

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
November 22, 2011**

Present: Patricia Lee, Chair
Jody Holmes, Vice-Chair
Marilyn Underhill
LeRoy Silliker
Raymond Murphy
Alex Loggie

Quentin Smallwood
Bev Hubbard
Levi Sock
Lisa Watters
Kevin McPherson

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: Kim Aridano
Andrew Donovan

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 7:20 p.m. She welcomed Stacey Brown, Administrative Manager to the District Education Councils, and Stacey Foster, reporter from the Miramichi Leader.</p> <p>Mrs. Lee also introduced Brenda Dunnett who has been selected for the interim appointment of Executive Assistant to the Superintendent to replace Sheila Bowie who will be retiring. It was noted that Mrs. Dunnett was in attendance as an observer.</p>	
B.	<p>APPROVAL OF AGENDA</p> <p>One item was added to the agenda under H) New Business, iv) Resignation of DEC Member (In Camera). By consensus, the agenda was approved as amended.</p>	
C.	<p>APPROVAL OF MINUTES</p> <p>By consensus, the minutes of the October 25th, 2011 meeting were approved.</p>	
D.	<p>INFORMATION ITEM</p> <p style="margin-left: 40px;">i) Crisis Response</p> <p>Connie Daley presented on Crisis Response. She described the district model of crisis response and briefly touched on the role of the school-</p>	

	<p>based and district-based crisis response teams. She outlined the preparations and plans that the schools get ready, i.e. crisis response kit, crisis response manual, calling tree, school plan, alternate site, etc. As well, she went over a sample procedure following a crisis. Ms. Daley circulated a handout on “Developmental Stages of Understanding Death”. She noted that this is only a general guideline as the differences in ages and stages of development factor into how children perceive and understand death. Reference was also made to a couple of brochures that are available, “A Parent Guide For Assisting Children Coping with Grief” and “Crisis Response Plan – Guide for Classroom Teachers”. Mrs. Lee thanked Ms. Daley for her presentation.</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 2.2 – Council Job Description</p> <p>Mrs. Lee reviewed the DEC card on governance. Council members were in agreement that they were in compliance with this policy.</p> <p>v) Policy 4.1 – Staff Treatment</p> <p>Mr. Keoughan noted that this policy pertains to dealings with staff and volunteers. He indicated that he met recently with an employee with regards to rights under Policy 701.</p> <p>vi) Policy 1.2 – Outstanding Volunteers</p> <p>Five nominations for outstanding volunteers were reported – Norma McGregor, Michelle MacDonald, Christine O’Neill, Darlene Barry, and Tammy Peterson. Each will receive a Certificate of Appreciation.</p>	<p>Mr. Keoughan</p>
<p>F.</p>	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) Length of DEC Meetings</p> <p>It was noted that over the past year, the DEC meetings have run quite late. At the last meeting, council members were asked to think about possible ways to reduce the length of meetings. There was a consensus that, beginning with the next meeting, the informal session will commence at 5:00 p.m., followed by the regular meeting at 6:00 p.m.</p>	<p>DEC</p>

	<p>Reference was made to the last DEC meeting being held at Eleanor W. Graham Middle School. It was suggested that the DEC should try to schedule one meeting per year in other areas of the district so that members can become familiar with the whole district and the distances travelled.</p> <p>ii) Minister's Excellence in Teaching Awards</p> <p>Mrs. Lee advised that the Minister's Excellence in Teaching Awards were held in Fredericton on November 19th. She indicated that all districts were well represented, and it was a great way to recognize those individuals. She noted that Bob Gillis was the District 16 recipient of this award. Videos of those honored will be available on the portal.</p> <p>iii) Update on Meeting with PSSCs on Infrastructure Review</p> <p>Mrs. Lee advised that the meeting with the five invited Parent School Support Committees took place last evening. She noted that the PSSCs were well represented. She informed them that the DEC must submit a five year infrastructure plan to the Department of Education in the not too distant future. She asked for input pertaining to the future of infrastructure of their schools, requesting that they think outside the box as they prepare their vision. The PSSCs were in agreement that they would like to go back to their groups for further discussion and submit their ideas to the DEC by December 12th so that they could be reviewed at the December 13th DEC meeting. She noted that a further meeting with the PSSCs would be arranged for early January, 2012. Mrs. Lee and Mrs. Bowie will draft a memo to PSSCs outlining these details.</p> <p>iv) Update on Hiring of the Superintendent (In Camera)</p> <p>By consensus, council went in camera. Upon their return to regular session, IT WAS MOVED BY Lisa Watters, seconded by Jody Holmes, that the name of the candidate, selected by majority vote of the hiring committee, be forwarded to the Minister for approval. MOTION CARRIED.</p>	<p>Mrs. Lee</p> <p>Agenda</p> <p>Mrs. Lee Mrs. Bowie</p> <p>Mrs. Lee</p>
<p>G. CORRESPONDENCE</p>	<p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Letter to parents from Patricia Lee, Chair, and Lawrence Keoughan, Superintendent, regarding the Youth Health Services. • Memorandum to Parent School Support Committees and school principals of Croft Elementary, Gretna Green Elementary, Harkins Elementary, Harkins Middle, and Miramichi Valley High Schools from Patricia Lee and Lawrence Keoughan regarding the 	

