

**DISTRICT EDUCATION COUNCIL  
SCHOOL DISTRICT 16**

**MINUTES  
October 19, 2010**

<p>Present: Patricia Lee, Chair Jody Holmes, Vice-Chair Raymond Murphy Levi Sock Logan Pugh</p>	<p>Andrew Donovan LeRoy Silliker Bev Hubbard Quentin Smallwood Lisa Watters</p>
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Laurie Keoughan, Superintendent  
Sheila Bowie, Executive Assistant

Absent: Marilyn Underhill

	<b>AGENDA ITEM</b>	<b>ACTION</b>
<b>A.</b>	<p><b>CALL TO ORDER</b></p> <p>Mrs. Lee called the meeting to order at 7:15 p.m. She welcomed everyone to the meeting.</p>	
<b>B.</b>	<p><b>APPROVAL OF AGENDA</b></p> <p>By consensus, the agenda was approved.</p>	
<b>C.</b>	<p><b>APPROVAL OF MINUTES</b></p> <p>By consensus, the minutes of the September 20, 2010 meeting were approved.</p>	
<b>D.</b>	<p><b>PRESENTATION – Ginette Pellerin, Public Health</b></p> <p>Ginette Pellerin, accompanied by Richard Walsh, Director of Education, and Diane Daley, Public Health Nurse, addressed the DEC on the Youth Health Services, proposed for District 16 high schools, for students 19 years of age and younger. The overall goal of this instruction and counseling service is to help our youth better strive for healthy sexual life styles, including the reduction and/or elimination of unplanned pregnancies and sexually transmitted infections. Consent issues pertaining to youth under the age of 16 were elaborated on by the presenter. Ms. Pellerin assured DEC members of the confidentiality issues inherent to the program, except for the mandatory reporting set out under section 30 (1) of the Family Services Act.</p> <p>After fully elaborating on the concerns that exist with the current sexual life styles of many youth, and after fully exposing the statistically supported risks for disease and the demands on existing social programs,</p>	

	<p>Ms. Pellerin left the proposal for DEC members to consider for support and future implementation. Mrs. Lee thanked the group for their presentation. Ms. Pellerin invited council members to call her at Public Health if they had any questions. She also left a handout entitled “Sexual Health Education in Schools: Questions and Answers” for the DEC to review at a later time. Mrs. Bowie was asked to copy the document for council members.</p>	<p>DEC</p> <p>Mrs. Bowie</p>
<b>E.</b>	<p><b>INFORMATION ITEMS</b></p> <p><b>i) 3-8 Science Initiative</b></p> <p>Judson Wayne, Science Mentor, gave a presentation on the Grade 3-8 Science curriculum in District 16. He illustrated the interrelatedness of structured, guided, and open inquiry to the learning cycle and to the application of learning. Mr. Wayne also addressed the role of lead teachers, touched on some specific school projects, elaborated on the components of the inquiry continuum, and gave the rationale for skills based assessment. He invited the group to check out the website, and indicated that he would welcome any feedback. Mrs. Lee thanked Mr. Wayne for a very enthusiastic presentation.</p>	<p>DEC</p>
<b>F.</b>	<p><b>BUSINESS ARISING FROM MINUTES</b></p> <p><b>i) Policy 1.3 – Smoke Free Environment</b></p> <p>This item was tabled for discussion at a future meeting.</p> <p><b>ii) Policy 2.7 – Communication Protocol</b></p> <p>Mr. Keoughan provided council with a copy of the revised Policy 2.7 – Communication Protocol. The section on DEC Liaison with PSSC was changed to clarify the type of communication. After reviewing the document, <b>IT WAS MOVED BY</b> Raymond Murphy, seconded by Andrew Donovan, that the revised Policy 2.7 – Communication Protocol be approved. <b>MOTION CARRIED.</b> Mrs. Lee asked that council insert the document in their policy manual.</p> <p><b>iii) Extra &amp; Co-Curricular Regulations</b></p> <p>Mr. Keoughan reported that further discussion took place on this topic since the last meeting, and as a result, he presented council with a proposed DEC Policy 1.4 on Student Activity Vehicles – Transportation To and From Off-Site School-Related Extra-Curricular Activities, which would place the accountability on the superintendent. He also circulated a draft District Regulation 501 under the same name. He noted that the reference to a specific temperature, for cancellation purposes, has been removed. Council requested time to review the proposed DEC policy, and tabled this item to the next meeting. A decision on the implementation of</p>	<p>Future Agenda</p> <p>DEC</p> <p>DEC Agenda</p>

