

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
October 25, 2011
Eleanor W. Graham Middle School**

Present: Patricia Lee, Chair
Jody Holmes, Vice-Chair
Marilyn Underhill
Andrew Donovan
Kim Aridano

Lisa Watters
Bev Hubbard
Levi Sock
Raymond Murphy
Kevin McPherson

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: LeRoy Silliker
Alex Loggie

Quentin Smallwood

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 7:15 p.m.</p>	
B.	<p>APPROVAL OF AGENDA</p> <p>The following changes/additions were made to the agenda. Item F) vi) Process for Hiring of the Superintendent will be done in camera. Two items were added to the agenda – under F) Business Arising from Minutes, viii) Youth Health Services – Communication to Parents and under H) New Business, iii) Superintendent’s Retirement Celebration. It was further requested that Item F) vi) Process for Hiring of the Superintendent be moved to after D) Information Item, i) Early Adopter Schools. By consensus, the agenda was approved as amended.</p>	
C.	<p>APPROVAL OF MINUTES</p> <p>By consensus, the minutes of the September 13th, 2011 meeting were approved.</p>	
D.	<p>INFORMATION ITEMS</p> <p style="margin-left: 40px;">i) Early Adopter Schools</p> <p>Rick Hayward and Joey Savoy began their presentation by introducing colleagues from the Netherlands who were visiting District 16 to learn</p>	

	<p>about how online resources and social media are being used in our district to enhance student learning. It was noted that District 16 is involved with over 50 national and international collaborations. The presenters provided an update on the Demonstration School pilot in District 16. They provided details of the research questions and professional development sessions in each of the three Demonstration Schools – Blackville, Eleanor W. Graham Middle, and James M. Hill Memorial Schools. They noted that, thus far, the pilot has been highly successful. They credited that success to the engagement and interest demonstrated by the administrators and teachers at each of the Demonstration Schools. They do anticipate challenges as the project unfolds throughout the year, but also believe that by working closely with the provincial, district, and school teams, they will be able to successfully meet those challenges. They provided examples of the types of professional development that they are currently presenting at each school. Time is also being spent on making students and teachers aware of copyright issues, of platforms available for copyright free material and of research resources. Samples of blogs that are currently being piloted were also reviewed. It was noted that blogs provide teachers with specific data as to when students are responding to online issues, as well as providing a readily accessible tool to the quality of work being done by those students. Mrs. Lee thanked Mr. Hayward and Mr. Savoy for a very informative presentation.</p> <p>Previously the Parent School Support Committee of Eleanor W. Graham Middle School had requested that the gymnasium be named in memory of the late Nora Wilson. At that time, council agreed to provide the plaque, which Mrs. Lee presented to Danial Scully, the principal. She noted that Winnie Wilson, Nora’s mother, provided the picture for the plaque. Mrs. Lee indicated that Nora was a dedicated parent and will certainly be missed in the community. Nora was one of the key players in getting the expansion for the gym.</p>	
<p>F.</p>	<p>BUSINESS ARISING FROM MINUTES</p> <p>vi) Process for Hiring of the Superintendent</p> <p>By consensus, council went in camera. Upon their return to regular session, Mrs. Lee advised that the DEC is now ready, with help from Lise LaForge, Human Resources Branch at the Department of Education (by phone), to start the process for the hiring of the superintendent.</p> <p>IT WAS MOVED BY Lisa Watters, seconded by Raymond Murphy, that the District Education Council will have a committee of the whole for the hiring of the superintendent. MOTION CARRIED. There was also consensus that the process would consist of an in-basket, a presentation,</p>	

