

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
November 16, 2010**

Present: Patricia Lee, Chair Lisa Watters
Jody Holmes, Vice-Chair LeRoy Silliker
Marilyn Underhill Bev Hubbard
Quentin Smallwood Logan Pugh

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: Raymond Murphy Andrew Donovan
Levi Sock

	AGENDA ITEM	ACTION
A.	CALL TO ORDER Mrs. Lee called the meeting to order at 7:15 p.m. She welcomed everyone to the meeting.	
B.	APPROVAL OF AGENDA By consensus, the agenda was approved.	
C.	APPROVAL OF MINUTES By consensus, the minutes of the October 19, 2010 meeting were approved.	
D.	INFORMATION ITEMS i) COACH Program Helena Waye, PD/ILF/BTIP Coordinator, presented on the COACH Program, which was implemented in District 16 in January, 2010. She indicated that the intent of the program was not only to replace the Beginning Teacher Induction Program, but to provide a more comprehensive effort to support new teachers in developing into effective instructional leaders in the classroom. She noted that the principal resource used for the program is the Danielson Model of Evaluation so teachers could best direct themselves to becoming proficient teachers with the assistance of a coach. She provided an overview, highlighting the format of the program, the presence of formal visits, and the training and resources provided. Mrs. Lee thanked Ms. Waye for her presentation.	

E.	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) Extra & Co-Curricular Regulations</p> <p>Mrs. Lee noted that the draft DEC Policy 1.4, Student Activity Vehicles and Transportation To and From Off-Site School-Related Extra-Curricular Activities and the District Regulation 501, under the same name, were presented at the last meeting and tabled to this meeting for discussion and review. Mrs. Lee indicated that if council was to approve the policy, the monitoring would take place in June in the form of a report by the superintendent. IT WAS MOVED BY Jody Holmes, seconded by Bev Hubbard, that DEC Policy 1.4, Student Activity Vehicles and Transportation To and From Off-Site School-Related Extra-Curricular Activities, be approved. MOTION CARRIED. Mrs. Lee asked that council insert the documents in their policy manual.</p> <p>ii) DEC Code of Conduct</p> <p>Mrs. Lee advised that there has been no word on the DEC Code of Conduct from Legal Services.</p> <p>iii) DEC Vacancies</p> <p>Mrs. Lee reported that one name has been submitted so far for the DEC vacancy in Sub-district 8. The deadline for submission of names by the Parent School Support Committees is November 26th. She also indicated that of the four names submitted for the DEC vacancy in Zone A, there is only one interested candidate. Council requested that the name of that individual be submitted to the Minister of Education for appointment.</p> <p>iv) PSSC Budget</p> <p>Documentation on the DEC budget was circulated for council to review. Mrs. Lee advised that a decision will have to be made on whether to provide the Parent School Support Committees with the remaining one-third of their budget. She noted that the meeting expenditures to the end of March, 2011, have been projected to give council a rough idea of what will be remaining in their budget. She indicated that the cost of hosting additional PSSC Symposiums would be in the range of \$2,000 each. Mrs. Lee also reviewed some of the initiatives that the DEC supported last year.</p> <p>IT WAS MOVED BY LeRoy Silliker, seconded by Lisa Watters, that the remaining one-third of the PSSC budgets be approved. MOTION CARRIED. Mrs. Lee asked that Mr. Keoughan notify the principals and PSSCs that the remaining one-third will be transferred to their PSSC budget.</p>	<p>DEC</p> <p>Agenda</p> <p>Mrs. Lee</p> <p>Mr. Keoughan</p>
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	<p>v) Gymnasium Dedication</p> <p>Mrs. Lee advised that a letter has been received from the chair of the Eleanor W. Graham Middle School Parent School Support Committee asking for the DEC's support in naming the EWG gymnasium in memory of Nora Wilson. It was determined that an official ceremony should be arranged and a plaque prepared on behalf of the DEC. It was noted that council had previously discussed the possibility of having a DEC meeting at the new EWG School, and felt that these two events could possibly be planned for the same evening. IT WAS MOVED BY Quentin Smallwood, seconded by Lisa Watters, that the District Education Council support the naming of the Eleanor W. Graham Middle School Gymnasium in memory of Nora Wilson. MOTION CARRIED.</p> <p>vi) Breakfast Program Contributions</p> <p>As promised at the last meeting, Mr. Keoughan provided the names of the groups/organizations who have contributed to the breakfast program this year. He indicated that the district acknowledges those that have made donations. It was noted that if these groups/organizations were nominated by the principal as an outstanding volunteer, the DEC could recognize them in this way.</p> <p>vii) Report on PSSC Symposium</p> <p>Mrs. Lee reported on the PSSC Symposium held at Dr. Losier Middle School on November 9th. She provided feedback from the notes that were recorded at the breakout sessions, and indicated that she would like to put some of the suggestions in place. She indicated that council members will be able to get feedback as well when they attend their PSSC meetings. It was also suggested that an evaluation form could be sent to the Parent School Support Committees, with a request for it to be returned by a specific date.</p> <p>Mrs. Lee asked that council members think about possible topics for future PSSC Symposiums. She noted that the DEC wants parental input on more educational issues.</p>	<p>Mrs. Lee/ Mr. Keoughan</p> <p>Mr. Keoughan</p> <p>DEC Mrs. Lee</p> <p>DEC</p>
F.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Memorandum to Gretna Green, Harkins Middle, Miramichi Valley High Parent School Support Committees from Patricia Lee, Chair, regarding the DEC vacancy in Sub-district 8. • Letter to Kim MacPherson, Office of the Comptroller, from Lawrence Keoughan, Superintendent, regarding the action plan in response to the recommendations contained in the Addendum of 	