	<p>DEC Policy 1.4 will be rendered at that time. Mrs. Lee asked that council members e-mail any questions to Mr. Keoughan with a copy to the DEC.</p> <p><b>iv) DEC Code of Conduct</b></p> <p>At this time, Mrs. Lee introduced Stacey Brown, who replaced Nancy Whyte as the Administrative Manager for the District Education Councils. Ms. Brown provided an update on the status of the DEC Code of Conduct. She noted that the document is still awaiting legal review and advice on enforcement procedures. She will follow-up with the Policy &amp; Planning Branch. This item was tabled to the next meeting.</p> <p>Mrs. Lee asked council members to think about how DEC attendance at meetings can be regulated. This item was tabled until there is news on the DEC Code of Conduct. Once the document is received, it will be forwarded to council members.</p> <p><b>v) DEC Vacancies</b></p> <p>Mrs. Lee advised that three names have been put forth for the DEC Vacancy in Zone A. She noted that the deadline for submission of names by the Parent School Support Committees is October 30<sup>th</sup>. A list of names will be brought to the November meeting, and a decision will be made at that time on the names to be submitted to the Minister of Education for appointment.</p>	<p>DEC</p> <p>Agenda</p> <p>DEC Future Agenda Mrs. Lee</p> <p>Agenda</p>
G.	<p><b>CORRESPONDENCE</b></p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> <li>• Letter to the Honourable Roland Haché, Minister of Education, from Patricia Lee, Chair, regarding major capital infrastructure projects in School District 16.</li> <li>• Memo to school principals and Parent School Support Committee Chairpersons from Patricia Lee, Chair, regarding the PSSC Symposium on 21<sup>st</sup> Century Learning.</li> <li>• Memo to the Parent School Support Committees of Bonar Law Memorial, Eleanor W. Graham Middle, Harcourt, and Rexton Elementary Schools from Patricia Lee, Chair, regarding the DEC vacancy in Zone A.</li> <li>• Letter to Patricia Lee, Chair, from Kim MacPherson, Office of the Comptroller, regarding the Internal Auditor's Report and Addendum for the financial audit of School District 16 for the fiscal year ended March 31, 2010.</li> <li>• E-mail to Patricia Lee, Chair, from Luc Dubé, Member of the District 16 Education Council, resigning from his position on the DEC, and the email to Luc Dubé from Patricia Lee accepting his resignation and thanking him for his service. Mrs. Lee was asked</li> </ul>	

	<p>to contact the appropriate Parent School Support Committees to let them know of the DEC vacancy in Sub-district 8, and to start the process of gathering names to submit to the Minister of Education.</p> <ul style="list-style-type: none"> <li>E-mail to Ginette Pellerin, Public Health, from Sheila Bowie, Executive Assistant, granting her request to make a presentation to the DEC on October 19<sup>th</sup>.</li> </ul>	Mrs. Lee
<b>H.</b>	<p><b>NEW BUSINESS</b></p> <p><b>i) Gymnasium Dedication</b></p> <p>Mrs. Lee advised that Nora Wilson was one of the driving forces behind raising funds to get a bigger gymnasium built in the new Eleanor W. Graham Middle School. She indicated that as a tribute to honor Nora's memory, she would like to propose the dedicating of the gymnasium at EWG in Nora Wilson's name. She has been looking into it, and noted that the school principal and staff are in favor of the proposal and would like the DEC to proceed in this regard. After some discussion, it was felt that the Parent School Support Committee should be involved before any decision is made. Mr. Keoughan was asked to make contact with them right away.</p> <p><b>ii) Volunteer Regulation</b></p> <p>Mr. Keoughan circulated a document, "Volunteers in School District 16", and a Volunteer Information Brochure. He briefly outlined the screening procedures that are in place for volunteers, including those with unsupervised access to students. Mr. Keoughan advised that the regulation is in place for the protection of volunteers and the protection of students.</p> <p><b>iii) Internal Auditor's Report &amp; Addendum</b></p> <p>Mrs. Lee provided a copy of the 2009-10 Internal Auditor's Report and Addendum to each council member. She noted that the Office of the Comptroller is requesting a response and action plan to address the recommendations in the addendum. Mr. Keoughan circulated the action plan, and reviewed the document. With regard to the recommendation to ensure that policies and procedures are adequate to provide proper accountability for the management and administration of school raised funds, it was noted in the plan of action that the Department of Education is currently in the process of reviewing a policy on school raised funds and that District 16 will comply with policy once enacted. The DEC, by consensus, suggested an internal audit, comprised of a 5% random selection of our schools, be carried out within the fiscal year.</p> <p><b>IT WAS MOVED BY</b> Andrew Donovan, seconded by Lisa Watters, that the action plan be approved and sent to the Office of the Comptroller.</p> <p><b>MOTION CARRIED.</b></p>	<p>Mr. Keoughan</p> <p>Mr. Keoughan</p> <p>Mr. Keoughan</p>

