

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
June 7, 2010**

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

Quentin Smallwood
Raymond Murphy
Bev Hubbard
Mitchell Donohue

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: LeRoy Silliker
Lisa Watters

Andrew Donovan
Marilyn Underhill

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 7:15 p.m. She welcomed everyone to the meeting.</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 May 4, 2010 meeting were approved.</p>	
D.	<p>INFORMATION ITEMS</p> <p style="margin-left: 40px;">i) District Vision and Mission</p> <p>Mr. Keoughan indicated that it is time, once again, to revisit the district improvement plan, and to look at the district vision for the future. The benchmarks for the future are the targets identified by the government in their document, "When Kids Come First", and districts are expected to reach the targets by 2013. The district will continue to celebrate its successes in literacy, numeracy and technology. Children will make a successful transition into kindergarten complete with an extensive array of data which informs teachers about their skills and deficits. For those that need an extra push, interventions will target deficit areas. As students progress through District 16 schools, their transition into middle school will be facilitated by WEB (Where Everyone Belongs) and into high school by</p>	

	<p>Boomerang. Schools and classrooms will be places where differentiation, based upon knowledge of individual learning styles, multiple intelligences and student interest, is the instructional norm rather than the exception. Curricular goals will be assessed in ways which engage the struggling and the gifted learner and which will focus on high level and critical thinking. Children with special needs will be included. Their teachers will be supported by a cadre of Methods & Resource teachers who possess a specialized and extensive body of skills gained through a targeted program of professional development. Technology will be clearly focused on enhancing the learning of all students. An additional focus will be placed on matching assistive technology to students whose success and engagement is limited by a variety of handicaps and conditions. There will be an intense focus on Science K-8. Science leads, identified in each elementary and middle school, will be the conduits for a focused training program. The work done in Literacy and Numeracy and targeted intervention will be continued. The future of Reading Recovery as an intervention has been guaranteed into the future by the training supported by the district this year.</p> <p>Mr. Keoughan indicated that, in a sprawling and diverse district like District 16, he is constantly concerned with ensuring that all children are on a level playing field. To this end, there will be more staff continuity in schools, a heightened awareness of overall staffing needs and a substantive mentoring and coaching program to support and nurture young teachers. These priorities will be reflected in the District Improvement Plan over the next four years.</p> <p>ii) Strategies for Improvement</p> <p>Mr. Keoughan advised that the District Improvement Planning Meeting is scheduled for Friday, June 25, commencing at 9:00 a.m. He extended an invitation to council members to attend, and asked that those, who are able to participate, let him know. He noted that the wild card in the development of the plan will be the 21st Century Learning agenda, and this will impact on the strategies that are identified.</p> <p>The District Improvement Plan will be presented to council, for approval, at the September meeting.</p>	<p>DEC</p> <p>Agenda</p>
<p>E.</p>	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) Parent School Support Committee Budget</p> <p>Mr. Keoughan informed council that the DEC budget for the 2010-11 fiscal year is \$38,000. Mrs. Lee noted that in addition to providing schools with a PSSC budget, an amount has always been earmarked for the DEC/PSSC Dinner in March. She indicated that it is important that the</p>	

<p>needs to be consistency in the definition of extra and co-curricular activities. After a brief discussion, there was consensus that the reference to -40 degrees Celsius under the section, "Cancellation Standards", be removed. Mr. Keoughan asked that council members read the document, and provide him with any concerns/comments by e-mail. The final document will be presented to the DEC at the September meeting.</p>	<p>DEC Mr. Keoughan Agenda</p>
<p>v) 21st Century Learning Update</p> <p>Council was provided with a copy of the document, NB3-21C: Creating a 21st Century Learning Model of Public Education, Three Year Plan 2010-2013. Council members were asked to specifically look at the first three elements, and to e-mail any thoughts to either Mr. Keoughan or Mrs. Lee.</p> <p>Mrs. Lee advised that a meeting will be arranged with the Parent School Support Committees in November on the topic of 21st Century Learning.</p>	<p>DEC</p>
<p>vi) Follow-up to CUPE Presentation</p> <p>Mrs. Lee indicated that council did not have a real discussion on what needed to be done with the issues brought forward by the union presentation by Delalene Foran at the last meeting. Concern was expressed about how the contract cleaning services would be managed, specifically in terms of screening, follow-up and accountability. It was also noted that an even bigger issue is the fact that the district has been out of the loop in the negotiating of the contract. Council was in agreement that a letter be sent to the Minister of Education, with a copy to the Premier, outlining their concerns. Mrs. Lee was asked to advise Ms. Foran of council's action through a separate letter.</p>	<p>Mrs. Lee Mrs. Lee</p>
<p>vii) Date for Multi-Year Infrastructure Meeting</p> <p>The next Multi-Year Infrastructure Meeting has been scheduled for 5:00 p.m. on Monday, June 28th. Supper will be provided. Mrs. Lee indicated that council has a direction that will be documented. It was noted that the Department of Education will need to give a guaranteed endorsement to the plan before it will be put into action.</p>	<p>DEC</p>
<p>viii) September DEC Meeting Date</p> <p>The date of the September DEC meeting was changed from September 14th to September 20th. Mrs. Bowie will send out a revised meeting date schedule.</p>	<p>Mrs. Bowie</p>

