

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
January 18, 2011**

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

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: Logan Pugh

	AGENDA ITEM	ACTION
A.	CALL TO ORDER Mrs. Lee called the meeting to order at 7:15 p.m. She welcomed everyone back and wished them a Happy New Year.	
B.	APPROVAL OF AGENDA One item was added to the agenda under E) Business Arising From Minutes, vi) School Infrastructure Review (In Camera). This item was moved to the end of the agenda. By consensus, the agenda was approved as amended.	
C.	APPROVAL OF MINUTES It was noted that the CUTE awards will be held on February 16 th , with a storm date of February 17 th , not February 9 th as reported at the last meeting. By consensus, the minutes of the December 14, 2010 meeting were approved.	
D.	INFORMATION ITEMS i) Threat Assessments Connie Daley, Guidance/Crisis Consultant, gave a presentation on Threat Assessment. She provided an overview of the threat assessment protocol and procedures for intervening and responding to threats of violence. She briefly outlined threat making behaviors and indicated that threats can be verbal, written or gestured. This protocol is based on the teaching of Kevin Cameron that uses a four prong model of assessing	

	<p>threats. She made reference to the pamphlet, Assessing A Threat, and indicated that it is sent home to parents at the beginning of the school year. Mrs. Lee thanked Ms. Daley for a very informative presentation.</p> <p>ii) Policy 2.3 – Annual Council Planning Cycle</p> <p>Mrs. Lee advised that Policy 2.3 – Annual Council Planning Cycle has been revised to reflect the changes made at the last meeting. Council members received a copy for review, and were asked to insert it in their policy manuals.</p>	DEC
E.	<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. As well, she noted that no candidates have been identified for the vacancy in Sub-district 8. She indicated that she will once again make contact with the Parent School Support Committees in that sub-district in an attempt to find an interested individual.</p> <p>ii) PSSC Symposium Update</p> <p>The next PSSC Symposium will be scheduled for March 1st at Dr. Losier Middle School. Mrs. Lee noted that one topic has been identified - the Drug Education Initiative. She asked that council members e-mail her if they had any further suggestions for topics.</p> <p>iii) DEC Budget</p> <p>A summary of the DEC budget was circulated for council to review. Mrs. Lee noted that the end of the fiscal year is fast approaching, and asked that council think about how they would like to spend the remainder of their budget. She is still awaiting word on whether any money will be forthcoming from the provincial DEC budget.</p> <p>Mr. Keoughan reported that the Newcastle Rotary Club is no longer able to sponsor the Music Festival, and indicated that this might be one area that the DEC would like to support. Council felt that it was important that students be able to showcase their musical talent. Mr. Keoughan suggested a combination Music/Drama Festival might be a possibility. Council asked if any other service clubs/organizations have been approached in this regard. Mr. Keoughan was asked to explore these possibilities and report back at the next meeting. By consensus, council asked that a letter be sent to the Newcastle Rotary Club thanking them for their support of the Music Festival over the past years and to let them know that their involvement has been appreciated.</p>	<p>Mrs. Lee</p> <p>DEC</p> <p>Mr. Keoughan</p> <p>Mrs. Lee</p>