I.	<p><b>ANNUAL COUNCIL PLANNING CYCLE MONTHLY REVIEW</b></p> <p><b>i) Policy 2.1 – Leadership Style</b>  <b>ii) Policy 2.4 – Chair’s Role</b>  <b>iii) Policy 2.6 – Council Members’ Code of Conduct</b></p> <p>These policies are covered on the DEC checklist. Under policy 2.4, Mrs. Lee noted that she attended the official opening of the Eleanor W. Graham Middle School on the DEC’s behalf. She will also attend the Minister’s Forum on October 29<sup>th</sup> and 30<sup>th</sup> in Fredericton.</p> <p><b>iv) Policy 1.1 – Community Communication</b></p> <p>Mrs. Lee advised that she will be communicating with Parent School Support Committees about the DEC vacancy in Sub-district 8. As well, plans will continue for the PSSC Symposium on 21<sup>st</sup> Century Learning. It will be held on November 9<sup>th</sup> at Dr. Losier Middle School. The committees are to send in their number of participants by November 2<sup>nd</sup>. It is the hope that this will be the first of several PSSC symposiums this year.</p> <p><b>v) Policy 2.2 – Council Job Description</b></p> <p>Mrs. Lee indicated that the DEC ensures high quality education through their policies. She reviewed the “DEC Governance Basics” card.</p> <p><b>vi) Policy 2.7 – Communication Protocols</b></p> <p>Mr. Keoughan indicated that this policy governs the way the DEC and the superintendent communicate with the various stakeholders in the educational community. He reported that the protocols are being followed by all parties.</p> <p><b>vii) Policy 4.3 – Financial Condition</b></p> <p>Mr. Keoughan circulated a copy of the financial report as of September 30, 2010. He briefly reviewed the document. He noted that Instructional Support, which encompasses teacher assistants and method &amp; resource teachers, will run a deficit because that account is based on need. He indicated that he would like to maintain the flexibility of transferring funds as required, to ensure the district has a balanced budget. The next report will be presented in January.</p> <p><b>viii) Policy 1.2 – Outstanding Volunteers</b></p> <p>There were no nominations for outstanding volunteers.</p>	Future Agenda
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J.	<p><b>BRAG SESSION</b></p> <p>Mr. Murphy advised that he attended the official opening of the Eleanor W. Graham Middle School. He noted that the kids did a fantastic job in entertaining. He was really impressed with the whole event.</p> <p>Mr. Murphy suggested that a future DEC meeting be held in the Rexton area. This would provide an opportunity for everyone to tour the new Eleanor W. Graham Middle School. Mrs. Lee noted that the school is beautiful, but there are still a few cosmetic things that have to be done, i.e. curtains, etc. Once those are done, a tour will be arranged.</p> <p>Mrs. Watters reported on the Heritage Fair that was held at Croft Elementary recently. The showcase highlighted many different cultures and traditions, live entertainment, dancing, a petting zoo and a tepee. She noted that every class did a project. It was amazing. She encouraged council members to check out the video on the Croft website.</p> <p>Mr. Keoughan advised that contributions are coming in for the Breakfast Program. He will highlight them at the next meeting. He noted that Hoggie's, a new contributor, made a donation this morning, and even though they are new to the area, they have already made that contribution to the students of School District 16.</p> <p>Mr. Donovan noted that the principal of Croft Elementary works hard and takes the time and effort to apply for grant money. It makes a big difference in that school.</p> <p>Stacey Brown asked if council members had an opportunity to check out the DEC portal. Upon their indication that they had not as yet received an e-mail, Ms. Brown was surprised and indicated that she would check into it upon her return to Fredericton. She briefly highlighted the contents of the DEC portal site, and indicated that she would appreciate any feedback on how to make the site better.</p> <p>The next DEC meeting is slated for November 16<sup>th</sup>.</p>	<p>Mr. Keoughan</p> <p>Agenda</p> <p>DEC</p>
K.	<p><b>ADJOURNMENT</b></p> <p>The meeting was adjourned at 8:45 p.m.</p>	

Respectfully submitted,

Sheila Bowie  
Executive Assistant

Patricia Lee, Chair  
District 16 Education Council