

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
May 19, 2009**

James M. Hill Memorial High School

Present:	Patricia Lee, Chair	Luc Dubé
	Jody Holmes, Vice-Chair	Quentin Smallwood
	Nora Wilson	Edgar Mahoney
	LeRoy Silliker	Bev Hubbard
	Andrew Donovan	Levi Sock
	Raymond Murphy	

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Prior to the start of the regular meeting, council members had a tour of Digital Media Studio and Digital Sound Studio.</p> <p>Mrs. Lee called the meeting to order at 7:25 p.m. On behalf of Claude LaBerge, the principal of James M. Hill Memorial High School, she welcomed council members to JMH for their meeting, and presented them with a school pen.</p>	
B.	<p>SWEARING IN CEREMONY</p> <p>Mr. Edgar Mahoney, a commissioner of oaths, officiated over the swearing in of Raymond Murphy (Zone A) as a member of the District 16 Education Council.</p>	
C.	<p>APPROVAL OF AGENDA</p> <p>By consensus, the agenda was approved.</p>	
D.	<p>APPROVAL OF MINUTES</p> <p>By consensus, the minutes of the April 21, 2009 meeting were approved.</p>	
E.	<p>INFORMATION ITEMS</p> <p style="padding-left: 40px;">i) Intensive/Post Intensive French – One Year Later</p> <p>Lyne Montsion, Intensive/Post Intensive French Lead, gave a</p>	

	<p>comprehensive presentation on the provincial and district status and expectations of the new Intensive French program. As part of the provincial mandate to graduate 70% of students with a bilingual proficiency (intermediate level) by June 13, 2013, it has introduced Intensive French, and set out expectations for minimal instructional times at all grade levels, 4 through 10. Ms. Montsion also made references to comparable expectations for the existing French Immersion programs. Specific references were made, in a comparative way, to provincial and district expectations for the high school years. Ms. Montsion concluded her presentation by detailing the District 16 growth plan as it relates to language development and methodology in-service, and to the future training of two individuals (teachers and/or clinicians) to conduct student and teacher interviews as per the NB Scale & Middle School OPI Scale. Mrs. Lee thanked Ms. Montsion for her presentation.</p> <p>The next information item was conducted from the Science Lab (The Institute of Scientific Process), so council moved to that location.</p> <p>ii) Project Platypus – The State of Science in District 16</p> <p>Bill Kierstead, Learning Specialist, and Graham Bateman, Science/ Distance Ed Consultant, gave a joint presentation on the State of Science in District 16. They provided details of Project Platypus, and noted that District 16 has undertaken to evaluate the current state of Science instruction. An extensive elaboration was given to the current district science initiatives, particularly those related to solar energy, the significance of remote labs, the unique kinderquarium, and the more hands-on type of activity designed to heighten student engagement.</p> <p>Council went into a brief in camera session. Upon their return to regular session, Mrs. Lee thanked Mr. Kierstead and Mr. Bateman for their presentation.</p> <p>Council went back to the conference room to continue their meeting.</p>	
<p>F.</p>	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) Update on DEC Vacancy in Sub-district 10</p> <p>As a result of the article in the Miramichi Leader, there was an expression of interest from one individual who later declined. Mrs. Lee noted that she and the superintendent will keep trying to find a candidate to fill the vacancy.</p> <p>ii) Premier’s Awards of Excellence in Education</p> <p>Mrs. Lee advised that she attended the Premier’s Awards of</p>	<p>Mrs. Lee/ Mr. Keoughan</p>

	<p>Excellence in Education Gala at the Playhouse in Fredericton on May 11. She made the presentation to the District Award winner, Rick Hayward. District 16 also received two of the provincial awards – Pat Scully for “Inclusion” and the District 16 Student Services Literacy Team for “To Ensure School Readiness”. For the record, IT WAS MOVED BY LeRoy Silliker, seconded by Nora Wilson, that these nominations, previously endorsed, now be officially accepted. MOTION CARRIED. Council requested that congratulatory letters be sent to these individuals.</p> <p>iii) School Reports on PSSC Budget</p> <p>Mr. Keoughan indicated that schools are using their PSSC budget. He reviewed the school reports on how their budget was spent. Some of the expenses included talk mail, cell phones, business meeting expenses, photocopying, and travel expenses related to the DEC/PSSC dinner.</p> <p>iv) Date for District Educational Plan Meeting</p> <p>There will be a closed meeting to discuss the Multi-Year Infrastructure Plan on June 15th at 5:30 p.m. Council was asked to confirm their attendance.</p>	<p>Mrs. Lee</p> <p>DEC</p>
<p>G. CORRESPONDENCE</p>	<p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Letter to Herman Koops from Patricia Lee, Chair, regarding the District 16 Education Council Policy 2.6 – Council Members’ Code of Conduct. • Letter to Anne Heckbert, Director of Human Resources, from Patricia Lee, Chair, regarding vacation carryover. • Email to Patricia Lee, Chair, from Denise Nap, as a follow-up to several emails. • Email to the District Education Council from Herman Koops in response to council’s letter of April 22nd. • Letter to Herman Koops from Patricia Lee, Chair, regarding conflict of interest. • Copy of a letter to Shawn Graham, Premier, from Herman Koops regarding the MVHS Grade 9 English Language Proficiency Assessment Rewrite. • Letter to Patricia Lee, Chair, from the Hon. Kelly Lamrock, Minister of Education, regarding the review of the protocols and processes involved in the administration of the ELPA. <p>Council requested that incoming correspondence for the DEC be scanned and sent to them by e-mail.</p>	<p>Mrs. Bowie</p>

