

**DISTRICT EDUCATION COUNCIL  
SCHOOL DISTRICT 16**

**MINUTES**

**February 7, 2012**

**(Combined Agenda – January 10, 2012 and February 7, 2012 Meetings)**

Present: Patricia Lee, Chair  
Jody Holmes, Vice-Chair  
Kim Aridano  
Alex Loggie  
Raymond Murphy

Quentin Smallwood  
Levi Sock  
Marilyn Underhill  
Lisa Watters

Nancy Boucher, Superintendent  
Brenda Dunnett, Executive Assistant

Absent: Bev Hubbard  
Kevin McPherson

LeRoy Silliker

	<b>AGENDA ITEM</b>	<b>ACTION</b>
<b>A.</b>	<p><b>CALL TO ORDER</b></p> <p>Mrs. Lee called the meeting to order at 6:00 p.m. She welcomed everyone to the meeting, including Deidre Green from Education and Early Childhood Development in Fredericton.</p> <p>Tonight's meeting has a combined agenda to accommodate the January 10, 2012 meeting which had to be cancelled.</p>	
<b>B.</b>	<p><b>APPROVAL OF AGENDA</b></p> <p>By consensus, the agenda was approved.</p>	
<b>C.</b>	<p><b>APPROVAL OF MINUTES</b></p> <p>By consensus, the minutes of the December 13, 2011 meeting and the January 24, 2012 Special Meeting were approved.</p>	
<b>D.</b>	<p><b>INFORMATION ITEM</b></p> <p style="margin-left: 40px;"><b>i) Accountability</b></p> <p>Mrs. Lee introduced Deidre Green, Executive Director of the Accountability and Quality Assurance Branch of Education and Early Childhood Development. During her presentation, Ms. Green indicated that there are three divisions within her department – Accountability Framework, Audit Assurance, and Continual Improvement. She</p>	

	<p>explained that her department is working to develop an accountability framework to ensure that a system of measurements, monitoring and reporting is in place. She indicated that safety and student achievement are very important, and she stressed the need to have proper measures in place for these areas. Her department is available to help districts develop strategies and tools to improve the monitoring and reporting of school-raised funds, absenteeism costs, and other areas of concern. Her department also assists districts with risk management strategies in areas where there is risk - transportation, travel, payroll, purchasing, etc. She noted that although compliance is a big part of this process, the other part is being accountable to our real customers - students, families, staff and taxpayers. Mrs. Lee thanked Ms. Green for her presentation.</p>	
<p><b>E.</b></p>	<p><b>ANNUAL COUNCIL PLANNING CYCLE MONTHLY REVIEW</b></p> <p><b>i) Policy 2.1 – Leadership Style</b>  <b>ii) Policy 2.4 – Chair’s Role</b>  <b>iii) Policy 2.6 – Council Members’ Code of Conduct</b></p> <p>Mrs. Lee noted that these policies are covered on the DEC checklist that was distributed to the members.</p> <p><b>iv) Policy 1.1 – Community Communication</b></p> <p>Mrs. Lee indicated that there will be a meeting on February 8, 2012 with PSSC Chairs concerning boundary changes and amalgamation. There will also be a meeting on February 9, 2012 with principals and PSSC members of Croft Elementary School, Gretna Green Elementary School, Harkins Elementary School, Harkins Middle School, and Miramichi Valley High School regarding infrastructure.</p> <p><b>v) Policy 2.2 – Council Job Description</b></p> <p>Mrs. Lee reviewed the DEC card on governance.</p> <p><b>vi) Policy 2.7 – Communication Protocols</b></p> <p>Ms. Boucher noted that a great deal of communication has been in concert with Mrs. Lee. On January 11, 2012, they met with District Office staff prior to the Minister’s announcement about amalgamation and boundary changes. Ms. Boucher and Mrs. Lee also met with the Rexton-area school staff and conducted a separate meeting with the Rexton community at Bonar Law Memorial High School on January 17, 2012 to inform these people about the proposed amalgamation and boundary changes. As well, Ms. Boucher held another meeting with District Office staff on January 27 to bring staff up to date on amalgamation issues. She has also communicated with the media on issues relating to the proposed boundary changes and amalgamation, as well as on weather closures.</p>	<p>DEC</p>

