

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
December 8, 2009**

Present: Patricia Lee, Chair
Jody Holmes, Vice-Chair
Nora Wilson
Quentin Smallwood
Raymond Murphy

Andrew Donovan
LeRoy Silliker
Bev Hubbard
Levi Sock
Mitchell Donohue

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: Luc Dubé

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 6:55 p.m.</p> <p>Mrs. Lee acknowledged the passing of one of our DEC members, Edgar Mahoney, and thanked those council members who were able to attend the wake and/or funeral. She advised that a flower arrangement was sent to the family on behalf of the DEC.</p>	
B.	<p>APPROVAL OF AGENDA</p> <p>Because our student representative would not be participating in discussion on two items under G) New Business – iii) Multi-Year Infrastructure Plan and iv) Early Immersion – they were tabled to the end of the agenda. By consensus, the agenda was approved.</p>	
C.	<p>APPROVAL OF MINUTES</p> <p>By consensus, the minutes of the November 3, 2009 meeting were approved.</p>	
D.	<p>BUSINESS ARISING FROM MINUTES</p> <p style="padding-left: 40px;">i) DEC Vacancies</p> <p>With regard to the vacancy in Sub-district 10, Mr. Keoughan reported that he was finally able to make contact today with the individual whose name was put forth at the last meeting. He indicated that this individual did express an interest and would be willing to let her name stand. Mr. Keoughan will verify that she lives within the Sub-district 10 area, and Mrs. Lee will follow-up.</p>	Mr. Keoughan/ Mrs. Lee

