

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
October 14, 2008**

Present: Patricia Lee, Chair
Nora Wilson
LeRoy Silliker
Andrew Donovan
Brenda Fahey
Edgar Mahoney
Quentin Smallwood
Bev Hubbard

Laurie Keoughan, Superintendent
Sheila Bowie, Administrative Assistant

Absent: Jody Holmes
Luc Dubé

	AGENDA ITEM	ACTION
A.	CALL TO ORDER Mrs. Lee called the meeting to order at 7:00 p.m.	
B.	SWEARING IN OF DEC MEMBERS Mr. Edgar Mahoney, a commissioner of oaths, officiated over the swearing in of Bev Hubbard (Subdistrict 5) and Andrew Donovan (Subdistrict 9) as members of the District 16 Education Council. At this time, Mrs. Lee asked council members to introduce themselves for the benefit of those new on the DEC. She also introduced Nancy Whyte, Administrative Manager to the District Education Councils, and Connie Daley, Guidance/Crisis Consultant for District 16.	
C.	APPROVAL OF AGENDA One item was added to the agenda under H) New Business, ii) Internal Auditor's Report. By consensus, the agenda was approved as amended.	
D.	APPROVAL OF MINUTES By consensus, the minutes of the September 16, 2008 meeting were approved.	
E.	BUSINESS ARISING FROM MINUTES i) Update on Public-Private Partnership Schools Mr. Keoughan reported that since District 18 already has a P-3 school, he contacted the superintendent to discuss the process from	

	<p>his perspective. He indicated that he was told that the arrangement works well – at the end of the day, education leaves the building and the city takes over the after hours use of the facility.</p> <p>Mr. Keoughan also noted that the Department of Supply & Services will advertise for an expression of interest for companies who would be interested in building and operating the Eleanor W. Graham Middle School. The applicants will be evaluated and a short list will be prepared. A request for proposal will then be sent to the selected candidates. District staff will be involved prior to the request for proposal going out so we can ensure our needs are being met. Mr. Keoughan assured council members that they will be fully informed as the process unfolds. Council requested that Mr. Keoughan communicate with them by e-mail prior to a meeting.</p> <p>ii) Update on DEC Vacancies</p> <p>Mr. Keoughan indicated that we are still awaiting the signatures of the First Nations Chiefs before the appointment of a First Nations representative can be finalized.</p> <p>Mrs. Lee noted that there is still the vacancy in Subdistrict 10. She advised that she has made some phone calls, but so far, no one has expressed an interest in serving on the DEC. She asked council members if they could identify any possible candidates. Most indicated that they were unfamiliar with the boundary lines for Subdistrict 10, and asked if there was a map available so they could familiarize themselves with the area.</p> <p>iii) Update on Parent School Support Committee Budget</p> <p>Mr. Keoughan circulated a revised budget for the Parent School Support Committees based on the change to the criteria made at the last meeting. IT WAS MOVED BY Nora Wilson, seconded by Andrew Donovan, that the PSSC budget be approved as distributed. MOTION CARRIED.</p> <p>Mr. Keoughan noted that there is now approximately \$6,000 remaining in the DEC budget. This is due to the changes made to the PSSC budget, to an adjustment to the estimated cost of DEC per diem and travel expenses, and because the full complement of DEC members are not in place as yet. He indicated that once projected business and other expenses associated with DEC meetings are deducted from this amount, it would leave approximately \$2,000 for council to earmark for projects.</p> <p>iv) DEC Representation on Parent School Support Committees</p> <p>A few changes were made to the temporary list. A final list will be compiled once all the vacancies on the DEC have been filled.</p>	<p>Mr. Keoughan</p> <p>Mr. Keoughan</p> <p>Agenda</p>
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	<p>v) Enrolment Update</p> <p>Mr. Keoughan reported that the District 16 enrolment, as of September 30, is 6004, noting that this is a decrease of 157 students.</p> <p>Mrs. Lee provided each council member with a “DEC Governance Basics” card.</p>	
F.	<p>INFORMATION ITEMS</p> <p>i) Role of Guidance</p> <p>Ms. Connie Daley, Guidance/Crisis Consultant, gave a brief presentation on the role of guidance in School District 16. She noted at the outset of her presentation on the Comprehensive and Developmental School Counselling Program, that this encompassed academic, career and personal/social development. After defining guidance curriculum, individual planning, response services and program support as they relate to this program, Ms. Daley outlined the many facets of delivery of each. She highlighted the significance of the provincial threat assessment team, outlined the tenets of the strengths-based guidance for grades 6 to 12, and explained the significance of Developmental Assets and the Boomerang Project. Particular emphasis was given to the many merits of the concept of strengths-based guidance. At the conclusion of her presentation, council members were given the opportunity to ask questions. Mrs. Lee thanked Ms. Daley for a very informative presentation.</p>	
G.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Memorandum to the Parent School Support Committee Chairperson from Patricia Lee, Chair, regarding the PSSC Budget. • A copy of a letter to Lawrence Keoughan, Superintendent, from the Hon. Kelly Lamrock, Minister of Education, confirming the appointment of Bev Hubbard to the District 16 Education Council. • Letter to Patricia Lee, Chair, from Kim MacPherson, Comptroller, regarding the Internal Auditor's Report and Addendum for the fiscal year ending March 31, 2008. <p>A question arose with regard to a motion from the last meeting to send a letter to the Minister of Education regarding the per diem reimbursement of expenses for DEC members being charged to the existing DEC budget. Mrs. Lee indicated that, before the letter is written, she would like to know how the other districts have interpreted the information from the Department of Education. She</p>	

