

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
January 5, 2010**

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

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 7:15 p.m.</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 December 8, 2009 meeting were approved.</p>	
D.	<p>PRESENTATION – Donna Hebert, President, CUPE 2745, Sub-local 7</p> <p>Mrs. Hebert expressed regret that she was unable to attend the November meeting because of a mix-up in dates. She addressed council members on the six classifications under the umbrella of Sub-local 7, which comprises District 16 – School Library Assistants, School Intervention Workers, Student Attendants, Teacher Assistants, School Administrative Assistants as well as District Office Staff (Administrative Assistants, Payroll Clerks and Accounting Clerks). Hours of work, wages, pension, and other pertinent employee issues were elaborated upon on behalf of the members affiliated with these groups. Mrs. Hebert complimented District 16 administration for their foresight and consideration of CUPE 2745 classifications, when planning sessions for curriculum implementation days. Workshops on crisis intervention and threat assessment were cited as examples of professional opportunities directly tailored to meet employee needs and interests. In thanking Mrs. Hebert for her presentation, Mrs. Lee also expressed DEC appreciation for the valued contribution of all District 16 CUPE employees.</p>	

<p>E.</p>	<p>INFORMATION ITEM</p> <p>i) New 9/10 Math Curriculum</p> <p>This topic was jointly presented by Richard McCallum and Peggy Gorman-Mitchell, who look after grades K-8 and high school math respectively. Mr. McCallum noted that the numerous changes and revisions to math curriculum, grades 2 through 10, have been directed by provincial, national, and international assessment results. The grades 9-10 curriculum has been restructured to reduce the number of learning outcomes from 53 to 22. District administrative support has enabled introduction of interventions designed to improve District 16 results. The common district assessment at the 9-10 level was also noted. Mrs. Mitchell elaborated on the major revisions to the Grades 9 and 10 programs, spoke of locations where interventions are currently in place or to be initiated, and elaborated on specialized courses being offered in selected schools to better prepare students for post-secondary studies (i.e. statistics at Blackville). Mrs. Lee thanked Mr. McCallum and Ms. Gorman-Mitchell for their presentation.</p> <p>ii) Policy 2.3 – Annual Council Planning Cycle</p> <p>Mrs. Lee briefly reviewed the annual council planning cycle for 2010, prepared by Mr. Keoughan, based on council’s choices and presenters’ schedules. Some discussion ensued on the interest and possibility of having a regularly scheduled DEC meeting in an alternate site. Since the presentation for the April meeting is on local option courses, Miramichi Valley High School was offered as a possible site, primarily because of the CISCO local option course operating there. The new Eleanor W. Graham Middle School was also suggested as a future off-site meeting place. Mrs. Lee will confirm the location of the April meeting and apprise council of the same.</p>	<p>Mrs. Lee</p>
<p>F.</p>	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) DEC Vacancies</p> <p>Mrs. Lee advised that there has been no response from the Minister on the appointment of a representative to the DEC for Sub-district 10. She will follow-up on this matter. Mrs. Lee also reported that information has gone out to the Parent School Support Committees in Sub-district 3 in the hope of obtaining the names of possible candidates to fill that DEC vacancy in that area. The deadline for feedback is the end of February. She will see if the local paper will run an article.</p> <p>ii) PSSC Training</p> <p>Mrs. Lee advised that PSSC training will take place on January 20th. She requested that council members encourage all members of their Parent</p>	<p>Mrs. Lee</p> <p>Mrs. Lee</p>

