

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
December 13, 2011**

Present:	Patricia Lee, Chair	Quentin Smallwood
	Jody Holmes, Vice-Chair	Bev Hubbard
	Kevin McPherson	Levi Sock
	LeRoy Silliker	Kim Aridano
	Raymond Murphy	Alex Loggie

Laurie Keoughan, Superintendent
Brenda Dunnett, Executive Assistant

Absent:	Lisa Watters	Marilyn Underhill
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	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 5:04 p.m. She welcomed Charlene MacKenzie, a reporter from the Miramichi Leader, and Brenda Dunnett who will be recording the minutes.</p>	
B.	<p>APPROVAL OF AGENDA</p> <p>By consensus, the agenda was approved.</p> <p>It was suggested that "Rationalization of District Boundaries Within the School Zones" be added to a future agenda.</p>	Future Agenda
C.	<p>APPROVAL OF MINUTES</p> <p>By consensus, the minutes of the November 22, 2011 meeting were approved.</p>	
D.	<p>INFORMATION ITEM</p> <p style="margin-left: 40px;">i) Annual Council Planning Cycle</p> <p>A list of possible topics for the Annual Council Planning Cycle for January to June, 2012 was circulated. Mrs. Lee indicated that Deidre Green has accepted an invitation to speak on "Accountability" at the January meeting. After polling council members on their preferred topics, the following were selected: Reading Comprehension Strategies, EWG</p>	Agenda

	<p>Cafeteria Service, Reading and Writing Achievement Standards, and AESOP (New Supply/Substitute Booking System). Mrs. Lee advised that in September, 2012, the new superintendent and the new council will determine the topics for the remainder of the cycle.</p>	
<p>E.</p>	<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>Mrs. Lee noted that these policies are covered on the DEC checklist.</p> <p>iv) Policy 2.01 – Educational Leadership</p> <p>Mr. Keoughan noted that in addition to two Curriculum Implementation Days, there are four Minister’s Exemption Days scheduled. He indicated that this year, districts were given the flexibility to use a staggered approach to parent-teacher/professional development. For example, on December 2, a parent-teacher/P.D Day was scheduled for K-8 and a school-based Minister’s Exemption Day was scheduled for 9-12.</p> <p>v) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee reviewed the DEC card on governance.</p> <p>vi) Policy 3.1 – Delegation to the Superintendent</p> <p>Mr. Keoughan advised that he is in adherence with this policy.</p> <p>vii) Policy 3.2 – Superintendent’s Performance</p> <p>Mrs. Lee indicated that due to the fact that Mr. Keoughan is retiring, no action is required on this policy.</p> <p>viii) Policy 1.2 – Outstanding Volunteers</p> <p>Six nominations for outstanding volunteers were reported – Candace Campbell, Tanya Godfrey, Lisa McNeil, Carrie Kingston, Karen Daley, and Tony VanBuskirk. Each will receive a Certificate of Appreciation.</p>	<p>Mr. Keoughan</p>
<p>F.</p>	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) Submissions from PSSCs re Infrastructure Review (In Camera)</p> <p>Council went into an in-camera session. Upon their return to regular</p>	