	noted that a conference call has been scheduled with the Council of DEC chairs, and this item will be put on the agenda. As well, she will be attending the Minister's Forum on October 25 th . Mrs. Lee will update council at the next meeting.	Agenda
H.	<p>NEW BUSINESS</p> <p>i) District Educational Plan</p> <p>Mr. Keoughan provided council members with a copy of the District 16 Educational Plan. He noted that the plan is centered on two provincial priorities – NB 3 focus (Literacy, Numeracy, and Science) and the fundamentals goals as set out in the “When Kids Come First” document. The goals of the plan will span a four year period, 2008–2012. The implementation plan contained in the report is for 2008–09 school year. He indicated that he plans to hold two strategic planning days each year, one in December and one in June, with the District Office Educational Staff to review and monitor the plan. Mr. Keoughan asked council members to read through the document, and to phone or e-mail him if they have any questions. This item was tabled for discussion at the next meeting.</p> <p>ii) Internal Auditor's Report</p> <p>Mrs. Lee distributed a copy of the Internal Auditor's Report and Addendum for the fiscal year ended March 31, 2008. She noted that the Office of the Comptroller is requesting a response and action plan within 45 days addressing the recommendations contained in the Addendum. Council asked that Mr. Keoughan develop an action plan, and bring it to the next meeting for review.</p>	<p>DEC</p> <p>Agenda</p> <p>Agenda</p>
I.	<p>ANNUAL COUNCIL PLANNING CYCLE MONTHLY REVIEW</p> <p>i) Policy 2.1 – Leadership Style</p> <p>ii) Policy 2.4 – Chair's Role</p> <p>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 reported that the Miramichi Leader interviewed her on the DEC priorities for next year. She also noted that she would like to continue sending out the District 16 Education Council Communication Update to the Parent School Support Committees. Council agreed that this was a good form of communication. Mrs. Lee asked that council members let her know if they had any items they would like included in the communiqué.</p>	DEC

	<p>v) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee indicated that council will ensure high quality education through the District 16 Educational Plan. She asked council members to go through the document, and to note any area that is not addressed or which requires more emphasis, and to bring it back to the meeting.</p> <p>vi) Policy 2.7 – Communication Protocols</p> <p>Mr. Keoughan advised that the communication protocols that are in place are being followed. He noted that the DEC is fulfilling its liaison role with the Parent School Support Committees by attending their meetings.</p> <p>vii) Policy 1.2 – Outstanding Volunteers</p> <p>Mr. Keoughan reported on five nominations for outstanding volunteers – Krista McIntyre, Anne Comeau, Anne Hartwick Cook, Anne Robichaud, and Jody & Karen Holmes. These individuals will receive a certificate of appreciation.</p>	<p>DEC</p> <p>Mr. Keoughan</p>
J.	<p>“BRAG” SESSION</p> <p>Mr. Mahoney announced that Millerton School has been officially designated a Community School.</p> <p>Mrs. Lee advised that the James M. Hill Tommies Baseball Team is the NBIAA Triple A Provincial Champions. They finished the season with an 8 & 1 record.</p> <p>Mrs. Lee noted that two students from James M. Hill Memorial High School, Eric Bowes and Andrea Napke, attended the Canadian Student Leadership Conference in Summerside, P.E.I.</p> <p>Mrs. Lee indicated that Mr. Theriault’s World Issues Class at James M. Hill Memorial High School raised \$3,000 last year for the Spreadthenet project. The class received the “Spirit of Giving Award” from Spreadthenet and UNICEF.</p> <p>Mrs. Lee reported that the German exchange students will be visiting James M. Hill Memorial High and Miramichi Valley High Schools for two weeks in October.</p> <p>Mr. Keoughan reported that the Minister of Education was here on Friday to make an announcement regarding Community Schools. He noted that Craig Duplessie videotaped a junior reporter interviewing the Minister. He indicated that he will send council a video link by e-mail, or show it at the next meeting.</p>	<p>Mr. Keoughan</p>

	<p>Mr. Smallwood requested, for communication purposes, a list of the DEC members with their home phone number and e-mail address. Council had no objections to this being circulated among DEC members.</p> <p>Mr. Keoughan provided details of the math assessments in the appropriate/strong performance category. They are as follows: Provincial Math Assessment at Grade 5 – 2007-08: District 16 – 85%; Provincial Average – 65%. Middle Level Mathematics Assessment at Grade 8 – 2007-08: District 16 – 66%; Provincial Average – 57%</p> <p>Mrs. Lee noted that part of the DEC mandate is to provide Parent School Support Committee training. In this regard, a letter will be sent to PSSC members to ascertain if there is a need for a training workshop.</p>	<p>Mrs. Bowie</p> <p>Mrs. Lee</p>
K.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 8:30 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Administrative Assistant