	<p>School Support Committees to attend the session either in person or by video-conference. As well, council was encouraged to attend.</p> <p>iii) Policy 4.2 – Budgeting/Forecasting iv) Policy 4.3 – Financial Conditions</p> <p>Mrs. Lee asked council members to review Policy 4.2 – Budgeting/Forecasting and Policy 4.3 – Financial Condition, to determine if any changes needed to be made to these policies. Mr. Keoughan briefly went over the budget process. He circulated and reviewed a document on “Safeguarding of Assets - Budget and Accounting”. He also provided council with a list of accounts. After a brief discussion, it was determined that there needed to be more of a breakdown on the budget with bottom line figures. By consensus, council requested that the method for monitoring Policies 4.2 and 4.3 be changed from “Report by Superintendent” to “Written Report by Superintendent”.</p> <p>v) Multi-Year Infrastructure Meeting Date</p> <p>It was determined that a closed meeting to discuss the Multi-Year Infrastructure Plan will be held on Tuesday, February 9th, from 5:00 – 8:00 p.m. Council was asked to bring their documentation from the previous meetings. Mrs. Bowie will send out a reminder prior to the meeting.</p>	<p>DEC</p> <p>Mr. Keoughan Mr. Keoughan</p> <p>DEC Mrs. Bowie</p>
<p>G. CORRESPONDENCE</p>	<p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Christmas Cards. • Memo to the Parent School Support Committees from Patricia Lee, Chair, regarding PSSC Training. • Letter to the Honourable Roland Haché, Minister of Education, from Patricia Lee, Chair, regarding DEC vacancy in Sub-district 10. • Letter to the Honourable Roland Haché, Minister, from Patricia Lee, Chair, regarding the amalgamation of Sub-districts 9 and 10. • Letter to Anne Robichaud from Patricia Lee, Chair, regarding her contribution to the community through Santa’s Helpers. • Letter to Connie Barter from Patricia Lee, Chair, regarding her contribution to the community through Santa’s Helpers. • Memo to the Blackville and Millerton Parent School Support Committees from Patricia Lee, Chair, regarding the DEC vacancy in Sub-district 3. • Letter to Jennifer Doucet, Chair of the Croft PSSC, from Patricia Lee, Chair, regarding Early French Immersion and the re-zoning of school boundaries. • Letter to the Honourable Roland Haché, Minister, and Patricia Lee, Chair, from Herman Koops requesting information under the Right to Information Act. 	

	<ul style="list-style-type: none"> • Thank You card to the DEC from Anne Mahoney and family. • “Achieve” published by School District 2. <p>Mrs. Lee noted that there is one action item in the correspondence file, and this was tabled to the end of the meeting for discussion.</p>	
H.	<p>NEW BUSINESS</p> <p>i) DEC Initiatives</p> <p>Mrs. Lee asked that council begin thinking about ways to spend the remaining DEC budget. Mr. Keoughan put forth the following suggestions: Elementary Drama Festival, Go Girls Festival, and district pamphlets. Council was asked to bring their suggestions back to the next meeting as the money has to be spent by March 31st.</p>	DEC Agenda
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. Mrs. Lee requested that council fill out the checklist as it provides planning direction. She also indicated that she has not received anything from Nancy Whyte on the DEC Code of Conduct.</p> <p>iv) Policy 1.1 – Community Communication</p> <p>Mrs. Lee advised council that the DEC budget is used to help inform the public about what the DEC is doing. She indicated that council can also rely on our local paper.</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 advised that the communication protocols established for the various stakeholders are working well. He and Mrs. Lee are the spokespersons for the media. Communication with staff and schools is through the superintendent.</p> <p>vii) Policy 1.2 – Outstanding Volunteers</p> <p>No nominations for outstanding volunteers were reported. Mr. Keoughan noted that the same individuals have volunteered in schools over the</p>	

	years, and some have already been acknowledged.	
J.	<p>BRAG SESSION</p> <p>Mr. Murphy advised that the two ladies, who spearheaded Santa's Helpers, really appreciated the letter that the DEC sent to them. They dealt with 172 children, and made sure that Santa came to each of them. He noted that Julie Hudson, a teacher at Bonar Law Memorial School, also made a huge contribution by doing all of the shopping for the children. Great organization!</p> <p>Ms. Wilson reported that Eleanor W. Graham Middle School was the recipient of a 2009/10 RBC After-School Grant. The school received \$30,000 and a Wii in support of after school programs. Mr. Keoughan indicated that EWG was one of two schools in Eastern Canada to receive this prestigious award.</p> <p>Mr. Keoughan acknowledged the positive and extensive coverage by the local media of school events, i.e. Christmas concerts, etc. It is very much appreciated.</p> <p>Council went in to a brief in camera session.</p> <p>Upon their return to regular session, Mr. Keoughan indicated that he forgot to mention in the brag session that the former Prime Minister, Paul Martin, is spearheading an "Aboriginal Youth Entrepreneurship Project" which targets at-risk First Nations youth. Bonar Law Memorial School has been chosen for this project.</p>	
K.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 9:40 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council