	<p><b>vii) Policy 4.1 – Staff Treatment</b></p> <p>Ms. Boucher advised that District 16 is in compliance with this policy and with all collective agreements in place.</p> <p><b>viii) Policy 4.3 – Financial Condition</b></p> <p>Mrs. Lee distributed the financial report as of December 31, 2011. Ms. Boucher noted that Tim Dunn, Director of Finance/Administration, is very well versed in budget, and has been a great support to her. She indicated that School District 16 is in a good financial state, with sufficient funds to see the district through to the end of the fiscal year in March. In the event of a surplus, funds will be spent on the students. She noted two areas showing a deficit – Postage/Freight and Minor Repairs. The deficit in Postage/Freight is as a result of payments being made in \$5,000 contracts. The deficit in Minor Repairs is due to the fact that there is no amount budgeted and that needs are met as they arise. Council asked for a comparison to last year’s budget. It was explained that there was a two percent expenditure reduction from this year’s budget as a result of provincial requirements; however, had the budget not been reduced by two percent, District 16’s financial situation would be comparable to last year.</p> <p><b>ix) Policy 1.2 - Outstanding Volunteers</b></p> <p>Six nominations for outstanding volunteers were reported – Jill Reynolds, Sherry Blakely, Ronda Guyader, Leslie Matchett, Kari Lynn Smallwood, and Claudia Peter-Paul. Each will receive a Certificate of Appreciation.</p>	Ms. Boucher
F.	<p><b>BUSINESS ARISING FROM MINUTES</b></p> <p><b>i) Policy 2.3 – Annual Council Planning Cycle</b></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> <p><b>ii) Submissions from PSSCs re Infrastructure Review</b></p> <p>Mrs. Lee indicated that submissions were received from the PSSCs of Croft Elementary School, Gretna Green Elementary School, Harkins Elementary School, Harkins Middle School, and Miramichi Valley School, and that the submissions were emailed to Council members. There is a meeting on Thursday, February 9, at Miramichi Valley High School to meet with the principals and PSSC members of these schools to review infrastructure. Mrs. Lee noted that there is a common trend in the</p>	<p>DEC</p> <p>DEC</p> <p>Mrs. Lee</p>

	<p>schools' submissions and this will be shared with the parents at that meeting.</p> <p><b>iii) Cafeteria Services</b></p> <p>Mrs. Lee reported that a meeting was held on January 10, 2012 with Jeannie MacDonald, District Manager for Chartwells, to determine how the menu can be improved to make it more appealing to students and to have them utilizing the cafeteria services. Ms. Boucher indicated that she followed this matter up with Jeannie MacDonald to determine the process for approving the menu and to have certain things in place when the cafeteria service contracts expire in June. She would also like to ensure that there are no changes in cafeteria items throughout the year. It was mentioned that vending machines are offering choices which are not supporting Policy 711 – Healthier Foods and Nutrition in Public Schools. Principals have been asked to become familiar with Policy 711.</p> <p>A discussion followed concerning the quantity and quality of the food, the cost of the meal, and the fact that there may not be sufficient time for workers to properly prepare food, serve, and clean up. It was noted that the principal and cafeteria workers from E. W. Graham Middle School will be invited to the next DEC meeting to share how they deliver their cafeteria services and what contributes to their success.</p>	<p>Ms. Boucher</p>
<p><b>G. CORRESPONDENCE</b></p>	<p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> <li>• Christmas cards.</li> <li>• Thank you card to the DEC from Sheila Bowie.</li> <li>• Letter to John Schenkels, PSSC Chair for Harkins Middle School, from Patricia Lee, DEC Chair, with regard to a safety issue.</li> <li>• A copy of a letter to Elvy Robichaud and James Lockyer, Chairs, French Immersion Review Committee, from John McLaughlin, President, New Brunswick School Superintendents' Association regarding the entry point for Early French Immersion.</li> <li>• Memo to the PSSCs and Principals of Croft Elementary School, Gretna Green Elementary School, Harkins Elementary School, Harkins Middle School, and Miramichi Valley High School, from Patricia Lee, DEC Chair, and Laurie Keoughan, Superintendent, thanking them for their submissions regarding infrastructure review.</li> <li>• Copy of a letter to Honorable Jody Carr, Minister of Education, from Patricia Lee, DEC Chair, requesting that the schools in the Rexton and Harcourt areas remain as part of the Northern Anglophone District.</li> <li>• "Achieve" Fall 2011 magazine published by School District 2.</li> <li>• Information and registration form for the CAPSLE 2012 conference.</li> </ul>	

**H. NEW BUSINESS**

**i) FSL Update**

Mrs. Lee indicated that the FSL report has been delayed two weeks due to a death in a committee member's family. The report is expected sometime this month.

**ii) Capital Improvement List Update**

There was a brief discussion with regard to the Capital Improvement List, particularly with updating the list as we enter into amalgamation. It was noted that there are numerous items that are identified as top priorities. It was suggested that items be prioritized more tightly as District 16 enters amalgamation.

