

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
February 15, 2011**

Present: Patricia Lee, Chair Lisa Watters
Jody Holmes, Vice-Chair Bev Hubbard
Marilyn Underhill Levi Sock
Quentin Smallwood

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: Raymond Murphy LeRoy Silliker
Andrew Donovan Logan Pugh

	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 The following changes were made to the agenda: under D) Information Item, i) Writing Traits – tabled to the September DEC meeting and under E) Business Arising From Minutes, viii) Code of Conduct – tabled to the March DEC meeting. By consensus, the agenda was approved as amended.	
C.	APPROVAL OF MINUTES By consensus, the minutes of the January 18 and February 8, 2011 meetings were approved.	
D.	INFORMATION ITEMS i) Writing Traits This item was tabled to the September DEC meeting.	September Agenda
E.	BUSINESS ARISING FROM MINUTES i) DEC Vacancies Mrs. Lee reported that there is still no word from the Minister of Education on the DEC appointment for Zone A. By consensus, Mrs. Lee was asked, once again, to seek the help of Parent School Support Committees in an	Mrs. Lee

	<p>attempt to obtain another name for the DEC vacancy in Sub-district 8.</p> <p>ii) PSSC Symposium Update</p> <p>Mrs. Lee advised that the PSSC Symposium has been scheduled for March 1st at Dr. Losier Middle School commencing with a light lunch at 5:45 p.m., followed by an information session on the Drug Education Initiative in School District 16 at 6:30 p.m. She noted that Mr. Keoughan is also looking at having some type of session on the budget consultation process. This would provide an opportunity for the public to give input. Mrs. Lee hopes to have arrangements finalized within the next few days.</p> <p>Mrs. Lee will also inform the PSSC members at the symposium that each district can invite three members to the Provincial Spring Symposium to be held in Saint John on April 8-9. Council members interested in attending were asked to let her know.</p> <p>iii) Music Festival Update</p> <p>As a follow-up to the last meeting, Mr. Keoughan reported that most of the service clubs/organizations have already committed their funds for this year. He indicated that some of the music teachers have met with Charlotte Loggie and Ann MacDonnell and have submitted a proposal for future years. Mr. Keoughan will meet with Mrs. Loggie and Ms. MacDonnell to review the proposal to see if something can be done this year in some capacity. Mrs. Lee noted that \$1000.00 has been allotted from the DEC budget for this purpose.</p> <p>iv) Report on First Nations Initiatives</p> <p>Mr. Sock spoke on the Reforming First Nation Education Initiative, specifically as it pertains to the Education Partnerships Program. The objective of the program is to help advance First Nation student achievement in First Nation and Provincial Schools through support for partnership arrangements, where First Nation and provincial officials share expertise and services, and partners coordinate learning initiatives in support of First Nation students. He briefly outlined the benefits, priority areas and touched on some of the projects that have been approved.</p> <p>Mr. Keoughan reported on the Paul Martin First Nations Initiative. He indicated that the first intake of students (12) at Bonar Law Memorial School activated the project at the start of the second semester. Mr. Keoughan was asked to provide periodic updates.</p> <p>v) Review of Sub-district Boundaries</p> <p>It was noted at the last meeting that there are a few areas in Sub-district 3 and Sub-district 11 that should be changed, and that a closer review of these areas was needed. After once again reviewing the boundaries of</p>	<p>DEC</p> <p>Mr. Keoughan Agenda</p> <p>Mr. Keoughan</p>
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	<p>these areas, council felt that the following changes should be made: that South Esk, which is currently in Sub-district 3, become part of Sub-district 11 and that part of the community commonly called Renous lying in the Parish of Blissfield, which is currently in Sub-district 11, become part of Sub-district 3. Mrs. Lee also advised that a letter was sent to the former Minister of Education in December of 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. This request will be noted as well.</p> <p>Mrs. Lee will communicate these changes in writing to Minister Carr prior to the March 18th deadline.</p> <p>vi) Department of Education Engagement Questions</p> <p>Mrs. Lee noted that the engagement questions were circulated at the previous meeting. She asked if council member wanted to provide any comments. None were put forth. Mrs. Lee will continue to address council issues at the Minister's Forums.</p> <p>vii) School Infrastructure Review</p> <p>Mrs. Lee advised that the District Education Council has consensus on an action plan for the school sustainability review, and will begin public consultation very soon by holding an information night for parents. She noted that the DEC wants to make the review as open as possible, and will be looking into creating a website for this purpose.</p> <p>viii) Code of Conduct</p> <p>This item was tabled to the March agenda.</p>	<p>Mrs. Lee</p> <p>Mrs. Lee</p> <p>DEC</p> <p>Agenda</p>
F.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Letter to Dawn Waye, President, Rotary Club of Newcastle, from Patricia Lee, Chair, and Lawrence Keoughan, Superintendent, expressing appreciation for their contribution to the Music Festival. • E-mail to Charlene MacKenzie, Miramichi Leader, from Sheila Bowie, Executive Assistant, regarding the DEC vacancy in Sub-district 8, and Ms. MacKenzie's response. • Memorandum to School Principals and Parent School Support Committee Chairpersons from Patricia Lee, Chair, regarding the PSSC Symposium on March 1st. • Letter to DEC Councilors from Deneane Keane regarding the Youth Health Services. Mrs. Lee and Mr. Keoughan will respond to her concerns in writing. 	<p>Mrs. Lee/ Mr. Keoughan</p>

