

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
November 18, 2008**

Present: Patricia Lee, Chair Jody Holmes, Vice-Chair Nora Wilson LeRoy Silliker Andrew Donovan	Luc Dubé Quentin Smallwood Edgar Mahoney Bev Hubbard Levi Sock
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Laurie Keoughan, Superintendent
 Sheila Bowie, Administrative Assistant

	AGENDA ITEM	ACTION
A.	CALL TO ORDER Mrs. Lee called the meeting to order at 7:00 p.m.	
B.	SWEARING IN OF DEC MEMBER Mr. Edgar Mahoney, a commissioner of oaths, officiated over the swearing in of Levi Sock as the First Nations representative on the District 16 Education Council.	
C.	APPROVAL OF AGENDA By consensus, the agenda was approved.	
D.	APPROVAL OF MINUTES By consensus, the minutes of the October 14, 2008 meeting were approved.	
E.	INFORMATION ITEMS i) ILF – First Nations Project Mrs. Amy Maloney, a teacher at Harkins Middle School, spoke on her recent experiences with her ILF Project designed to develop ways to give First Nations students a greater success with their learning experiences. In particular, Mrs. Maloney outlined her motivation for applying for ILF funding, spoke about her planning with First Nations students and communities, and outlined particulars about the final product available to all District 16 students. Council members had the	

	<p>opportunity to examine some of the resources about which Mrs. Maloney spoke. Mrs. Lee thanked Mrs. Maloney for a very informative presentation.</p>	
F.	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) Update on DEC Vacancy</p> <p>Mrs. Lee advised that there is still a vacancy in Sub-district 10. She noted that a memorandum has been sent to the Parent School Support Committees of Croft Elementary, Harkins Elementary, Harkins Middle, and Miramichi Valley High Schools seeking assistance and input in finding names of individuals who would be interested in serving on the DEC. Once the names are obtained, they will be forwarded to the Minister of Education for consideration.</p> <p>ii) District Educational Plan</p> <p>Mr. Keoughan asked if council had any comments with regard to the District Educational Plan that was distributed at the last meeting. He indicated that since then he has added a section under Student Growth to include Parent Involvement – District 16 Education Council Communication Update and DEC/PSSC Dinner, with Mrs. Lee taking the lead for each. In addition, he noted that as a result of a recent meeting with the First Nations directors, he will be updating the initiatives under Student Growth, First Nations Support. Council requested that the section on Student Performance on Provincial Assessments/Provincial Exams be revisited once all the assessment results are released. Mr. Keoughan will provide an update at the next meeting.</p> <p>iii) DEC Representative on Parent School Support Committees (In Camera)</p> <p>Council went into a brief in camera session.</p> <p>iv) Letter to Minister re Reimbursement of Expenses for DEC Members</p> <p>Mrs. Lee advised that the letter has been sent to the Minister of Education regarding the reimbursement of expenses, and as yet there has been no response. She noted that discussions with Nancy Whyte confirm that money is left in the provincial DEC budget, and that a request has been made to the Deputy Minister to send some funds back to the districts for incidental expense coverage.</p>	<p>Mrs. Lee</p> <p>Agenda</p>

	<p>v) Action Plan Regarding Internal Auditor's Report</p> <p>Mr. Keoughan provided an action plan in response to the recommendations contained in the Addendum of the Internal Auditor's Report 2007–2008. He briefly went over the report outlining the action that will be taken for each of the recommendations. Council requested that the action plan be sent to the Office of the Comptroller.</p>	Mrs. Lee
G.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Letter to the Parent School Support Committee Chairpersons from Patricia Lee, Chair, to ascertain whether or not there is a need for PSSC training. Mrs. Lee indicated that the Parent School Support Committees have until November 28th to respond. Particulars of the training session will be determined at a later date. • Letter to the District 16 Education Council from Brenda Fahey resigning as a member of the DEC. Council requested that a letter be sent to Mrs. Fahey accepting her resignation with regret and thanking her for her service. • Letter to the Hon. Kelly Lamrock, Minister of Education, from Patricia Lee, Chair, regarding reimbursement of expenses for DEC members. • Letter to the Croft Elementary, Harkins Elementary, Harkins Middle, and Miramichi Valley High Parent School Support Committee Chairpersons, from Patricia Lee, Chair, regarding the DEC vacancy in Sub-district 10. 	<p>Agenda</p> <p>Mrs. Lee</p>
H.	<p>NEW BUSINESS</p> <p>i) Minister's Forum Update</p> <p>Mrs. Lee circulated and addressed the highlights of a report on the Minister's Forum held on October 24 and 25. She indicated that the Council of DEC Chairs have reaffirmed that their priorities are Student Services, resource flexibility (rural schools, infrastructure, FSL delivery), and communications. She noted that there was also discussion on raising the DEC profile. She asked council members to review the document, and to e-mail her any questions they may have.</p> <p>ii) Theme for DEC/PSSC Dinner</p> <p>Mrs. Lee reported that this will be the eighth year that the DEC has hosted the DEC/PSSC dinner. She noted that there are two</p>	DEC