<p>Mrs. Lee briefly went over the process with regard to filling a DEC vacancy. She advised that the normal procedure is to submit three names to the Minister of Education, and from those names, the Minister would appoint one. Since it has been extremely difficult to find possible candidates for the Sub-district 10 vacancy, discussion ensued on whether council should proceed with a request to have the boundaries changed.</p> <p>IT WAS MOVED BY Raymond Murphy, seconded by LeRoy Silliker, that council submit the name of the individual interested in the vacancy in Sub-district 10 to the Minister of Education for appointment, with an explanation on why council has only one name. MOTION CARRIED. Mrs. Lee will prepare a letter to the Minister with a request for a prompt reply.</p> <p>IT WAS FURTHER MOVED BY Raymond Murphy, seconded by Bev Hubbard, that council begin the process of requesting the rezoning of the Newcastle area. MOTION CARRIED.</p> <p>Mrs. Lee noted that there is now a vacancy in Sub-district 3. IT WAS MOVED BY Jody Holmes, seconded by Quentin Smallwood, that council begin the process of filling the vacancy in Sub-district 3. MOTION CARRIED. Mrs. Lee will send a memo to the Parent School Support Committees of the schools in the Sub-district 3 area requesting their help in finding the names of three individuals to submit to the Minister. She will also look into the possibility of generating input through a local newspaper article.</p> <p>ii) Assessment Results</p> <p>Mr. Keoughan provided council members with a copy of the Report on Achievement 2008-09, Provincial Assessment Results of District 16. He gave an overview of the district results. He noted that one area that is problematic is in writing, and strategies have already been put in place to address this concern. He noted that schools have received their individual assessment results in a similar document, and these have already been sent home to parents. He briefly went over each school's results. For comparison purposes, Mr. Keoughan will put together a document, in graph form, of the schools' results in each assessment category.</p> <p>Mr. Keoughan also demonstrated, by using District 16's Grade 6 Language Arts Assessment results, how teachers use the data to focus on instruction in the classroom.</p> <p>Mr. Keoughan advised that the results of the Grade 6 Science Pilot were received today, and that District 16's results were among the top three in the province.</p>	<p>Mrs. Lee</p> <p>Mrs. Lee</p> <p>Mrs. Lee</p> <p>Mrs. Lee</p> <p>Mr. Keoughan</p>
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E.	<p>INFORMATION ITEM</p> <p>i) Annual Council Planning Cycle</p> <p>Mr. Keoughan circulated a list of possible topics for the annual council planning cycle for 2010. Three topics were added to the list. After reviewing the list, council selected the following topics: 3-8 Science Initiative, Local Option Courses, 21st Century Learning, Common Assessment 9-11, Differentiated Instruction, 9/10 High School Project, and New 9-10 Math Curriculum. Mr. Keoughan will develop a schedule based on council's choices and on the schedule of the presenters.</p>	Mr. Keoughan
F.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • 2009 Grade 12 Exit Survey What's on Your Mind? <p>Mrs. Lee noted that one piece of correspondence, a letter from the Croft Elementary Parent School Support Committee, was not included in the correspondence folder as our student representative would not be privy to discussion on it. It was previously sent to the rest of council members by e-mail. This item will be discussed at the end of the agenda under the items to be discussed under New Business.</p>	
G.	<p>NEW BUSINESS</p> <p>i) PSSC Training</p> <p>Mrs. Lee advised that the date for the PSSC training has been set for January 20th at 6:30 p.m. She and Mr. Keoughan will facilitate an hour and a half training session. She noted that Mrs. Bowie will be sending out an invitation to Parent School Support Committees requesting their participation in person or via video-conferencing. Council members are invited to attend.</p> <p>ii) Public Interest Disclosure Act</p> <p>Mr. Keoughan advised that he attended a training session in Fredericton on new legislation that is coming into effect regarding the Public Interest Disclosure Act (PIDA). The purpose of PIDA is to facilitate the disclosure and investigation of serious matters of gross mismanagement and to protect persons that make those disclosures. Mr. Keoughan will be sending out a communiqué to all employees pertaining to their rights under this act.</p>	<p>Mrs. Bowie DEC</p> <p>Mr. Keoughan</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. Mrs. Lee indicated that she would like to “perk up” the checklist. She welcomed any comments from council members.</p> <p>Mrs. Lee advised that she and Mr. Keoughan participated in a teleconference with the Minister of Education prior to the budget coming down to let districts know what will be happening in education. She noted that the meeting with the Minister, to discuss transportation, has been postponed. She hoped that council members responded to the Code of Conduct survey, and will wait to hear the results from Nancy Whyte.</p> <p>iv) Policy 2.01 – Educational Leadership</p> <p>Mr. Keoughan gave a brief overview of the curriculum implementation days held on October 8th and 9th and on November 21st. He noted that the remaining two curriculum implementation days will be held on January 4th (assessment) and January 5th (professional development and new provincial curriculum).</p> <p>v) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee advised that council is ensuring high quality education through our policies. She reviewed the “DEC Governance Basics” card.</p> <p>Mrs. Lee circulated a document on “New Brunswick Public Education: A Shared Responsibility”. She noted that this is a brief overview of the roles of all stakeholders in education.</p> <p>vi) Policy 3.1 – Delegation to the Superintendent</p> <p>Mr. Keoughan indicated that the DEC policies govern the superintendent. He acts upon the decisions of the council, and the district is operating in accordance to established policy.</p> <p>vii) Policy 3.2 – Superintendent’s Performance</p> <p>This policy was tabled to the last item on the agenda.</p> <p>vii) Policy 1.2 – Outstanding Volunteers</p> <p>No nominations for outstanding volunteers were reported.</p>	DEC
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	<p>Mrs. Lee reminded council members that the Christmas Open House will take place tomorrow from 4:00 – 7:00 p.m. at District Office. Everyone was invited to attend and to bring their family.</p> <p>As a follow-up to discussion at a previous meeting on budget, Mrs. Lee requested that Policy 4.2 – Budgeting/Forecasting and Policy 4.3 – Financial Condition be placed on the January agenda for discussion. By consensus, council agreed.</p>	<p>DEC</p> <p>January Agenda</p>
<p>I.</p>	<p>BRAG SESSION</p> <p>Mr. Smallwood commented on a newspaper article he read about the community spirit of the Miramichi at the Olympic Torch Relay. The article gave credit to District 16’s participation and to the students who were out singing and performing in adverse weather conditions. He noted that this is an event that the students enjoyed and will definitely remember.</p> <p>Mrs. Hubbard reported that Miramichi Rural School, with the help of Adam Hayward, received an ILF grant to construct an observatory on site. A contribution was also made by a local business to this project. The official opening is slated for March. The plan is to have the students become the experts. The students will be hosting “Star Parties” both at the school, using the large stationary telescope, and travelling throughout the district bringing portable telescopes. The cost of the project was approximately \$43,000.00.</p> <p>Mr. Murphy advised that Santa’s Helpers, a group of dedicated people in the Kent Center who help families in need at Christmas time, is spearheaded by two retired teachers. They make sure needy children in the area will have gifts of clothing and toys under their tree at Christmas. This program has been funded for 20 years through donations from various organizations, churches, and individuals. It was requested that a letter of appreciation be sent to these individuals acknowledging their outstanding contribution to the community.</p> <p>Mrs. Lee reported that the Home & School Presidents attended the second annual “Breakfast with the Principals” this morning. She noted that it is a wonderful opportunity for everyone to get together and share what they are doing in their local schools. Mrs. Lee thanked Mr. Keoughan for supporting this event.</p> <p>Mr. Silliker advised that the North & South Esk Elementary Home & School Association hosted their annual “Breakfast with Santa” on Saturday, December 5th. The Sunny Corner Fire Department prepared the pancakes and sausages, and over 500 breakfasts were served.</p> <p>Ms. Wilson advised that Bonar Law Memorial School had a dance that raised \$600.00 in cash and \$350.00 worth of new toys for Santa’s</p>	<p>Mrs. Lee</p>

