

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
February 2, 2010**

Present: Patricia Lee, Chair
Jody Holmes, Vice-Chair
Nora Wilson
Levi Sock

Andrew Donovan
LeRoy Silliker
Bev Hubbard
Luc Dubé

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: Raymond Murphy
Mitchell Donohue

Quentin Smallwood

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 7:15 p.m. She thanked everyone for coming out on such a cold night.</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 January 5, 2010 meeting were approved.</p>	
D.	<p>INFORMATION ITEM</p> <p style="padding-left: 40px;">i) Differentiated Instruction</p> <p>Ann O'Neill-MacDonnell, Differentiation Mentor, presented on "Raising Small Souls – Why We Differentiate". She briefly explained the philosophy behind differentiation in schools. She indicated that differentiation is a change in pace, level and kind of instructional response to the needs, styles and interest of learners. She noted that it involves teachers designing learning experiences that match the students' readiness levels. She concluded her presentation by saying that students' strengths and preferences affect not only the ease with which they learn, but also how they can best represent what they know and understand. Ms. O'Neill-MacDonnell also showed a few video clips, and answered questions from council members. Mrs. Lee thanked her for her presentation.</p>	

E.	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) Arrangements for April 6th DEC Meeting</p> <p>Mr. Keoughan confirmed that the April 6th DEC meeting will be held at Miramichi Valley High School in the library. Since the scheduled information session is on local option courses, he has arranged to have a presentation on the CISCO local option course offered at MVHS. The same time frame will be used for this meeting as for previous meetings.</p> <p>ii) Update on DEC Vacancies</p> <p>Mrs. Lee advised that there is still no word from the Minister of Education on the appointment for Sub-district 10. She noted that the deadline for submitting possible candidates for the DEC vacancy in Sub-district 3 is the end of February. Council will then review the list, and proceed with the established protocol for appointment to the DEC.</p> <p>iii) Multi-Year Infrastructure Meeting</p> <p>Mrs. Lee reminded council members of the closed meeting on the Multi-Year Infrastructure Plan scheduled for February 9th at 5:00 p.m. Council was asked to bring the documentation from the previous meetings.</p> <p>iv) DEC Initiatives</p> <p>Mr. Keoughan circulated a summary of the DEC budget for council members to review. He noted that an additional \$3,100.00 has been transferred to the DEC budget from the provincial DEC budget. After the projected commitments earmarked for the DEC budget to the end of March (expenses related to the DEC/PSSC dinner and DEC meeting expenses), there is approximately \$5,900.00 remaining in the budget. Discussion ensued on determining the projects that council would like to support. Mr. Keoughan was asked to bring forth some suggestions, and council provided some of their own.</p> <p>IT WAS MOVED BY Bev Hubbard, seconded by Luc Dubé, that council spend the remainder of its budget on the following: Elementary Drama Festival - \$1,000.00; Miramichi Go Girls Festival - \$500.00; Threat Assessment Pamphlet - \$700.00; Astronomy Project - \$1,500.00; CUTE Award - \$200.00; and DEC/PSSC Dinner Prizes (to enhance Physical Education in schools) - \$2,000.00. MOTION CARRIED.</p> <p>There was some discussion on the prize structure and the possibility of highlighting school projects at the DEC/PSSC dinner. Mr. Keoughan will address the latter with the principals.</p>	<p>Agenda</p> <p>DEC</p> <p>Mr. Keoughan</p> <p>Mr. Keoughan</p>
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	<p>v) Follow-up to Correspondence</p> <p>As a follow-up to a letter from the previous meeting, council will comply with the request and send a response.</p>	Mrs. Lee/ Mr. Keoughan
F.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Memo to Croft, N.S.E.E., N.S.E.R Parent School Support Committees from Patricia Lee, Chair, regarding the DEC vacancy in Sub-district 3. 	
G.	<p>NEW BUSINESS</p> <p>i) DEC/PSSC Dinner</p> <p>Mrs. Lee advised that everything is in place for the DEC/PSSC Dinner at the Beaverbrook Kin Center on March 9th. She noted that the invitations will be going out shortly, and asked council members to remind their Parent School Support Committees to send their reply to Mrs. Bowie. Mrs. Lee will also send a reminder in the DEC Communication Update. The regular DEC meeting will take place prior to the dinner at 5:00 p.m.</p> <p>ii) Premier's Awards of Excellence in Education</p> <p>Mr. Keoughan advised that the deadline for nominations is February 26th. Nominations will only be accepted through the online system. He briefly outlined the awards under each category. By consensus, council agreed that the same process be put in place as in previous years, and asked Mr. Keoughan to set up a selection committee to choose the candidates for the awards. He invited council members to contact him if they were interested in being part of the process. Mr. Keoughan will notify council after the selections have been made. The deadline for District Education Councils to submit their selections to the Provincial Awards Committee is March 26th.</p> <p>iii) Capital Improvement Projects 2010-11</p> <p>Mr. Keoughan distributed a copy of the Capital Improvement Projects that have been approved for 2010-11. One change to the list was noted – the \$50,000 allocated to lockers at James M. Hill Memorial High School has been replaced by an allocation of \$80,000 for wheel chair accessible doors at JMH.</p> <p>iv) Spring Fling</p> <p>Mrs. Lee reported that the Spring Fling will take place on April 16-17 at</p>	<p>DEC</p> <p>Mr. Keoughan</p> <p>DEC</p> <p>Mr. Keoughan</p>

