

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
September 1, 2009**

Present: Patricia Lee, Chair
Jody Holmes, Vice-Chair
Nora Wilson
Luc Dubé

LeRoy Silliker
Quentin Smallwood
Bev Hubbard
Levi Sock

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: Raymond Murphy
Andrew Donovan

Edgar Mahoney

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 7:20 p.m. She welcomed everyone back.</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 June 9 and June 15, 2009 meetings were approved.</p>	
D.	<p>INFORMATION ITEM</p> <p style="margin-left: 40px;">i) DEC Training on NBED E-mail</p> <p>Kelly Jacques, Information Systems Manager, provided training on NBED E-mail and gave council members an opportunity to ask questions during the session. Some of the topics covered included creating contacts, using the calendar to schedule events, changing password, junk e-mail filter, and saving attachments to save space. He provided council members with a manual. Mrs. Lee thanked Mr. Jacques for a very informative presentation.</p>	

E.	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) District Improvement Plan</p> <p>Mr. Keoughan briefly went over the latest draft of the District Improvement Plan focusing on the district implementation plan for 2009-10. He noted that he has organized the strategies to focus on specific goals and objectives as outlined in the When Kids Come First document. He drew attention to the change in format to reflect reporting periods and more specific time lines for the implementation of the strategies. He indicated that an invitation would be extended to council members to attend a meeting when the monitoring reports are given.</p> <p>Mr. Keoughan reported that the District Improvement Plan is due at the Department of Education on September 30th. He advised that the plan will undergo further changes as a result of assessment results recently received, and a revised plan will be forwarded by e-mail to council members within 10 days of this meeting. He requested that feedback be submitted to him prior to the October 6th DEC meeting when the final plan will be presented for approval. Mr. Keoughan will forward the plan to the Department on October 7th.</p> <p>ii) 2009-10 Budget</p> <p>Mr. Keoughan outlined the expenditure plan for the 2009-10 budget. He noted that 87% of the \$51,558,296 budget goes towards salary and benefits, 6 % towards plant operation costs, 4% towards transportation and 3% towards other. The 3% other funding is earmarked as follows: 48% is provided to schools, 2% to DEC funding, 12% to district office operations, 11% to special initiatives-student services, 7% to computer information systems – equipment & repairs, 9% to travel, communications, classroom equipment, and 11% to professional development. He noted that there is also a mandated reduction of \$143,512. IT WAS MOVED BY Jody Holmes, seconded by Nora Wilson, that the expenditure plan for the 2009-10 budget be approved. MOTION CARRIED.</p> <p>iii) Parent School Support Committee Budget</p> <p>Mr. Keoughan briefly went over the DEC budget. He advised that an additional \$2,010 would be added to the budget as a result of money left over from projects (i.e. elementary drama, pamphlet printing costs, etc.) supported by council. He noted the expenditures to date, the projected cost for the PSSC budget, and DEC/PSSC dinner. He also provided a summary of approximate expenses for each DEC meeting</p>	<p>Mr. Keoughan DEC</p> <p>Mr. Keoughan DEC</p> <p>Mr. Keoughan</p>
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	<p>to the end of March. Based on the projected figures for these expenses, he noted that there will be approximately \$2,500 left in the DEC budget.</p> <p>Discussion ensued on the proposed cost of the PSSC budget based on last year's criteria, and on whether or not to stay with the status quo. IT WAS MOVED BY Bev Hubbard, seconded by Nora Wilson, that a PSSC budget be allotted to schools based on \$3.00 per pupil with a minimum of \$500.00. MOTION CARRIED.</p> <p>iv) DEC Vacancy</p> <p>Mrs. Lee reported that there is still a DEC vacancy in Sub-district 10. She noted that another memo has gone out to the Parent School Support Committees of the four schools in that area requesting their help in finding the names of three individuals to submit to the Minister of Education for appointment. She noted that if by October 30, there is no response, the DEC will then request from the Department of Education, a change in the boundaries in Sub-district 10. Mr. Keoughan noted that he has appealed to those principals again as well.</p>	Mr. Keoughan
F.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Letter to Lawrence Keoughan, Superintendent, from Patricia Lee, Chair, re Salary. • Letter to Muriel MacCullam from Patricia Lee, Chair, in response to a personnel issue. • Letter to Delalene Foran, President CUPE Local 1253, from Patricia Lee, Chair, in response to their concerns about education cuts, etc. • Letter to Patricia Lee, Chair, from the Hon. Roland Haché, Minister of Education, in response to the DEC's concerns regarding the impact of recent budget cuts on District 16. • Copy of a letter to Elizabeth Price from the Hon. Roland Haché, Minister, regarding the construction of a new school in Tabusintac. • Letter to Patricia Lee, Chair, from Alyson Rowe, Manager, Youth Outreach, War Child Canada, congratulating the students and staff of Miramichi Valley High School for their generous contribution. • Memo to Chairpersons and Members of Croft Elementary, Harkins Elementary, Harkins Middle, Miramichi Valley High School Parent Support Committees from Patricia Lee, Chair, 	