	<p>presentations given during the evening – one by herself and one by Mr. Keoughan on topics of their choice. Mrs. Lee noted that her address will be on School Improvement Plans. She outlined the themes from the previous years, and asked council members to let her know in the next month or so if they have any suggestions for this year's theme. One suggestion for a theme was given, and will be taken into consideration. Mrs. Lee will keep council informed as plans unfold.</p> <p>iii) Superintendent's Performance (In Camera)</p> <p>Council went into a brief in camera session. Mr. Keoughan and Mrs. Bowie left the room during the discussion on the superintendent's performance. Upon the return to the regular meeting, the following motions were made:</p> <p>IT WAS MOVED BY Luc Dubé, seconded by LeRoy Silliker, that Laurie Keoughan was appointed Superintendent of School District 16 for a five year term from June 1, 2008 to June 30, 2013. Mr. Keoughan's salary commenced at Pay Band 10, Step 9, as outlined in the letter Ref#DEC0713 dated November 29, 2007. MOTION CARRIED.</p> <p>IT WAS MOVED BY Luc Dubé, seconded by Quentin Smallwood, that based on performance from December, 2007 to June 30, 2008, the District Education Council will increase the superintendent's salary to Pay Band 11, Step 10, effective July 1, 2008. MOTION CARRIED.</p>	<p>DEC</p> <p>Future Agenda</p> <p>Mrs. Lee</p>
I.	<p>ANNUAL COUNCIL PLANNING CYCLE MONTHLY REVIEW</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 2.2 – Council Job Description</p> <p>Council agreed that the policies are in place for the superintendent to follow to ensure high quality education.</p> <p>v) Policy 4.1 – Staff Treatment</p> <p>Mr. Keoughan indicated that this policy is being followed. There are currently two action proceedings in the district under two separate policies, with one pending.</p>	

	<p>vi) Policy 4.3 – Financial Condition</p> <p>Mr. Keoughan reported that the next financial forecast is due on December 12, 2008. Based on the October forecast, there is a deficit in Student Services. In addition, there are deficits in electricity (\$50,000), garbage removal (\$11,000) and bus operation (\$100,000), which may be reduced because of lower fuel prices. The deficit will be covered by reductions in other operating areas. Mr. Keoughan will provide an update after the December forecast.</p> <p>vii) Policy 1.2 – Outstanding Volunteers</p> <p>Mrs. Lee presented Jody Holmes with a “Certificate of Appreciation”. Jody and Karen Holmes were recognized at the last meeting for their voluntary contribution to the students of Tabusintac School.</p> <p>Mr. Keoughan reported on four nominations for outstanding volunteers – Brenda Fahey, Shannon Cabel, Tobi Desveaux, and Tina Walsh. These individuals will receive a certificate of appreciation.</p>	Mr. Keoughan
J.	<p>BRAG SESSION</p> <p>Mrs. Hubbard reported that the presidents of the local Home and School Associations were invited to a breakfast with the principals on October 28th sponsored by School District 16. She noted that it was a very enjoyable morning, and thanked Mr. Keoughan for arranging the same.</p> <p>Mrs. Hubbard noted that the Middle Level Boys’ Soccer Team, of Miramichi Rural School, recently won gold, in the Tier 2 Division for Middle Level, at the end-of-season jamboree held on October 28th.</p> <p>Mr. Donovan announced that the grand opening of the Croft Elementary School Forest Classroom will be on Friday, November 28, at 1:00 p.m. He noted that a lot of work went into this project.</p> <p>Mr. Keoughan indicated that the Christmas Open House has been scheduled for Wednesday, December 10, from 4:00 – 7:00 p.m. at the District 16 Office. He noted that the focus, this year, will be showcasing kids’ talents.</p> <p>Mr. Keoughan reported that the Broadcast Journalism class at James M. Hill Memorial High School was highlighted on Live at 5, aired from the Digital Media Studio at the school. He noted that it was an amazing experience for the students and teachers who spearheaded the program. He announced that Jamie O’Toole, one of the teachers,</p>	

	<p>has obtained permission from CTV to use the District 16 portion of the broadcast, and it will be featured on the District 16 Report. Mr. Keoughan will forward the video link to council members.</p> <p>Ms. Wilson indicated that the ground breaking will take place any day for the new Eleanor W. Graham Middle School. Mr. Keoughan advised the group that the new committee has not met as yet. He will keep council updated on any developments and advancements.</p>	<p>Mr. Keoughan</p> <p>Mr. Keoughan</p>
K.	<p>ADJOURNMENT</p> <p>The next District Education Council meeting will be held on December 9, at the Rodd Miramichi River Lodge, commencing at 6:00 p.m.</p> <p>The meeting was adjourned at 9:07 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Administrative Assistant