

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
December 14, 2010**

Present: Patricia Lee, Chair Raymond Murphy
Jody Holmes, Vice-Chair LeRoy Silliker
Marilyn Underhill Andrew Donovan
Quentin Smallwood Levi Sock

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: Lisa Watters Bev Hubbard
Logan Pugh

	AGENDA ITEM	ACTION
A.	CALL TO ORDER Mrs. Lee called the meeting to order at 6:00 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 November 16, 2010 meeting were approved.	
D.	INFORMATION ITEMS i) Annual Council Planning Cycle A list of possible topics for the annual council planning cycle for 2011 was circulated. Two topics were added to the list. Mr. Keoughan briefly reviewed each of the topics prior to council members making their choices. The following topics were chosen for next year's cycle: Attendance Committee, Youth Health Services, Early Adopter Schools, New Grade 3 Immersion Program/Fund to Help Struggling Immersion Students, Threat Assessments, Crisis Response, Guidance, Writing Traits. Council indicated, at a previous meeting, their desire to have a DEC meeting in the Rexton area. The information session on Early Adopter Schools will be put on the agenda for that meeting as the Eleanor W. Graham Middle School is one of them.	Mr. Keoughan

<p>E.</p>	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) DEC Vacancies</p> <p>Mrs. Lee reported that there is still no word from the Minister of Education on the appointment for Zone A. She noted that one name has been put forward for the vacancy in Sub-district 8. She is in the process of trying to reach that individual to see if there is an interest.</p> <p>ii) Policy 1.3 – Smoke Free Environment</p> <p>Mrs. Lee noted that discussion has already taken place with the principals on Policy 1.3 – Smoke Free Environment. She indicated that it was important to hear their thoughts because they are the ones who will be policing and enforcing the policy. She wanted to know where we go from here. After a brief discussion, council was in agreement not to change the policy at this time, but to inform the principals that the DEC is still discussing and contemplating this policy. Mr. Keoughan was asked to relay this message to the principals at the next administrators' meeting.</p> <p>iii) School Infrastructure Review</p> <p>Mrs. Lee advised that council has reviewed this topic numerous times and has developed a plan. She noted that she has extended an invitation to the MLAs in our area to meet with the DEC in January, to discuss the proposed plan and to provide them with an opportunity for input. She briefly went over the format for that meeting, and asked council members to e-mail her if they had any other suggestions, and to review the plan prior to the meeting.</p> <p>iv) Future PSSC Symposium</p> <p>Mrs. Lee advised that she sent out a survey to the PSSC members requesting feedback on the symposium held at Dr. Losier Middle School on November 9th. So far, the response has been very positive. She noted that if another one is to be planned, it would have to be held in February. A few suggested topics included the attendance policy, Policy 701, and the extra-curricular policy. Mrs. Lee was asked to plan a PSSC Symposium for February, 2011.</p>	<p>Mrs. Lee</p> <p>Mr. Keoughan</p> <p>DEC</p> <p>Mrs. Lee</p>
<p>F.</p>	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Letter to the Hon. Jody Carr, Minister of Education, from Patricia Lee, Chair, regarding an appointment to Zone A. • Memorandum to the Parent School Support Committees from Lawrence Keoughan, Superintendent, regarding the PSSC budgets. 	

	<ul style="list-style-type: none"> • E-Mail to PSSC Members from Patricia Lee, Chair, asking for feedback on the PSSC Symposium. • E-Mail to the Hon. Robert Trevors, Bill Fraser, Serge Robichaud, Jake Stewart, Bertrand LeBlanc, Shawn Graham, Members of the Legislative Assembly, from Sheila Bowie, Executive Assistant, on behalf of Patricia Lee, Chair, regarding an invitation to meet with the District 16 Education Council to discuss the proposed school infrastructure review plan. • E-mail to Sheila Bowie from the Hon. Robert Trevors, Minister of Public Safety, accepting the invitation to meet with the District 16 Education Council. • E-mail to Sheila Bowie from Jake Stewart, MLA, accepting the invitation to meet with the District 16 Education Council. • Letter to Patricia Lee, Chair, from the Hon. Jody Carr, Minister of Education, regarding the review of sub-district boundaries. Mrs. Lee made reference to the DEC's letter to Minister Roland Haché dated December 17, 2009, requesting the amalgamation of Sub-districts 9 and 10, in the former town of Newcastle, into a new zone with two members at large. Mrs. Lee noted that there has been no response to date on this request. A handout was circulated on the composition of each of the sub-districts. After a brief discussion, it was noted that there are a few other areas that should be looked at. Council requested that a map be brought to the January meeting. Mrs. Lee requested that council members review the areas in their sub-district in preparation for discussion at the next meeting. 	<p>Agenda DEC</p>
G. NEW BUSINESS	<p>i) CUTE Awards</p> <p>Mr. Keoughan reported that the CUTE awards are slated for February 9th in the theatre at James M. Hill Memorial High School. He noted that this is one area that has to be looked at as a casualty of the 1% budget reduction. He indicated that last year the DEC sponsored an award. In the near future, council will have to identify areas where they want to spend the remainder of their budget. Mr. Keoughan asked for consideration in putting some funds towards this cause.</p> <p>ii) 1% Budget Reduction</p> <p>Mr. Keoughan indicated that he has to find \$522,000 to meet the 1% budget reduction as mandated by the Department of Education. He explained that 87% of the 52.2 million budget (45.4 million) goes to salaries and pensions so the 1% budget reduction would have to come out of the remaining 13% (6.8 million). He outlined his plan for cuts and the areas that he is targeting in an attempt to find the money. So far, he has come up with \$361,000. He is hoping to achieve the balance of \$161,000 in operational savings between now and the end of the fiscal</p>	<p>DEC</p>