<p>H.</p>	<p>NEW BUSINESS</p> <p>i) Update on DEC Symposium</p> <p>Mrs. Lee reported that there was a good turnout at the DEC symposium held in Moncton on May 1 and 2. Participants were quite happy with the breakout sessions, and it was a good opportunity for input. She noted that she did bring some materials back with her if anyone would like to review it.</p> <p>ii) DEC Representation on Parent School Support Committees</p> <p>Mrs. Lee circulated a revised list of DEC members and the schools they would represent. She indicated that since the vacancy in Zone A has been filled by Mr. Murphy, he has been assigned to two schools in the Rexton area. Members are encouraged to attend the Parent School Support Committee meetings of the school(s) to which they are assigned. She noted that there is still some overlapping particularly because there is still one vacancy on the DEC.</p> <p>Mrs. Lee noted that council may have to contact the Department of Education to look at the possibility of changing the boundaries for Sub-district 10 in order to fill the vacancy in that sub-district.</p>	<p>DEC</p>
<p>I.</p>	<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>With regard to Policy 2.4, Mrs. Lee advised that she and Mr. Mahoney met with the auditors on April 28th during the preliminary audit. She noted that the auditors will be e-mailing council members during the audit should they wish to speak to them at that time. She also noted that she and Mr. Mahoney attended a meeting, with the superintendent and district educational staff, on the District 16 Educational Plan, and gave input on what they would like to see in the plan. The plan will be reviewed at the June meeting.</p> <p>Mr. Keoughan indicated that the Department will be at one of our schools on Thursday to look at their school improvement plan. He noted that the Department has noticed that districts approach improvement planning in different ways, and they want to engage us in discussion on having some sort of prototype. He indicated that District 16 has unique needs which do not necessarily support a uniform provincial approach.</p>	<p>Agenda</p>

<p>With regard to Policy 2.6, Mrs. Lee noted that, at the DEC symposium, discussion took place on developing a more specific code of conduct for council members. Michael McCluskey, a lawyer from Saint John, will draft a document, and bring it back to the Council of DEC Chairs for review.</p>	DEC
<p>iv) Policy 1.1 – Community Communication</p>	
<p>Mrs. Lee advised that the next District Education Council Communication Update will be ready shortly, and will be sent to the principals and Parent School Support Committees later this week. She asked that council members let her know if they have any items they would like included in the newsletters.</p>	DEC
<p>v) Policy 2.2 – Council Job Description</p>	
<p>IT WAS MOVED BY Luc Dubé, seconded by Andrew Donovan, that the District Education Council send a letter to the Minister of Education expressing concern with the budget cuts and the impact the reductions will have on ensuring high quality education as per Policy 2.2.</p>	
<p>MOTION CARRIED. Mrs. Lee will draft a letter, and send it by e-mail to council members.</p>	Mrs. Lee
<p>IT WAS FURTHER MOVED BY LeRoy Silliker, seconded by Andrew Donovan, that the letter be copied to the editor of the Miramichi Leader. MOTION CARRIED. Mrs. Lee will also share a copy of the letter with the Council of DEC Chairs.</p>	
<p>vi) Policy 2.7 – Communication Protocols</p>	
<p>Mr. Keoughan advised that the established protocols for the various stakeholders in the educational community are being followed.</p>	
<p>vii) Policy 4.1 – Staff Treatment</p>	
<p>Mr. Keoughan indicated that his dealings with staff are courteous and fair.</p>	
<p>viii) Policy 4.3 – Financial Condition</p>	
<p>Mr. Keoughan reported that the district ended the 2008-09 fiscal year with a surplus of \$199,332, of which \$100,000 was carried forward. He noted the factors that attributed to the surplus. He advised that the district had to supplement the Special Needs budget by approximately \$170,000 in order to cover all the costs associated with R & M teachers and teacher assistants. As well, the district ran a deficit of approximately \$127,000 in the Minor Repairs.</p>	

	<p>ix) Policy 4.5 – Asset Protection</p> <p>Mr. Keoughan noted that our Facilities Manager and maintenance people keep an eye on the condition of our buildings.</p> <p>x) Policy 1.2 – Outstanding Volunteers</p> <p>Mr. Keoughan reported that there were three nominations for outstanding volunteers – Janette Nowlan, Louise Brophy, and the Ian Baillie Primary Home & School Association. Each will receive a certificate of appreciation.</p> <p>Mrs. Lee advised that the evaluation of the superintendent will be on the June agenda. She noted that in preparation for the superintendent’s evaluation, she will be sending out some preliminary information by e-mail to council members. She noted that this will cut down on the amount of time spent on this topic at the meeting.</p>	<p>Mr. Keoughan</p> <p>Agenda Mrs. Lee</p>
J.	<p>BRAG SESSION</p> <p>Ms. Wilson indicated that the Bonar Law Memorial School participated in the Relay for Life, and raised \$12,000 for cancer. She noted that the students had a great night.</p>	
K.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 9:30 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant