

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
October 6, 2009**

Present: Patricia Lee, Chair
 Quentin Smallwood
 Nora Wilson
 Luc Dubé
 Raymond Murphy

Andrew Donovan
 Edgar Mahoney
 Bev Hubbard
 Levi Sock
 Mitchell Donohue

Laurie Keoughan, Superintendent
 Sheila Bowie, Executive Assistant

Absent: LeRoy Silliker
 Jody Holmes

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 7:15 p.m. She extended a warm welcome to Mitchell Donohue, student DEC member, and asked that he feel free to ask questions. She also welcomed Daniel Martins, reporter from the Miramichi Leader.</p>	
B.	<p>SWEARING IN OF STUDENT DEC MEMBER</p> <p>Mr. Edgar Mahoney, a commissioner of oaths, officiated over the swearing in of Mitchell Donohue as the student member of the District 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 September 1, 2009 meeting were approved.</p>	
E.	<p>INFORMATION ITEM</p> <p style="margin-left: 40px;">i) SMART Classroom</p> <p>Joey Savoy, Technology Mentor, and Amy Barrieau, a teacher at Harkins Middle School, gave a joint presentation on SMART Learning Environment/SMART Classroom. Mr. Savoy provided an update on the use of SMART products in District 16. With over 450 SMART Boards and 90 SMART Exemplary Educators, District 16 has been</p>	

	<p>recognized as a world leader in implementing this technology and has been awarded the distinction of being named the first SMART Showcase District in North America. Through this partnership, SMART has granted numerous opportunities for District 16 teachers to beta test new products, draw upon their expertise, and have them present at major educational conferences around the world. Mr. Savoy also reported that District 16 was one of only five school districts in North America chosen to host a SMART Learning Environment Classroom, and that Amy Barrieau was the teacher selected to participate in this exciting initiative.</p> <p>Mrs. Barrieau advised that during this six month project, she was responsible for studying how a classroom fully equipped with SMART products impacted student learning. She indicated that she maintained an online journal of how the project progressed. She noted that she incorporated products (SMART Board, Senteo Responders, SMART Document Camera, AirLiner Wireless Slate, and SMART USB Bracelets) into her daily instruction, and that each week she concentrated on a different theme and a specific product focus. She ended her project with a highly successful parent night where students showcased their knowledge and use of SMART products.</p> <p>Mrs. Lee thanked Mr. Savoy and Mrs. Barrieau for a very interesting and informative presentation.</p>	
<p>F.</p>	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) District Improvement Plan</p> <p>Mr. Keoughan provided an update on the changes made to the District Implementation Plan since the last meeting. One of the changes will focus on the role of principals as curricular leaders in their schools. He noted that the District Improvement Plan cannot be finalized until the assessment results are released by the Minister of Education. Assessment results have been examined, discussions have taken place involving district level and school based staff, the targets have been set, and the strategies identified are already in place. Mr. Keoughan will look at changing the format for reporting the assessment results in the plan. The District Improvement Plan will be finalized and brought back to the next meeting for approval before sending it to the Department.</p>	<p>Mr. Keoughan Agenda</p>
<p>G.</p>	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> Letter to Patricia Lee, Chair, from Kim MacPherson, Comptroller, regarding the Internal Auditor's Report and Addendum. 	

	<ul style="list-style-type: none"> • Letter to Jody Holmes, Tabusintac PSSC Chair, from Patricia Lee, Chair, confirming the number one priority status of a new school in Tabusintac on the capital construction list. • Letter to the Hon. Roland Haché, Minister of Education, from Patricia Lee, Chair, regarding the selection of a student DEC member. • Copy of a letter to Mitchell Donohue, student, from the Hon. Roland Haché, Minister, regarding his appointment as student DEC member. • Copy of a letter to Laurie Keoughan, Superintendent, from the Hon. Roland Haché, Minister, regarding his visit to School District 16. 	
<p>H. NEW BUSINESS</p>	<p>i) School Start-Up Day</p> <p>Mr. Keoughan reported that Ron Morrish presented to the teachers and administrators on the topic of “Student Discipline With Respect and Consistency” on opening day. There were some phone calls with regard to changes in transportation. As well, there were a couple of schools that exceeded the class limits, and staffing had to be adjusted to reflect the numbers. He advised that the preliminary enrolment is down by 177 students. He noted that in addition to the continuation of the Boomerang Program in the high schools this year, WEB (Where Everyone Belongs) was introduced in the middle schools with very positive feedback. Mr. Keoughan also reported that the district is piloting an initiative which will provide for the return of a credit system in Grades 9 and 10.</p> <p>ii) Internal Auditor’s Report 2008-09</p> <p>Mrs. Lee indicated that council should have received in the mail a copy of the Internal Auditor’s Report and Addendum for the fiscal year ended March 31, 2009. She noted that the auditor discovered an error on the Schedule of Unadjusted Misstatements in the Addendum and a revised schedule was sent to replace the one in the document. She advised that the Office of the Comptroller is requesting a response and action plan, within 45 days, addressing the recommendations contained in the Addendum.</p> <p>Mr. Keoughan circulated the action plan to council members for review. Council requested that Mr. Keoughan forward the plan to the Office of the Comptroller.</p> <p>iii) Eleanor W. Graham Middle School Update</p> <p>Mrs. Lee noted that she, Mr. Keoughan and Mr. Murphy attended the Sod Turning Ceremony on September 23rd for the new Eleanor W.</p>	<p>Mr. Keoughan</p>