	<p>year.</p> <p>After a lengthy discussion, it was very clear that council viewed the 1% budget reduction as very misleading, was uncertain of the impact on classrooms, and expressed concern about the 2% mandated budget reduction in subsequent years. IT WAS MOVED BY Quentin Smallwood, seconded by Jody Holmes, that after considerable debate and recognizing the impossibility of mitigating classroom level impacts, the District Education Council endorses the submission of the superintendent's plan in response to the budget reduction as mandated by the Department of Education. MOTION CARRIED. Nay votes recorded for Raymond Murphy and Andrew Donovan.</p> <p>Council also felt that they should do their part by contributing funds from the DEC budget.</p> <p>iii) Assessment Results</p> <p>Mr. Keoughan highlighted the assessment results that the district achieved this year. He indicated that this district remains in the top of the pack – first or second in most areas and above the provincial average. He noted that the one exception is Grade 2 Writing, and a number of strategies have already been put in place to target this area. Mr. Keoughan briefly went over the graph, and was asked to forward it to council members by e-mail so they could review it in more detail.</p>	<p>Mr. Keoughan</p> <p>DEC</p> <p>Mr. Keoughan</p>
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. She noted that there is still no word from Legal Services on the DEC Code of Conduct.</p> <p>iv) Policy 2.01 – Educational Leadership</p> <p>Mr. Keoughan reported that five curriculum implementation days were scheduled for this school year, the last to be held on January 10th. He noted that those days have been used to meet the mandate of the Department of Education.</p> <p>v) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee reviewed the "DEC Governance Basics" card.</p> <p>vi) Policy 3.1 – Delegation to the Superintendent</p> <p>Mr. Keoughan advised that he is in adherence with this policy in his</p>	

	<p>dealings with staff. As well, he noted that council members have also followed the dictates of this policy.</p> <p>vii) Policy 3.2 – Superintendent’s Performance</p> <p>As a follow-up to his last evaluation in June, Mr. Keoughan was asked to report on the strategies that were put in place to address the results of the data generated by the 360 Survey. He briefly provided a report on the progress of his strategies. Mrs. Lee indicated that this information will be very helpful when evaluating the superintendent in June, 2011.</p> <p>viii) Policy 1.2 – Outstanding Volunteers</p> <p>No nominations for outstanding volunteers were reported.</p>	
I.	<p>BRAG SESSION</p> <p>Mrs. Lee reported on the MISSter JMH event that was planned by the World Issues 120 classes at James M. Hill Memorial High School. Grade 12 boys dressed in drag were the big attraction vying for the title of MISSter JMH. The students raised \$3400.00 for SOPAR to provide better sewage systems and wells in India.</p> <p>Mrs. Lee indicated that the first draw for the “Drive for Success” program at James M. Hill Memorial High School was held this past Friday. The drum used to shuffle up the ballots was made by Mr. Hembrough’s students, Mason Gammon and Nick Sullivan.</p> <p>Mrs. Lee noted that the JMH music classes are busy preparing for a traditional Christmas concert. Mrs. Curtis is getting her musicians ready to perform on December 21st at 7:00 p.m.</p> <p>Mrs. Lee advised that the JMH Student Council is hoping to have a Coffee House on December 15th.</p> <p>Mrs. Lee extended congratulations to Amy Wheaton and the float committee at JMH, who won a prize in the Parade of Lights.</p> <p>Mrs. Lee reported that the Remembrance Day Ceremony at Nelson Rural School was a “packed house”. Parents and veterans were treated to the many talents of the students, while paying respect to all military groups.</p> <p>Mr. Murphy advised that the staffs of Bonar Law, Rexton Elementary, and Eleanor W. Graham Middle Schools are participating in a food bank challenge. He indicated that they are going to have enough food to fill a truck.</p> <p>Mr. Murphy indicated that Santa’s Helpers is again being looked after by retired teachers. He noted that one staff member, Julie Hudson, did all of</p>	

	<p>the shopping for this event.</p> <p>Mr. Murphy advised that those that came to the Festival of Song and Words at James M. Hill Memorial High School from the Rexton area were really impressed with the event. He asked if consideration could be given to the distance travelled when scheduling the performances.</p> <p>Mr. Donovan reported that Kent Building Supplies donated \$2000 towards the building of an outdoor rink at Croft Elementary School. This project will be done totally by donations, and acknowledged the principal's efforts in this regard.</p> <p>Mr. Keoughan informed the group that the Ombudsman's third annual State of the Children and Youth Address took place at James M. Hill Memorial High School on November 25th. He noted that he had an opportunity to speak with Mr. Richard during lunch, and he indicated that it was the best experience he has had.</p> <p>Mrs. Lee noted that the Spring Symposium will take place on April 8-9 in Saint John.</p> <p>Mr. Holmes presented Mrs. Lee with a gift on behalf of the DEC. He wanted her to know that council really appreciated her time and effort on their behalf.</p>	
J.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 9:10 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council