	<p>the Internal Auditor's Report.</p> <ul style="list-style-type: none"> • Letter to the DEC from Vincent Scully, Eleanor W. Graham Middle Parent School Support Committee Chairperson, regarding the gymnasium dedication. • Letter to Patricia Lee, Chair, from the Hon. Jody Carr, Minister of Education, regarding District 16's major capital infrastructure projects for 2011-12. • Letter to Helena Waye, District 16 Office, from Patricia Lee, Chair, thanking her for her help and input at the PSSC Symposium. • Letter to Kelly Jacques, Information Systems Manager, from Patricia Lee, Chair, thanking him for the technical support at the PSSC Symposium. • Letter to Claude LaBerge, Principal of James M. Hill Memorial High School, from Patricia Lee, Chair, thanking him for being a recorder at the PSSC Symposium. • Letter to Jennifer Sullivan, Principal of Harkins Middle School, from Patricia Lee, Chair, thanking her for being a recorder at the PSSC Symposium. • Letter to Rick Hayward, District 16 Office, from Patricia Lee, Chair, thanking him and a group of individuals for their help and support at the PSSC Symposium. • Letter to Peter Gadd, District 16 Office, from Patricia Lee, Chair, thanking him for updating the district website with an overview and photographs of the PSSC Symposium. 	
G.	<p>NEW BUSINESS</p> <p>i) Minister's Forum Update</p> <p>Mrs. Lee gave a brief update on the Minister's Forum held on October 29th and 30th. She provided the following highlights from the meeting with the Council of DEC Chairs and from the Minister's Forum:</p> <ul style="list-style-type: none"> • Discussion took place on having a meeting with Val Guimond on the superintendent's evaluation. • A draft policy on school-raised funds should be available shortly for DEC input. • The Code of Conduct is still with Legal Services. • The Rural Schools Policy has been put on hold. • The "Service Delivery Model" being piloted in District 10 was discussed. • The Minister gave an update on the process for inspections of schools built before 1980. • Capital budget items will be reviewed once Legislation begins. • The Minister is also responsible for Early Childhood Development. A portfolio is being developed and a transition team is in place. • There was discussion on the delivery of French Second Language. • The Minister indicated that he believes in the philosophy of 21st Century Learning. 	

	<ul style="list-style-type: none"> The Minister would like to have another meeting soon to discuss budgets. <p>ii) Youth Health Services</p> <p>Mrs. Lee indicated that since the presentation on Youth Health Services by Ginette Pellerin at the last meeting, council members would have had time to think about the presentation and to call Ms. Pellerin if they had any questions. Mrs. Lee noted that she did call her on a few things, but also asked if the Public Health Nurse, Diane Daley, could attend tonight's meeting in case something came up during the discussion that needed clarification. She welcomed Mrs. Daley to the meeting.</p> <p>Mrs. Lee advised that Public Health is seeking approval to pilot this program. This would allow a public health nurse in our high schools for Youth Health Services. The pros and cons of the program were discussed at great length. The idea of partial implementation as an option was also put forth. In the end, IT WAS MOVED BY LeRoy Silliker, seconded by Lisa Watters, that the full implementation of the Youth Health Services in our high schools be approved. MOTION CARRIED. One nay vote was recorded for Jody Holmes. Mrs. Lee asked that Mr. Keoughan keep them informed of the progress and to provide them with any feedback.</p> <p>It was noted that Bonar Law Memorial School does not fall under the same health jurisdiction as the Miramichi area schools. Preliminary conversations have already taken place with the nurse from Big Cove about putting something in place for that school.</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>These policies are covered on the DEC checklist. With regard to Policy 2.4, Mrs. Lee made reference to the PSSC Symposium, and indicated that thank you letters have been sent out to those who made the evening a success. With regard to Policy 2.6, council members know how they are conducting themselves.</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 reported that this policy is being following. He is currently dealing with one situation where he is arranging mediation to the site.</p>	Mr. Keoughan

	<p>viii) Policy 1.2 – Outstanding Volunteers</p> <p>One nomination for outstanding volunteer was reported – Colleen Dickson. This individual will receive a Certificate of Appreciation.</p> <p>Mrs. Lee reminded council members that the December 14th DEC meeting will be a closed meeting commencing at 5:00 p.m.</p>	DEC
I.	<p>BRAG SESSION</p> <p>Mr. Keoughan reported the Christmas Open House will be replaced this year by a Festival of Song and Words. This event will take place in the theatre at James M. Memorial High School on December 8th from 4:00 to 7:00 p.m. There will also be exhibits and refreshments in the foyer.</p> <p>Mr. Silliker noted that the Miramichi Leader did an article on two teachers from North & South Esk Elementary School, Lynn Carney and Christine Silliker, who were both recently recognized for their outstanding efforts to encourage and educate the next generation.</p> <p>Mrs. Lee remarked on the excellent Remembrance Day coverage by the Miramichi Leader.</p> <p>Mr. Keoughan reported that Astride Miousse, a teacher from Harkins Middle School, was the recipient of a prestigious award from the Canadian Association of Immersion Teachers.</p>	DEC
J.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 8:50 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council