	<p>session, it was agreed that this item would be put back on the January agenda. A follow-up memo will be sent to the five PSSC's.</p> <p>ii) Cafeteria Services</p> <p>There was a discussion on the quality of food being served in our school cafeterias. Mrs. Lee suggested that the cafeteria providers and our Healthy Learners' Nurse be invited to the informal session of the next DEC meeting to discuss this issue. Council felt that feedback should be sought from the Parent School Support Committees on this issue. In order for this discussion to take place, this item will be placed on the agenda for the next couple of meetings.</p> <p>iii) PSSC Budget</p> <p>Mrs. Lee noted that previously, council withheld 10% of the PSSC budget pending a review in December. After reviewing the status of the DEC budget, IT WAS MOVED BY Jody Holmes and seconded by Raymond Murphy that the 10% holdback of the PSSC budget be given back to the schools. MOTION CARRIED. Mr. Keoughan indicated that he will apprise the Director of Finance/Administration of this decision.</p> <p>As a follow-up to discussions on the PSSC expenditure plan, Mr. Keoughan advised that Mr. Dunn indicated that if the plan was more detailed, the DEC would have the mechanism in place to get the outcome they are seeking. Mr. Keoughan also reported on projected costs of Synrevoice.</p> <p>IT WAS MOVED BY LeRoy Silliker and seconded by Bev Hubbard that the DEC cover the expenses incurred by Greg Ingersoll, the educational consultant in the superintendent hiring process, in the amount of \$253.50. MOTION CARRIED.</p>	<p>Agenda Mrs. Lee</p> <p>Informal Agenda Mrs. Lee Future Agenda</p> <p>Mr. Keoughan</p> <p>Mr. Keoughan</p>
<p>G. CORRESPONDENCE</p>	<p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Memo to Parent School Support Committees and school principals of Croft Elementary School, Gretna Green Elementary School, Harkins Elementary School, Harkins Middle School, and Miramichi Valley High School from Patricia Lee, Chair, and Laurie Keoughan, Superintendent, regarding the infrastructure review. • Letter to Andrew Donovan, DEC member, from Patricia Lee, Chair, accepting his verbal resignation from the District Education Council. • Christmas cards. 	

	<ul style="list-style-type: none"> • Letter to Patricia Lee, Chair, from John Schenkels, Harkins Middle School PSSC Chair, with regard to a safety issue. • Letter to Patricia Lee, Chair, from the Hon. Jody Carr, Minister of Education, regarding the appointment of the new superintendent. <p>The last two pieces of correspondence were discussed in-camera. Upon their return to regular session, Mr. Keoughan was asked to send a letter to John Schenkels in response to his concern. As well, IT WAS MOVED BY Kevin McPherson and seconded by Jody Holmes that the candidate, who was recommended to the Minister of Education for the position of superintendent, be appointed as acting superintendent for a period of 30-60 days. MOTION CARRIED. One nay vote was recorded by LeRoy Silliker.</p>	<p>Mr. Keoughan</p> <p>Mrs. Lee</p>
<p>H.</p>	<p>NEW BUSINESS</p> <p>i) FSL Review</p> <p>Mrs. Lee indicated that a public consultation on the review of the entry point of early French Immersion will be held at St. Andrews Elementary School at 6:30 p.m. on Wednesday, December 14. She noted that the DEC members are invited to attend this meeting.</p>	<p>DEC</p>
<p>I.</p>	<p>BRAG SESSION</p> <p>Mr. Murphy mentioned that under the direction of some people in the Rexton area schools as well as two retired teachers, Santa will be visiting Kent County again this year. These individuals have been soliciting for food, clothing, and other items for needy families.</p> <p>Alex Loggie indicated that Mr. Tyson Theriault, World Issues teacher at James M. Hill, is organizing an all-male beauty pageant to be held at the school on Wednesday, December 14. Money raised will go towards "Spread the Net".</p> <p>Mrs. Lee noted that the middle school girls' soccer team at Nelson Rural School won District Tier 1 gold and the boys won silver. Elementary students won both gold and silver at their jamboree.</p> <p>Mr. Keoughan reported that the 2nd annual Showcase of Word and Song held on December 7 at James M. Hill was very well attended. It featured dance, song, and readings for the children, as well as hot chocolate, hot apple cider and cookies provided by Chartwells.</p> <p>Mr. Keoughan announced that the Miramichi Highland Society raised and contributed \$12,000 to support assistive technology in the district.</p>	

J.	ADJOURNMENT Prior to adjournment, Mrs. Lee expressed wishes to Mr. Keoughan for a happy retirement. She also extended wishes to Mrs. Bowie on her retirement and thanked her for her service. The meeting adjourned at 6:30 p.m.	

Respectfully submitted,

Brenda Dunnett
Executive Assistant

Patricia Lee, Chair
District 16 Education Council