F. CORRESPONDENCE

Mrs. Lee circulated the correspondence which included:

- Letter to Laurie Keoughan, Superintendent, from Eileen Bowes, Ian Baillie Primary PSSC Chairperson, regarding a gymnasium upgrade.
- Letter to Eileen Bowes, from Laurie Keoughan, in response to the concerns of the Ian Baillie Primary PSSC.
- Letters to Craig Duplessie, Multi-Media Mentor, Rick Hayward, Technology Mentor, and Joey Savoy, Technology Mentor, from Patricia Lee, Chair, thanking them for their role in organizing the 21st Century Learning student presentations at the provincial DEC Spring Symposium.
- Letter to Amy Barrieau and Tammy Malley, teachers at Harkins Middle School, from Patricia Lee, Chair, thanking them and the students for their showcase on “Dark Skies” at the provincial DEC Spring Symposium.
- Letter to Carolyn Simmons, Keith Comeau, Christine O’Toole and Dianna Sheasgreen, teachers at Gretna Green Elementary School, from Patricia Lee, Chair, thanking them and the students for their showcase on “GG Times” at the provincial DEC Spring Symposium.
- Letter to Tyson Theriault, teacher at James M. Hill Memorial High School, from Patricia Lee, Chair, thanking him and the students for their showcase on “Voice of Youth at JMH” at the provincial DEC Spring Symposium.
- Letter to Mike McCallum, teacher at Ian Baillie Primary School, from Patricia Lee, Chair, thanking him and the students for their showcase on “Morning Announcements at Ian Baillie Primary” at the provincial DEC Spring Symposium.
- Letter to Charlotte Loggie, teacher at Miramichi Rural School, from Patricia Lee, Chair, thanking her and the students for their showcase on the “50th Anniversary of the Escuminac Disaster” at the provincial DEC Spring Symposium.
- Letter to Dean Mutch, teacher at North & South Esk Regional School, from Patricia Lee, Chair, thanking him and the students for their showcase on “Kodu in the Classroom” at the provincial DEC Spring Symposium.
- Letter to Jamie O’Toole, teacher at James M. Hill Memorial High School, from Patricia Lee, Chair, thanking him and the students for their showcase on “Broadcast Journalism and Digital Sound” at the provincial DEC Spring Symposium.
- Letter to Sherry Munn, teacher at Dr. Losier Middle School, from Patricia Lee, Chair, thanking her and the students for their showcase on their enrichment project “Left to Burn” at the provincial DEC Spring Symposium.

	<ul style="list-style-type: none"> • Letter to Robin Martin, teacher at James M. Hill Memorial High School, from Patricia Lee, Chair, thanking him and the students for their showcase on “Project Based Learning in Grade 11 English” at the provincial DEC Spring Symposium. • Letter to Adam Hayward, teacher at Miramichi Rural School, from Patricia Lee, Chair, thanking him and the students for their overview of “Middle School Global Awareness Projects” and the “Miramichi Rural Observatory” at the provincial DEC Spring Symposium. • Letter to Mr. Laurie Keoughan, Superintendent, from Shawn Wood, Principal of Miramichi Valley High School, regarding an expansion to the MVHS cafeteria. 	
G.	<p>NEW BUSINESS</p> <p>i) Update on Student DEC Rep Election</p> <p>Mrs. Lee advised that Logan Pugh, a student from James M. Hill Memorial High School, will be the student DEC representative for the 2010-11 school year.</p> <p>Mitchell Donohue reported that the election process was better this year, and complemented the organizers at Miramichi Valley High School for a great job. He noted that there seemed to be a lot more interest, and each candidate had an opportunity to speak about themselves prior to the election.</p> <p>ii) Capital Construction and Improvement Projects Priorities</p> <p>Mr. Keoughan provided council members with a copy of the Physical Plant Status List. After a brief discussion, it was determined that this list, and the capital construction priorities, should be dealt with in conjunction with the multi-year infrastructure plan. This item was tabled to the Multi-Year Infrastructure Meeting on June 28th.</p> <p>iii) Governor General’s Award Process</p> <p>Mr. Keoughan reported that he polled the high schools on the selection process for the Governor General’s Award, and noted that there is a different process in each of our high schools in terms of selection. He provided each council member with a copy of the guidelines as set by the Governor General’s Award Committee, and indicated that the principals are aware of the guidelines.</p>	DEC
H.	<p>ANNUAL COUNCIL PLANNING CYCLE MONTHLY REVIEW</p> <p>i) Policy 2.1 – Leadership Style</p>	

ii) Policy 2.4 – Chair’s Role

iii) Policy 2.6 – Council Members’ Code of Conduct

Mrs. Lee advised that these policies are covered on the DEC checklist.

