

**DISTRICT EDUCATION COUNCIL  
SCHOOL DISTRICT 16**

**MINUTES  
December 19, 2007**

Present: Patricia Lee, Chair  
Winnie Wilson, Vice-Chair  
Levi Sock  
Nora Wilson  
Judy Breau

Jennifer Doucet  
Hal Somers  
Jody Holmes  
Edgar Mahoney  
Bev Hubbard

Laurie Keoughan, Superintendent  
Kathy Baldwin, Former Superintendent  
Sheila Bowie, Administrative Assistant

Absent: Pamela Beers-Sturgeon

	AGENDA ITEM	ACTION
A.	<b>CALL TO ORDER</b>  Mrs. Lee called the meeting to order at 6:15 p.m. She welcomed everyone to the meeting.	
B.	<b>APPROVAL OF AGENDA</b>  The following items were added to the agenda under G) New Business, ii) Assessing A Threat Pamphlet, iii) Superintendent's Role (In-Camera), iv) School Construction and Improvement Projects. By consensus, the agenda was approved as amended.	
C.	<b>APPROVAL OF MINUTES</b>  By consensus, the minutes of the November 26, 2007 meeting were approved.	
D.	<b>BUSINESS ARISING FROM MINUTES</b>  i) <b>Quarterly Report</b>  Mrs. Baldwin reported that there is a \$500,000 deficit in the Special Needs budget, which will be absorbed in the regular operating budget. She also noted a deficit of approximately \$167,000 in electricity, furnace oil, and gas. She indicated that a memo was received from the Department today indicating that the district will receive supplementary funding in the amount of \$88,000 from the	

	<p>Teachers' Salary Adjustment to address budget pressure points, and this will be applied to the \$167,000 deficit. The rest will be requested from the Department so that the district will have a balanced budget.</p> <p>Mrs. Baldwin advised that there is \$9,478.40 remaining in the District Education Council budget. She indicated that out of this amount, the DEC/PSSC dinner will cost approximately \$4,000. It was also noted that the Spring Symposium has been cancelled, and there is a possibility that this money will come back to the districts. As well, \$2,000 is allotted for DEC chairs to attend a workshop. Council was asked to think about how they would like to spend the remainder of their budget.</p>	DEC
<b>E.</b>	<p><b>INFORMATION ITEMS</b></p> <p><b>i) Annual Council Planning Cycle</b></p> <p>A list of possible topics for the Annual Council Planning Cycle for 2008 was circulated, and Mrs. Baldwin and Mr. Keoughan provided specifics on each. Council reviewed the list, and a schedule will be developed based on council's choices and on the presenters' schedules. The topics selected were Community Schools, ILF – C.A.R.E. Project, ILF – First Nations Project, Zoo Phonics, Assessment Update, Musical Literacy Intervention, and Role of Guidance. Mr. Keoughan will provide council with a complete schedule at the next meeting</p>	Mr. Keoughan Agenda
<b>F.</b>	<p><b>CORRESPONDENCE</b></p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> <li>• Letter to the Hon. Kelly Lamrock, Minister of Education, from Patricia Lee, Chair, approving the educational specifications for the Eleanor W. Graham Middle School.</li> <li>• Thank-you Card to the District 16 Education Council from Kathy Baldwin for the retirement dinner.</li> <li>• Christmas Cards.</li> </ul>	
<b>G.</b>	<p><b>NEW BUSINESS</b></p> <p><b>i) Minister's Forum Update</b></p> <p>Mrs. Lee highlighted details of the Minister's Forum held on December 1.</p> <ul style="list-style-type: none"> <li>• J. Trail gave a presentation on provincial assessments. He spoke of the difference between summative versus formative</li> </ul>	

	<p>assessments. He noted that provincial assessments are summative. They do not assess individual students' learning and do not provide feedback for students, parents, or teachers on individual performance or classrooms. Mr. Keoughan was asked to bring a copy of each to the information session on Assessment Update that will be scheduled for the annual council planning cycle.</p> <ul style="list-style-type: none"> <li>• Provincial assessments for literacy are done in grades 2 and 4 (English and French Immersion), grade 7 (English), grades 9 and 10 (French Immersion), and grades 10 and 12 (French Immersion Oral Proficiency). Provincial assessments for numeracy are done in grades 5 and 8 with development pending for Grade 3. There is a grade 6 science assessment being piloted.</li> <li>• PISA results due on December 4<sup>th</sup> for the 2006 testing of 15 year olds in science.</li> <li>• Effective schools research indicates the following: high expectations, educational leadership and teacher feedback, frequent monitoring of students' progress, adherence to curriculum, instruction practice, safe and orderly environment, and home/school relations.</li> <li>• Leadership was discussed – NB Educational Leadership Academy, assessment for learning, data-based decision making, professional learning communities, celebration of successes, learning from successful schools, accountability for results, focusing on measurable achievement.</li> <li>• Discussions with universities are underway to clarify core competencies required for teaching in today's classroom, with accreditation programs to ensure compliance, leadership academy for principal training, school reviews and a curriculum renewal exercise to review the number of outcomes and to address identified gaps.</li> <li>• The Minister suggested that achievement be the first responsibility/priority of every Forum.</li> <li>• The Minister suggested that Department faces three challenges – better definition of principals' leadership role, budget to mine testing and assessment results, and structural issues identified by the Scraba report.</li> <li>• Mike Mortlock made a presentation on behalf of DEC chairs on the projected \$4.3 million deficit in Student Services.</li> <li>• Capital budget due on December 11<sup>th</sup>.</li> </ul> <p>Discussion took place on the document, "Supporting Schools in the Rural New Brunswick". Mrs. Lee asked that council read the document, and provide any feedback to her prior to the next Minister's Forum on January 26. If warranted, a conference call could be arranged.</p>	<p>Mr. Keoughan Future Agenda</p> <p>DEC</p>
--	--	--