G.	<p>NEW BUSINESS</p> <p>i) District Health Advisory Committee Update</p> <p>Mrs. Lee made reference to the In Motion Survey Results from James M. Hill Memorial High and Miramichi Valley High Schools. The students in these schools were canvassed about their thoughts on physical activity and fitness. This information was circulated for the purpose of keeping council informed on some of the things that are going on in the district, and to let them know what the students are thinking.</p> <p>ii) Off Campus Procedures</p> <p>During previous discussions on Policy 1.3 – Smoke Free Environment, concern was raised about the DEC’s liability when students go off campus at lunch time. Mr. Keoughan briefly relayed the advice that he received from the Policy and Planning Branch at the Department of Education. He highlighted Section 14 and 25 of Regulation 97-150 of the Education Act which provides some direction on the duty of care of superintendents and teachers. He noted that if the appropriate mechanisms are in place and utilized in a consistent and judicious manner, and that school staff are acting in good faith to determine the whereabouts of a child, it is less likely that the DEC would be found liable.</p> <p>Mr. Keoughan indicated that he will remind principals of their responsibility, and make sure that they are aware of the mechanisms that should be in place during lunch time. Council requested that this item be placed on the agenda for the next meeting. Mr. Keoughan was asked to bring back information on what other districts are doing in this regard.</p> <p>iii) Minister’s Forum Update</p> <p>Mrs. Lee advised that she and Mr. Keoughan attended the Minister’s Forum in Fredericton on January 28 and 29. She noted that the meeting with the Council of DEC chairs provided an opportunity to discuss the effects of the budget cuts. As well, the Council reviewed their priorities and agreed that they would remain the same.</p> <p>During the meeting with Minister Carr, a lengthy discussion took place on the current budget cuts and the concern with future budget cuts. Many suggestions were made in regard to the present overlap of services needed to provide a dual education system, i.e. deputy ministers, transportation. Discussion also took place on the amalgamation of districts, and it was noted that super districts were tried and were unsuccessful. Mrs. Lee advised that she suggested that future Minister’s Forums need to contain ideas and initiatives in education and not just focus on budget cuts. The Minister circulated a handout entitled, “Making a Difference”, which asks the question, “In a time of fiscal restraint, what do we focus on to make the greatest difference in the learning and</p>	<p>Mr. Keoughan</p> <p>Agenda Mr. Keoughan</p>
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	<p>development of all children and students”. Minister Carr asked that it be shared with DEC members.</p> <p>Mrs. Lee noted that \$3,000.00 has been transferred to the DEC budget from the provincial Council of DEC Chair budget. She indicated that this money has to be spent by March 31st. She asked for suggestions on how council would like to spend this amount. IT WAS MOVED BY Quentin Smallwood, seconded by Lisa Watters, that \$1,000.00 be allocated in support of the purchase of the “Let’s Play & Learn” books. MOTION CARRIED. IT WAS ALSO MOVED BY Quentin Smallwood, seconded by Lisa Watters, that a discretionary fund of \$1,200.00 be allotted to the superintendent to be used to earmark projects, and that he report back on how the money was spent. MOTION CARRIED. Council agreed that any remaining money in the DEC budget be used for expenses incurred by the public consultation process meetings.</p>	<p>Mr. Keoughan</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.</p> <p>iv) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee provided a review of the governance structure.</p> <p>v) Policy 4.1 – Staff Treatment</p> <p>Mr. Keoughan reported that the staff is familiar with their rights under this policy. He also indicated that he continues to provide for individual staff development.</p> <p>viii) Policy 1.2 – Outstanding Volunteers</p> <p>Three nominations for outstanding volunteers were reported – Connie Barter, Elizabeth Taylor and Nancy Vickery. These individuals will receive a Certificate of Appreciation.</p>	<p>Mr.Keoughan</p>
I.	<p>BRAG SESSION</p> <p>Mrs. Lee reminded everyone that this is Teacher/Staff Appreciation Week. She indicated, on behalf of the DEC, that the role of the teaching and support staff is very much appreciated.</p> <p>Mrs. Lee presented, on behalf of the Northumberland/Kent Council of Home & School Association, a cheque in the amount of \$100.00 for the Science Fair.</p>	

	<p>Mrs. Lee indicated that the CUTE Awards will take place tomorrow evening at James M. Hill Memorial High School commencing at 7:00 p.m. She hoped to see everyone there.</p> <p>Mrs. Watters reported on a fundraiser at Dr. Losier Middle School in support of a fellow student who requires medical attention at the I.W.K. A mini basketball tournament was organized to raise money to help offset expenses incurred by the family.</p>	DEC
J.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 8:05 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council