iv) Policy 1.3 – Smoke Free Environment

Council agreed that this policy is fine as it stands.

v) Policy 2.01 – Educational Leadership

Mr. Keoughan reported that there were six curriculum implementation days this school year, and that five days have been scheduled for the 2010-11 school year.

vi) Policy 2.2 – Council Job Description

Mrs. Lee reviewed the “DEC Governance Basics” card on how governance works.

vii) Policy 3.1 – Delegation to the Superintendent

Mr. Keoughan indicated that he has, and will continue, to follow this policy. He noted that individual inquiries from DEC members adhere to policy as well.

viii) Policy 4.2 – Budgeting/Forecasting

Mr. Keoughan presented the 2010-11 Expenditure Plan. He noted that the Department of Education has not yet released any funds for professional development for this fiscal year, and the district will be required to supplement even more than what is reflected in the plan. In addition, he indicated that there is only one month of current data reflected in electricity, heating fuel, bus operations & maintenance, therefore, an accurate forecast cannot be provided at this time. Depending on variables such as weather, bus routes, fuel costs, storm days, etc., funds may need to be transferred into these accounts during the year. He requested that approval of the expenditure plan be with the understanding that the district would have flexibility in transferring funds as required. **IT WAS MOVED BY** Nora Wilson, seconded by Luc Dubé, that the 2010-11 Expenditure Plan be approved. **MOTION CARRIED.**

ix) Policy 4.3 – Financial Condition

Mr. Keoughan presented the financial report as of March 31, 2010. He briefly went over the document, and highlighted the deficit areas. He noted that the district ended the fiscal year with a surplus of \$80,000. **IT**

	<p>WAS MOVED BY Jody Holmes, seconded by Raymond Murphy, that the financial report be approved. MOTION CARRIED.</p> <p>x) Policy 1.2 – Outstanding Volunteers</p> <p>Four nominations for outstanding volunteers were reported – Andy Hardy, David MacDonald, Andy Flanagan and John MacDonald. Each will receive a Certificate of Appreciation.</p> <p>Mr. Keoughan circulated a copy of the document, Volunteers in School District 16. He noted that the district is currently in the process of developing a regulation to govern volunteers. He indicated that the regulation would fall under the umbrella of DEC Policy 1.2, Outstanding Volunteers, and wanted council members to be aware of it.</p>	
I.	<p>BRAG SESSION</p> <p>Mr. Keoughan reported that Miramichi has been designated the world’s first SMART Showcase Community at a ceremony on June 1st. He noted that School District 16 played a large part in this event. Mrs. Lee indicated that the community people were amazed at what was going on in School District 16, and she was very proud to be part of it.</p> <p>Mr. Keoughan advised that School District 16 was named Scientific Learning’s National Reference Site in Canada for Fast ForWord. He noted that a literacy project, funded under the Enhanced Tuition Agreement, is being developed as a local option course for Grade 9 students at Bonar Law Memorial School using the Fast ForWord platform.</p> <p>Mrs. Lee indicated that the School District 16 Turnaround Achievement Awards were held on May 27th at the Rodd. She noted that the Rotary Club sponsored the event, and they did a wonderful job. Council requested that a note of appreciation be sent to the Rotary Club thanking them for their participation and sponsorship of this event.</p> <p>Mr. Holmes extended an invitation to visit Tabusintac School on June 15th to view the projects from their School Wide Enrichment Program and to talk to the students about their experience.</p> <p>Council requested that a more structured agenda be prepared for the Multi-Year Infrastructure Meeting on June 28th, and that it be sent to them by e-mail prior to the meeting.</p> <p>Mrs. Lee thanked Mitchell Donohue for being part of the District Education Council, and wished him well as he goes to Dalhousie University in the fall. She presented him with a token of appreciation on behalf of the DEC.</p>	<p>Mrs. Lee</p> <p>DEC</p> <p>Mrs. Lee</p>

J.	<p>POLICY 3.2 – SUPERINTENDENT’S PERFORMANCE</p> <p>Mr. Keoughan, Mrs. Bowie, and Mitchell Donohue left the room while council went in to a brief in camera session to discuss the superintendent’s performance. Upon the return to the regular meeting, IT WAS MOVED BY Nora Wilson, seconded by Quentin Smallwood, that the superintendent be granted two re-earnable steps to Pay Band 11, Step 11, and that he be given an additional five days vacation. MOTION CARRIED.</p>	
K.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 10:35 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council