	<p>regarding the DEC Vacancy in Sub-district 10.</p> <ul style="list-style-type: none"> • Memo to Chairpersons and Members of the Parent School Support Committees in District 16 from Patricia Lee, Chair, regarding a survey on the DEC/PSSC Dinner. • Education Outline – June, 2009. • The 2008 “What’s on Your Mind?” Exit Survey of Grade 12 Students. 	
G.	<p>NEW BUSINESS</p> <p>i) Election of Chair and Vice-Chair</p> <p>At this time, Mrs. Lee vacated the chair position, and Mr. Keoughan assumed the role to conduct the election of the chair and vice-chair of the District Education Council for the 2009-10 school year.</p> <p>Mr. Keoughan asked for nominations for the position of chair. Ms. Wilson nominated Patricia Lee and Mr. Holmes seconded the nomination. Mrs. Lee agreed to let her name stand. Mr. Keoughan asked for other nominations, and none were put forth. He declared that Patricia Lee would be the chair.</p> <p>Mr. Keoughan asked for nominations for the position of vice-chair. Ms. Wilson nominated Jody Holmes and Mrs. Hubbard seconded the nomination. Mr. Holmes agreed to let his name stand. Mr. Keoughan asked for other nominations. Since none were put forth, Mr. Keoughan declared that Jody Holmes would be the vice-chair.</p> <p>Mrs. Lee assumed the role of chair. She thanked everyone for their continued support.</p>	
H.	<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>Mrs. Lee reported that the generic code of conduct, that Michael McCluskey is developing, will be going out to District Education Councils for evaluation soon.</p> <p>Mrs. Lee noted some of the meetings that she and Mr. Keoughan attended in Fredericton. These included:</p> <ul style="list-style-type: none"> • Discussions on budget and cut backs – Mrs. Lee advised that 	

the DEC chairs and superintendents met with the new Minister of Education to provide ideas on how to restore funding levels. They also attended a press conference.

- Discussions on the coroner’s recommendations regarding the Bathurst tragedy – Mrs. Lee indicated that the inquiry did make public awareness greater and we can live within the recommendations.

iv) Policy 2.2 – Council Job Description

Mrs. Lee briefly reviewed the “DEC Governance Basics” card.

v) Policy 4.3 – Financial Condition

Mr. Keoughan reported significant budget cuts in the following areas: repairs to instructional equipment, teacher/administrator travel, instructional equipment, school-based telephones and communications, school-based office supplies, positive learning environment, and technician travel. He noted that these areas will have to be supplemented if we wish to maintain a level of service similar to last year. Mr. Keoughan also reported that we are forecasting a deficit of approximately \$200,000 in Special Needs and \$126,000 in lights and power. He noted that since the district needs to have a balanced budget, we are looking at other accounts, savings due to storm days, and the carryover of \$100,000 to cover these costs.

vi) Policy 4.4 – Emergency Superintendent Succession

Council felt that this policy required no change.

vii) Policy 4.7 - Complaints

Mr. Keoughan indicated that the procedure is in place to hear and handle complaints in a timely manner.

viii) Policy 1.2 – Outstanding Volunteers

No nominations for outstanding volunteers were reported.

I. BRAG SESSION

Mr. Keoughan advised that the district did very well in the results of the first year of Intensive French. He noted that the Minister will release those figures shortly.

	Ms. Wilson provided council with a possible theme for this year's DEC/PSSC Dinner.	
J.	ADJOURNMENT The meeting was adjourned at 8:50 p.m.	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council