	<p>infrastructure review.</p> <ul style="list-style-type: none"> • Letter to Janet Gallagher, Office of the Comptroller, from Lawrence Keoughan regarding the action plan in response to the recommendations contained in the Internal Auditor's Report for 2010-11. • A copy of the PSSC Budget Expenditure Plan from Miramichi Valley High School. 	
<p>H. NEW BUSINESS</p>	<p>i) Minister's Forum Update</p> <p>Mrs. Lee noted that the Council of DEC Chairs met on November 18th in Fredericton. Some points of interest included:</p> <ul style="list-style-type: none"> • Work is continuing on the on-line PD modules. Stacey will provide an update later in the meeting. • The DEC will receive a transfer of \$3,000.00 from the provincial DEC budget. • Jeannine St. Armand was elected chair and Marty Forsythe, vice-chair. They will continue to meet with the Deputy Minister and Assistant Deputy Minister on their behalf. • The draft framework for the superintendent's evaluation is ready for review. Mrs. Bowie will send it to council members by e-mail tomorrow. She noted that the goal is to standardize and get consensus on the process. Mrs. Lee requested that any comments or suggestions be sent to her by e-mail. <p>Mrs. Lee indicated that the Minister's Forum was held on November 19th. Some of the highlights included:</p> <ul style="list-style-type: none"> • Provincial Education Plan – Mrs. Bowie will e-mail the draft framework, which is currently under embargo, to council members in the morning. Mrs. Lee asked that council members send any comments to her. • Deirdre Green made a presentation on Common Operational Policies. Mrs. Lee indicated that Ms. Green would be willing to come to the district to discuss the financial audit. She suggested inviting her to make a presentation at a DEC meeting early in the new year. • Budget – The process is to begin earlier because of the government renewal decisions, which are expected in January or early February. • There was a brief discussion on Policy 711 – Healthier Foods and Nutrition in Public Schools. Mrs. Lee noted that nothing was decided. • The next Minister's Forum is scheduled for February 4th. 	<p>Mrs. Bowie DEC</p> <p>Mrs. Bowie DEC</p> <p>Mrs. Lee</p>

	<p>Following Mrs. Lee's report, there was a brief discussion on cafeteria services, and council requested that this item be added to the agenda for the December 13th meeting.</p> <p>ii) Assessment Results</p> <p>Mr. Keoughan provided an overview of the 2011 provincial assessment results in Literacy (Grades 2 and 4), Literacy FI (Grades 4 and 10) and Numeracy (Grades 5 and 8). He indicated that the district is above the provincial average in all areas with the exception of Grade 10 Literacy FI (Writing). He noted that strategies have already been put in place to target this area. The district improvement plan will be updated to reflect these results.</p> <p>iii) Provincial DEC Update – Stacey Brown</p> <p>Stacey Brown provided an update on the status of the development of on-line PD modules for DEC members. She noted that the DEC and PSSC handbooks are under review. She is also seeking input on PSSC training and having resources developed for same. Ms. Brown indicated that a new DEC NB website is being established. She noted that new content has been drafted and is being reviewed. The hope is that the website will be ready in December. Information on the DEC elections will also be available on the website prior to the election in May, 2012. Discussions have begun on how to promote awareness of the elections. She indicated that there is a need to try to reduce the number of appointed positions. Ms. Brown mentioned that she has been involved in consolidating the information for the draft framework for the superintendent's evaluation. She indicated that the Minister will be sending the draft framework of the provincial education plan to all DEC members, and that the superintendents should have another draft document to review in February. She also made reference to a conference call that will be scheduled for January or February on government renewal decisions. Mrs. Lee thanked Ms. Brown for the provincial DEC update.</p> <p>iv) Resignation of DEC Member (In Camera)</p> <p>Council went in to a brief in camera session. Upon their return to regular session, the meeting resumed.</p>	<p>Agenda</p> <p>Mr. Keoughan</p>
<p>I.</p>	<p>BRAG SESSION</p> <p>Mr. Silliker reported that North & South Esk Regional School has a new female hockey team. He noted that this is a first for NSER.</p> <p>Mr. Murphy indicated that he will be the DEC liaison with the PSSC for</p>	

	<p>Bonar Law Memorial and Rexton Elementary Schools and Mr. McPherson will serve in that capacity for Harcourt and Eleanor W. Graham Middle Schools.</p> <p>Mr. Murphy noted that he was totally amazed and impressed with the Bonar Law PSSC. He indicated that it was great to see how well this group interacted and how enthusiastically they discussed a range of ideas.</p> <p>Mrs. Watters indicated that she attended a small ball event at Gretna Green Elementary on Saturday. She was impressed by the group of dads that had gathered to build a rink. She stressed the importance of preserving the parent involvement in our schools.</p> <p>Mr. McPherson reported that a fundraiser was held at the Legion to raise money for the hot lunch program at Harcourt School. A total of \$1,800.00 was raised.</p> <p>Alex Loggie noted that there will be a musical production of A Christmas Carol at James M. Hill Memorial High School on December 2 through to December 5 commencing at 7:00 p.m. each evening. Tickets are on sale at Jean Coutu or you can purchase a ticket from Alex.</p> <p>Mr. Keoughan advised that the 2nd annual Showcase of Word & Song will take place at James M. Hill Memorial High School on December 7th from 4:30 – 6:30 p.m. He noted that this format was introduced last year as a move to keep the focus more child-centered. This event replaced the Christmas Open House at District Office.</p>	<p>DEC</p> <p>DEC</p>
J.	<p>ADJOURNMENT</p> <p>The meeting adjourned at 9:05 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council