	<p>Mr. Keoughan was also asked to check on the status of the “Let’s Play and Learn” books provided to kindergarten students prior to start-up in September, particularly in the Rexton area.</p> <p>After a brief discussion, IT WAS MOVED BY Raymond Murphy, seconded by Lisa Watters, that council spend the remainder of its budget on the following: Threat Assessment Pamphlet - \$750.00; PSSC Symposium - \$2000.00; Extra DEC Meeting - \$1000.00; CUTE Awards - \$1500.00; Elementary Drama Festival - \$1000.00; and Music Festival (if necessary) - \$1000.00. MOTION CARRIED.</p> <p>iv) Curriculum Implementation Day Update</p> <p>Mr. Keoughan reported on the curriculum implementation day held on January 10th. He noted that it was a district organized event rather than school-based. Some of the sessions included Running Records Analysis, Motivating Writers, Balanced Literacy, and Post Intensive French Training. Mr. Keoughan indicated that the district also obtained the services of Kevin Baskerville, who presented on Social Skills Strategies for Individuals with an Autism Spectrum Disorder (ASD).</p> <p>Mrs. Lee asked Mr. Sock if he would report periodically on First Nations initiatives. He will provide a report at the next meeting.</p> <p>v) Review of Sub-district Boundaries</p> <p>Mrs. Lee advised that council members were asked to review their sub-district boundaries, and asked if there were any changes other than the ones identified at the last meeting. A few council members indicated that they would like to review the matter further. This item will be put on the agenda for the next meeting.</p> <p>vi) School Infrastructure Review (In Camera)</p> <p>This item was moved to the end of the agenda.</p>	<p>Mr. Keoughan</p> <p>Mr. Keoughan</p> <p>Mr. Sock Agenda</p> <p>Agenda Mr. Silliker Mrs. Underhill Mrs. Watters</p>
F.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Christmas Cards. • E-mail to Sheila Bowie, Executive Assistant, from Bill Fraser, MLA, accepting the invitation to meet with the District Education Council on the proposed school infrastructure plan. • E-mail to Sheila Bowie from Serge Robichaud (MLA) informing the DEC that he is unable to attend the meeting on the proposed school infrastructure plan. • E-mail to Sheila Bowie from Shawn Graham (MLA) informing the DEC that he is unable to attend the meeting on the proposed 	

	<p>school infrastructure plan.</p> <ul style="list-style-type: none"> E-mail to Bill Fraser (MLA) and the Hon. Robert Trevors (Minister of Public Safety) from Sheila Bowie on behalf of Patricia Lee, Chair, thanking them for attending the meeting on the proposed school infrastructure plan. 	
G.	<p>NEW BUSINESS</p> <p>i) Department of Education Engagement Questions</p> <p>Mr. Keoughan circulated a copy of the engagement questions that were sent to teachers, support staff and school-based staff from Education Minister Jody Carr. He advised that this is part of the government's consultation and engagement process. The Minister would like to provide an opportunity for dialogue with stakeholders in education on how to meet educational goals in a financially responsible way.</p> <p>Mrs. Lee advised that this has been passed on to the DEC chairs so they can solicit feedback from the District Education Councils. She requested that council members think about the engagement questions prior to the next meeting. At that time, council will review the questions and determine if they want to submit any comments.</p>	Agenda DEC
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.</p> <p>iv) Policy 1.1 – Community Communication</p> <p>Mrs. Lee indicated that council has been providing consultation with other stakeholders. She noted that another opportunity to meet with parents will be at the PSSC Symposium on March 1st. As well, the district is working with the press to get information to the public.</p> <p>v) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee reviewed the "DEC Governance Basics" card.</p> <p>vi) Policy 2.7 – Communication Protocols</p> <p>Mr. Keoughan reported that the protocols established by the policy are being followed. He noted that the day to day issues from individuals/ groups are being referred to his office. As well, he and Mrs. Lee liaise with the media.</p>	

	<p>vii) Policy 4.3 – Financial Condition</p> <p>Mr. Keoughan circulated the financial report as of December 31, 2010. He briefly went over the document. In particular, he highlighted the deficit areas (i.e. Instructional Support, Replacement Salary, Minor Repairs, etc.), and explained why that was in each case. He also noted that the salaries of supply teachers have risen considerably.</p> <p>viii) Policy 1.2 – Outstanding Volunteers</p> <p>Two nominations for outstanding volunteers were reported – Bertha Taylor and Marilyn Sturgeon Duplessie. These individuals will receive a Certificate of Appreciation.</p>	Mr. Keoughan
I.	<p>BRAG SESSION</p> <p>Mrs. Watters reported that the outdoor rink at Croft Elementary School is in full swing with lots of activity. She noted that one such event is a hockey tournament slated for early February.</p> <p>This public portion of the meeting was adjourned at 8:35 p.m.</p> <p>E. iv) School Infrastructure Review (In Camera)</p> <p>By consensus, council went in camera to discuss the school infrastructure review. Upon their return to regular session, the meeting concluded.</p>	
J.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 9:50 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council