Graham Middle School. She drew attention to the pictures of the new school that were on display, and asked council member to have a look at the design. Mr. Keoughan reported that the Department of Education will cover the cost of release time for the principal, Danial Scully, for up to two days per week from now to the end of March. Mr. Scully will need to be heavily involved in the tendering process of equipment and furnishings, all of which will have to be done within end of the fiscal year timelines.

DEC

iv) Tabusintac School Update

Mrs. Lee indicated that she was hoping that Mr. Holmes would have been here tonight to report on the status of the Tabusintac School. It was noted that there has been no communication from the Department of Education. The only information available is what was reported in the papers.

v) Minister's Forum Update

Mrs. Lee advised that she and Mr. Keoughan attended the Minister's Forum on October 2 and 3. She provided the following update from the Council of DEC Chairs meeting:

- Bob Parkinson and Jeannine St. Amand were re-elected as chair and vice-chair.
- The council agreed on the following priorities:
 - Student Services – meeting needed to complete the agreement on the definition and the model delivery service.
 - Resource Flexibility – be given to districts for rural and small schools including infrastructure, FSL delivery, budget, and technology.
 - Communication – monitoring of communication from the Department of Education.
 - 21st Century Learning – participate in green paper discussion. A mechanism is in place to get feedback from parents.
 - Code of Conduct – continue with the process to develop a policy.
- Pre-budget consultation sessions – being held and hosted by the Minister of Finance. It was agreed that the DEC's should be making a presentation. Mrs. Lee noted that the session for Miramichi will be held on October 8 at the Rodd at 9:00 a.m.
- Spring Fling – planning has begun and the Miramichi is in the running for hosting the event. The tentative dates are April 16 and 17, 2010.

DEC

vi) DEC Representative on the District Health Advisory Committee

Mrs. Lee noted that she and Mr. Holmes have been the DEC representatives on the District Health Advisory Committee for some

	<p>time. She indicated that Mr. Holmes would continue serve in this capacity, but would like to give other members an opportunity. The meetings are held 4 – 5 times a year on a weekday between 1:00 – 3:00 p.m. at the District Office. Council members were asked to leave their name with either Mrs. Lee or Mrs. Bowie if they were interested in sitting on this committee.</p>	DEC
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>These policies are covered on the DEC checklist.</p> <p>iv) Policy 1.1 – Community Communication</p> <p>Mrs. Lee advised that we will be participating in the green discussion paper on 21st Century Learning. She suggested that this topic be the focus for the presentations at the DEC/PSSC Dinner.</p> <p>v) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee reviewed the “DEC Governance Basics” Card.</p> <p>vi) Policy 2.7 – Communication Protocols</p> <p>Mr. Keoughan reported that the communication protocols that are in place are being followed. He indicated that he will deal with any issues raised or delegate to the appropriate staff. He noted that communication with the media is the responsibility of chair and the superintendent.</p> <p>vii) Policy 1.2 – Outstanding Volunteers</p> <p>No nominations for outstanding volunteers were reported.</p> <p>Mr. Keoughan noted that again this year, the Miramichi Senior Citizens Home has donated school supplies to be distributed to the schools.</p>	
J.	<p>BRAG SESSION</p> <p>Mr. Murphy indicated that he is hoping to attend the Rexton Elementary Parent School Support Committee meeting on Wednesday night.</p> <p>Mr. Murphy advised that he appreciated receiving the DEC Communication Update. He noted that the communiqué contained a great deal of valuable information.</p>	

	<p>Mr. Keoughan advised that the Minister of Education, the Hon. Roland Haché, visited District 16 Office and Ian Baillie Primary School on September 29th. He noted that the Minister thoroughly enjoyed the company of the children at Ian Baillie.</p> <p>Mr. Keoughan reported that the Lost Youth Tour, promoted by WorkSafe NB, is coming to James M. Hill Memorial High School on October 13th. Nick Perry will be speaking to high school students on job related safety.</p> <p>Mr. Keoughan indicated that the Olympic Torch will be passing through Miramichi on November 27th. A ceremony will take place at James M. Hill Memorial High School. The district is in the process of organizing this event.</p> <p>Ms. Wilson advised that the Boomerang Program was a huge success at Bonar Law Memorial School. She also acknowledged the support of Cartier Co-op in the Boomerang Program and the Breakfast Program.</p> <p>By consensus, council went in to a brief in camera session.</p>	
K.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 8:35 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council