	<p>and an interview. The DEC will meet on November 1st at 6:00 p.m. at the District 16 Office to shortlist and to look at in-basket activities.</p> <p>It was noted that council members were asked to sign a confidentiality form. The applications were then opened, and the names of the applicants were recorded on a summary sheet. Council members were asked to declare any conflict of interest within twenty-four hours. Mrs. Lee will notify those members, who are absent tonight, that they will have to sign the confidentiality form prior to their taking part in the interview process.</p>	<p>DEC</p> <p>Mrs. Lee</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 1.1 – Community Communication</p> <p>Mrs. Lee advised that she and Mr. Keoughan met with Mrs. D. Keane after the last meeting to discuss the Youth Health Services communication to parents. She noted that a memo was sent to the Parent School Support Committees asking if they needed PSSC training. As well, Mrs. Lee will contact Charlene MacKenzie, reporter at the Miramichi Leader, to answer any questions about this evening’s agenda since she was unable to attend in person.</p> <p>v) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee reviewed the DEC card.</p> <p>vi) Policy 2.7 – Communication Protocols</p> <p>Mr. Keoughan advised that the established protocols with regard to various stakeholders are being followed.</p> <p>vii) Policy 4.3 – Financial Condition</p> <p>Mr. Keoughan circulated a copy of the financial report as of September 30, 2011. He noted that the district is now half way through the fiscal year. He made reference to the two deficit items (Minor Repairs and Special Projects), and explained why they are in the deficit. He also indicated that the government will be reimbursing the districts, beyond the budget given to them, for the escalation in fuel costs.</p>	<p>Mrs. Lee</p>

	<p>Mr. Keoughan will follow-up on a question regarding intervention support in one of the schools.</p> <p>viii) Policy 1.2 – Outstanding Volunteers</p> <p>No nominations for outstanding volunteers were reported.</p>	Mr. Keoughan
F.	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) Policy Review Follow-up</p> <p>Mrs. Lee indicated that at the last meeting, council members were asked to e-mail her if they had any issues pertaining policies. She noted that no e-mails were received.</p> <p>Mrs. Underhill asked for an opportunity to look at ways to reduce the length of the DEC meetings. It was agreed to add this item to the next agenda. Council members were asked to think about possible suggestions.</p> <p>ii) District Improvement Plan</p> <p>Mrs. Lee advised that council members were asked to review the document, and provide any feedback or suggestions by e-mail. She noted that none were received. Mr. Keoughan indicated that modifications were made to numeracy and literacy achievement percentages. Council members requested that the revised document be sent to them electronically.</p> <p>iii) Minister’s Excellence in Teaching Award (In Camera)</p> <p>Council went in to a brief in camera session to provide Mr. Keoughan with an opportunity to reveal the name of the individual, chosen by the Selection Committee, for this award. Upon their return to regular session, the meeting resumed.</p> <p>iv) Date to Meet with PSSCs re Infrastructure Review</p> <p>Mrs. Lee made reference to the letter from the Minister of Education indicating that the DEC must develop a five year school infrastructure plan. She noted that a memo has already been sent to the PSSCs/principals of Croft Elementary, Gretna Green Elementary, Harkins Elementary, Harkins Middle, and Miramichi Valley High Schools advising them that the DEC would like to begin conversation on the future of the infrastructure of these schools at a date to be determined at tonight’s meeting. After a brief discussion on the process and approach,</p>	<p>Agenda DEC</p> <p>Mrs. Bowie</p>