The matter of outstanding capital infrastructure items was briefly discussed. Council questioned when the item pertaining to the new school in Tabusintac could be removed from the list. It is hoped that this item can be removed as soon as construction on the new school begins, which is expected this summer.

**iii) Leadership Development Program Update**

Ms. Boucher displayed two slides as part of updating Council on the Leadership Development Program in School District 16. She noted that this has been an ongoing project with School District 15 for the past nine years. She mentioned that this program is not only for teachers who are interested in administrative positions, but for teachers who are interested in refining their leadership skills. Ms. Boucher explained the various components of the program. She noted that we are able to deliver this program in-house and that it functions very well.

**iv) Proposed Boundary Changes Update**

Mrs. Lee indicated that February 8 is the deadline for the 30-day consultation period. She sent a letter on behalf of Council to Minister Jody Carr requesting that the Rexton-area schools remain in District 16. Mrs. Lee hopes to receive the Minister's decision in the very near future. It was noted that although the Minister received a great deal of feedback, it was very difficult to access the website in order to give feedback.

Mrs. Lee felt that at the next DEC meeting, there should be more information available for discussion concerning the proposed amalgamation and boundary changes.

### v) Minister's Forum Update

Ms. Boucher and Mrs. Lee attended the Minister's Forum in Fredericton on February 4. Some of the highlights included:

- The Superintendents can continue to staff for next year as separate districts.
- Live webcasts will be held in the near future.
- Alex Dingwall, who is leading the Transition Team, is traveling to all districts and meeting with the senior management committees. Ms. Boucher reported that he visited District 16 on February 2 and met with her; Tim Dunn, Director of Finance/Administration; Anne Heckbert, Director of Human Resources; and Andrew Clark, Director of Education.

Ms. Boucher indicated a good discussion was held with Mr. Dingwall concerning amalgamation issues. Mr. Dingwall invited the senior management committee to submit a proposal for consideration when decisions are being made. Council asked that this proposal be copied to the members.

- The Transition Committee originally did not have representation from School District 16. However, Andrew Clark, Director of Education, will now be participating on this committee.
- Concerns were voiced over geography, sub-districts, etc. in relation to proposed boundary changes.
- The plan of establishment is expected by the end of March. The first task will be the hiring of the superintendent.
- July 1, 2012 is the beginning date for district amalgamations.
- Mrs. Lee is a member of the DEC Composition and Governance Committee.
- With regard to the Education Plan, the Gordon Porter Report will be communicated very soon. This will be very similar to the MacKay Report.
- There will be a process of looking at energy efficiency in schools, sexual health, and the need for a communications person in each district.

Ms. Boucher  
DEC

	<p>Mrs. Lee indicated that \$3,000 has been transferred from the Provincial DEC budget. After a brief discussion, Council agreed that money should be spent on anti-bullying initiatives. Ms. Boucher will contact principals for feedback and will report back to the Council members by email.</p>	<p>Ms. Boucher DEC</p>
<p><b>I.</b></p>	<p><b>BRAG SESSION</b></p> <p>Mr. Smallwood indicated that Beth McCarthy, Principal of Ian Baillie Primary School, was named one of 40 Outstanding Principals in Canada. She will be travelling to Toronto to receive her award and attend a five-day leadership training program at the Rotman School of Management at the University of Toronto. Mrs. Lee will send a letter to Mrs. McCarthy acknowledging her award.</p> <p>Mrs. Aridano reported that the Croft Cup was a huge success again this year. There was so much interest among the students wanting to play in this hockey tournament, that a draw was held to determine the participants. North &amp; South Esk Elementary School was the winner of the Cup this year.</p> <p>Mrs. Watters indicated that the members of the Harkins Middle School boys' basketball team were the District 16 champions this year. Harkins Middle School will be hosting the provincial tournament during the weekend of February 25.</p> <p>Ms. Boucher announced that E. W. Graham Middle School has been awarded the LEED Gold status by being a Canada Green Building. This award is based on a rating system covering various topics such as Sustainable Sites, Water Efficiency, Energy &amp; Atmosphere, Materials &amp; Resources, Indoor Environmental Quality, and Innovation &amp; Design Process. Ms. Boucher felt that a big effort on the part of the school staff has been instrumental to their achieving this award.</p>	<p>Mrs. Lee</p>
<p><b>J.</b></p>	<p><b>ADJOURNMENT</b></p> <p>Mrs. Lee adjourned the meeting at 7:40 p.m.</p>	

Respectfully submitted,

Brenda Dunnett  
Executive Assistant

Patricia Lee, Chair  
District 16 Education Council