrs. Baldwin to remind principals to send in their nominations.</p>	Mrs. Baldwin
H.	<p>“Brag” Session</p> <p>Mrs. Doucet advised that Croft Elementary School won first place with their float in the Santa Claus Parade.</p> <p>Mrs. Baldwin indicated that Dale MacRae was asked by CISCO to be one of two of their key people, and he will be interviewed by them.</p> <p>Mrs. Lee noted that Nelson Rural School was one of several local school featured on the Songs of Christmas CD.</p> <p>Mr. MacLeod advised that Harkins Elementary School is working to build a new playground, and Wal-Mart has agreed to support the project. He noted that Wal-Mart adopts one school in the area, and Harkins Elementary has been chosen.</p> <p>Mrs. Lee advised that Staff Appreciation Week is coming up the week of February 14-19. She noted that the Home & School Associations will be very active during this time.</p>	

I.	ADJOURNMENT The meeting was adjourned at 7:30 p.m.	
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Respectfully submitted,

Sheila Bowie
Administrative Assistant