<p>Helpers.</p> <p>Ms. Wilson reported that three students from Bonar Law Memorial School carried the Olympic Torch. Mr. Keoughan advised that details of the district's participation in this event can be found on the district website.</p> <p>Mr. Keoughan advised that three of the Christmas trees at District Office were decorated by elementary students. The schools that were invited to participate this year were Croft Elementary, Gretna Green Elementary, and Miramichi Rural.</p> <p>Mitchell Donohue was excused at this time to permit council to deal with items that were tabled to the end of the agenda.</p> <p>G. iii) Multi-Year Infrastructure Plan</p> <p>Mrs. Lee advised that council does have the funding to hold another Multi-Year Infrastructure meeting. The purpose of the meeting would be to continue looking at what the DEC is going to do and to have a plan in place. It was determined that council would hold a meeting in January or February.</p> <p>Specifics of the tabled letter from Jennifer Doucet, Chairperson of the Croft Elementary Parent School Support Committee, were addressed under this topic and under Early Immersion. Based on the discussion, Mrs. Lee and Mr. Keoughan were asked to prepare a response to send to the Croft PSSC.</p> <p>iv) Early Immersion</p> <p>Mr. Keoughan advised that Grade 3 Early Immersion will happen, but districts cannot move any faster than the provincial timetable. Discussion ensued on various aspects of immersion implementation in district schools – busing, registration, and timely dissemination of information. Mr. Keoughan reported that principals will be sending out a preliminary survey to parents of Grade 2 students to ascertain the interest in registering their child in the program.</p> <p>H. vii) Policy 3.2 – Superintendent's Performance</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 their return to the regular meeting, Mrs. Lee read a letter pertaining to his interim evaluation. Mr. Keoughan was presented with a gift as a token of their appreciation.</p> <p>Mr. Holmes presented Mrs. Lee with a gift in appreciation of her efforts on behalf of the DEC and the district.</p>	<p>Future Meeting</p> <p>Mrs. Lee/ Mr. Keoughan</p> <p>Mr. Keoughan</p>
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J.	ADJOURNMENT Mrs. Lee wished everyone a Merry Christmas, and hoped that everyone had an opportunity to spend time with their families over the holiday season. The meeting was adjourned at 9:20 p.m.	
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Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council