	<p>Mrs. Baldwin circulated “A Benchmark Report on the Targets of When Kids Com First – 2007”. She noted that District 16 did quite well in almost every area.</p> <p><b>ii) Assessing A Threat Pamphlet</b></p> <p>Mrs. Baldwin circulated a copy of the pamphlet to council members. She noted that it was developed after the lockdown at James M. Hill Memorial High School as a means of communicating with parents. She asked if council would consider supporting this project. <b>IT WAS MOVED BY</b> Edgar Mahoney, seconded by Bev Hubbard, that the District Education Council support the printing of the pamphlet, “Assessing A Threat”, for all parents in District 16. <b>MOTION CARRIED.</b> Mr. Keoughan will provide the exact cost of the printing at the next meeting.</p> <p><b>iii) Superintendent’s Role (In Camera)</b></p> <p>Council went into a brief in-camera session.</p> <p><b>iv) School Construction and Improvement Projects</b></p> <p>Mrs. Baldwin provided a list of school construction and capital improvement projects that have been approved for the 2008-09 in District 16. She indicated that among those is a new Eleanor W. Graham Middle School to be built through a private/public partnership.</p> <p>Mr. Holmes gave an update on the status of the new school/community center in Tabusintac. He provided details on what the community has raised in funds and what still has to be raised. He noted that attempts have been made to set up a meeting with government officials, but to no avail. He indicated that there is a lot of frustration and anger in the community. After a brief discussion, council determined that they would keep a new school in Tabusintac as the number one priority for capital projects in District 16. Mr. Holmes was asked to inform the committee of the same.</p>	<p>Mr. Keoughan</p> <p>Mr. Holmes</p>
<b>H.</b>	<p><b>ANNUAL COUNCIL PLANNING CYCLE MONTHLY REVIEW</b></p> <p><b>i) Policy 2.1 – Leadership Style</b>  <b>ii) Policy 2.4 – Chair’s Role</b>  <b>iii) Policy 2.6 – Council Members’ Code of Conduct</b></p> <p>Policies 2.1, 2.4, and 2.6 are covered on the DEC checklist.</p>	

	<p><b>iv) Policy 2.01 – Educational Leadership</b></p> <p>Mrs. Baldwin advised that two curriculum development days were held in the fall and another is scheduled for January. She reported that this year the district submitted a plan to the Department for four additional days, bringing the total days to six.</p> <p><b>v) Policy 2.2 – Council Job Description</b></p> <p>Council determined that the policies that are in place are meeting the needs of the DEC and no changes are required at this time. Mrs. Lee noted that there is a workshop coming up on writing policies that she might be interested in attending. Council was in agreement that she should do so.</p> <p><b>vi) Policy 3.1 – Delegation to the Superintendent</b></p> <p>Mrs. Lee advised that council has always had an excellent relationship and open communication with the superintendent.</p> <p><b>vii) Policy 3.2 – Superintendent’s Performance</b></p> <p>Council did not give a report of the superintendent’s performance as Mrs. Baldwin is retiring from the district. Mrs. Lee noted that it has been a privilege and honor to work with Mrs. Baldwin professionally.</p> <p><b>viii) Policy 1.2 – Outstanding Volunteers</b></p> <p>No nominations for outstanding volunteers were reported.</p>	
<b>I.</b>	<p><b>“BRAG” SESSION</b></p> <p>Mrs. Doucet indicated that she attended the Christmas Open House at the District 16 Office, for the first time, on December 11. She was really impressed with the decorating, and noted that the food was great.</p> <p>Mrs. W. Wilson indicated that the “Polar Express Night” is taking place at Rexton Elementary School on December 20.</p>	
<b>J.</b>	<p><b>ADJOURNMENT</b></p> <p>Mrs. Lee indicated that Ms. Beers-Sturgeon sent her regrets for not being able to attend the meeting tonight, and asked that she wish everyone a Merry Christmas.</p> <p>Mrs. Lee wished everyone a very Merry Christmas and a healthy</p>	

	<p>New Year. She indicated that council is looking forward to working with Mr. Keoughan as our new superintendent in the new year. She also wished Mrs. Baldwin the best. She presented Mrs. Baldwin and Mr. Keoughan with a gift.</p> <p>The meeting was adjourned at 8:05 p.m.</p>	
--	--	--

Respectfully submitted,

Sheila Bowie  
Administrative Assistant