<p>council set a tentative meeting date for November 15th at 7:00 p.m. at Miramichi Valley High School (at a location to be determined).</p> <p>v) PSSC Budget Expenditure Plan</p> <p>Mrs. Lee advised that Miramichi Valley High School's PSSC Budget Expenditure Plan has now been received. After reviewing the document, IT WAS MOVED BY Jody Holmes, seconded by Lisa Watters, that the PSSC budget funds be released to Miramichi Valley High School. MOTION CARRIED.</p> <p>Mrs. Lee noted that Tim Dunn, Director of Finance/Administration, has been invited to next informal meeting to provide some suggestions on monitoring the PSSC budget.</p> <p>vi) Process for Hiring of the Superintendent (In Camera)</p> <p>This item was moved to after D) Information Item, i) Early Adopter Schools.</p> <p>vii) Sports Levels</p> <p>Mr. Keoughan provided the following comments from Rob Woodburn, Athletic Director at Bonar Law Memorial School, on the impact of the various sports levels on smaller rural schools:</p> <ul style="list-style-type: none"> • He felt that the new classifications were done because a few schools complained that they were not able to compete for championships as they were being bumped up. • He was in agreement that there were a lot of schools competing in the AA and AAA leagues and that a third league was needed, but in the process, a lot of teams were lost in the East. On top of that, schools can request to play in the next highest classification in a particular sport without the whole school having to compete. • He also noted that if there are not enough teams to have a separate classification, teams must compete in the next highest. Sometimes, depending on the sport, there is only one classification that all the schools in the province compete in. • It all comes down to travel. <p>Council members were asked to e-mail Mr. Keoughan if they had any further questions.</p> <p>viii) Youth Health Services – Communication to Parents</p> <p>After several modifications, Mrs. Lee presented the draft letter to parents</p>	<p>DEC</p> <p>Mr. Keoughan</p> <p>DEC</p>
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	<p>with regard to the Youth Health Services. Some discussion ensued whereby there was consensus on some further changes. Council requested that the final version be sent to them electronically prior to it going home to parents.</p>	Mrs. Bowie
G.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Copy of the letters to the Members of Legislative Assembly from the Hon. Jody Carr, Minister of Education and Early Childhood Development, on the review of sub-district boundaries. • Letter to Yves King, Teacher Certification Registrar, from Patricia Lee, Chair, submitting a name to the list of DEC representatives for the Appeal Board on Teacher Certification. • Letter to Patricia Lee, Chair, from the Newfoundland and Labrador School Boards Association regarding the Atlantic Conference for School Boards. • Letter to Patricia Lee, Chair, from Janet Gallagher, Comptroller, regarding an action plan to address the recommendations contained in the Internal Auditor's Report. • Letter to Lawrence Keoughan, Superintendent, from Patricia Lee, Chair, accepting his retirement. • Memorandum to MVHS PSSC and Shawn Wood, Principal, from Patricia Lee, Chair, and Laurie Keoughan, Superintendent, regarding their PSSC Budget Expenditure Plan. • Memorandum to Parent School Support Committees and school principals from Patricia Lee and Laurie Keoughan regarding the PSSC Budget. • MVHS Budget Expenditure Plan. 	
H.	<p>NEW BUSINESS</p> <p>i) Internal Auditor's Report – 2010-2011</p> <p>A copy of the 2010-11 Internal Auditor's Report was circulated to each council member. It was noted that the Office of the Comptroller is requesting a response and action plan to address the recommendations in the report. Mr. Keoughan briefly went over the action plan. Council requested that this document be forwarded to Office of the Comptroller.</p> <p>ii) DEC Representative on PSSCs</p> <p>Mrs. Lee asked if council members were comfortable with the schools they represent. She encouraged them to attend PSSC meetings if they are able to do so. With regard to Zone A, Mr. Murphy and Mr.</p>	<p>Mr. Keoughan</p> <p>Mr. Murphy/ Mr. McPherson</p>

	<p>McPherson will determine which schools they wish to represent, and relay the information to Mrs. Bowie. Mrs. Lee also asked council members to let Mrs. Bowie know if they have not been contacted by their schools regarding PSSC meetings and she will follow-up with the school.</p> <p>iii) Superintendent's Retirement Celebration</p> <p>Mrs. Lee advised that the superintendent's retirement celebration will take place on Wednesday, November 16th, at 6:30 p.m. at the Miramichi Curling Club. She noted that the tickets are \$25.00 each and will go on sale soon.</p>	<p>DEC Mrs. Bowie</p> <p>DEC</p>
<p>I.</p>	<p>BRAG SESSION</p> <p>Mr. Murphy reported that the nurse practitioner from Elsipogtog is now offering the Youth Health Services at Bonar Law Memorial School. He noted that equipment was obtained from the old Rexton Community Health Center.</p> <p>Mrs. Watters advised that the Croft Home & School, along with the Croft Drama Club, will present their second annual "Spooktacular" on October 28 and 29 in their Forest Classroom. She asked that council member check the Croft website for more information.</p> <p>Mrs. Watters advised that a middle school soccer jamboree was held at Dr. Losier Middle School.</p> <p>Mrs. Lee reported that Tyson Theriault's World Issues class at James M. Hill Memorial School raised money for a well in India. She showed a picture of the well, and noted the sign next to it which read "Donor – James M. Hill Memorial High School, NB". Mr. Theriault and the students are to be commended for their efforts. JMH will also be receiving a commemorative plaque.</p> <p>Mr. Murphy made reference to the tonight's presentation by Mr. Hayward and Mr. Savoy, and indicated that we should be proud of what is taking place in the district. No matter how big or small the school, the school leadership is evident.</p> <p>Mr. Keoughan indicated that Bell Aliant and the Downtown Pumpkin Fest have contributed \$1,000 and \$2,059, respectively, to the District 16 Breakfast Program. He noted that the Miramichi Fire Department is also raising money for this cause.</p>	<p>DEC</p>

J.	ADJOURNMENT The meeting was adjourned at 10:20 p.m.	
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Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council