	<p>the Rodd in Miramichi. She noted that there is money in the Provincial DEC budget to send three Parent School Support Committee members from each district. She suggested that if there is any remaining money in the DEC budget, the DEC could sponsor a few extra PSSC members' attendance at this event. She noted that this year's theme is "Educating Today For Tomorrow". She briefly went over the draft program and indicated that it will be sent out once it has been finalized.</p> <p>Mrs. Lee also noted that Nancy Whyte has resigned from her position as DEC Administrative Manager. The Department is in the process of seeking a replacement.</p> <p>v) Report on Student Representative Council Forum</p> <p>Mrs. Lee reported that she and Mr. Keoughan met with executive members of the Student Representative Councils from three of our five high schools on Monday. She noted that the dialogue with the students was very frank and enlightening, and it was clear that they felt that all the high schools in the district are unique. The technology team spent some time with the students doing a 21st Century Skills Survey on how to engage students. Mr. Keoughan will forward the results of the survey to council members. Mrs. Lee indicated that Mitchell Donohue chaired the meeting, and he did an awesome job.</p> <p>Another meeting will be planned for May, at which time the role of the student DEC member will be discussed and the election of the representative to sit on the DEC for the 2010-11 school year will take place. As well, the Student Representative Councils were asked to assume the responsibility for setting the agenda.</p>	Mr. Keoughan
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>Mrs. Lee advised that these policies are covered on the DEC checklist, which has been circulated for council feedback.</p> <p>iv) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee reviewed the "DEC Governance Basics" card.</p> <p>v) Policy 4.1 – Staff Treatment</p> <p>Mr. Keoughan indicated that his dealings with staff and volunteers are in compliance with this policy.</p>	

	<p>vi) Policy 4.3 – Financial Condition</p> <p>Mr. Keoughan circulated the financial report as of January 29, 2010. He provided a breakdown in accordance with the budget forecasting categories to include the actual budget, expenses to date, and the balance. He reported that the district is predicting a surplus of \$150,000, and plans are already in place for expenditure of the \$50,000 over the allowable surplus of \$100,000.</p> <p>Mr. Keoughan asked if council would consider changing the months that this policy is monitored to reflect the forecasting periods. IT WAS MOVED BY Andrew Donovan, seconded by Nora Wilson, that the monitoring of this policy be changed to September, January, March and June. MOTION CARRIED.</p> <p>In response to an inquiry by Mr. Keoughan, council agreed that this was the type of report they wanted in terms of the budget.</p> <p>vii) Policy 1.2 – Outstanding Volunteers</p> <p>No nominations for outstanding volunteers were reported.</p>	Mr. Keoughan
I.	<p>BRAG SESSION</p> <p>Ms. Wilson advised that the staff at Bonar Law Memorial School is participating in a “climbing Mount Everest” challenge. It is a great way to promote physical fitness.</p> <p>Ms. Wilson reported that four students from Bonar Law Memorial School participated in a robotic competition at UNB. They placed 7th overall.</p> <p>Ms. Wilson provided details on an art project entitled, “Highlighting Student Art Work Through Community Partnerships”. The Rexton Curling Club has offered to highlight ten young artists from Bonar Law Memorial and Eleanor W. Graham Middle Schools by displaying their art in a public venue. The intention of this project is to give students a chance to do what they love and have their community see what they can accomplish. Individuals from the community can bid on the pieces and the highest bidder will receive the art work. The funds from each piece will be divided equally between the artist and a charity of their choice.</p> <p>Mrs. Lee indicated that many of the schools are doing different initiatives for the Haiti relief.</p> <p>Mr. Keoughan indicated that the CUTE Awards are scheduled for February 17th at James M. Hill Memorial High School. He will send out a reminder to council members.</p>	Mr. Keoughan

J.	ADJOURNMENT The meeting was adjourned at 8:35 p.m.	
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Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council