

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
September 13, 2011**

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

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

	AGENDA ITEM	ACTION
A.	<p>CALL TO ORDER</p> <p>Mrs. Lee called the meeting to order at 7:20 p.m. She welcomed everyone back. She noted that, starting with tonight's meeting, DEC members will use a laptop and will try to go as paperless as possible.</p>	
B.	<p>SWEARING IN CEREMONY</p> <p>Solicitor George Martin officiated over the swearing in of Kevin McPherson (Zone A) and the declaration of Alex Loggie (student representative) as new members of the District 16 Education Council.</p> <p>Mrs. Lee introduced Andrew Clark, the new Acting Director of Education.</p>	
C.	<p>APPROVAL OF AGENDA</p> <p>One item was added to the agenda under l) New Business, v) Minister's Excellence in Teaching Award. By consensus, the agenda was approved as amended.</p>	
D.	<p>APPROVAL OF MINUTES</p> <p>By consensus, the minutes of the June 14th, 2011 meeting were approved.</p>	

<p>E. INFORMATION ITEMS</p>	<p>i) Youth Health Services – Communication to Parents</p> <p>Diana Daley, Public Health Nurse, addressed the DEC on the Youth Health Services Program provided for students of James M. Hill Memorial High School, North & South Esk Regional School, Blackville High School and Miramichi Valley High School from January through June, 2011. Of the 221 cases she dealt with, only three pertained to issues other than sexual health. Mrs. Daley provided clarification on the services offered. She noted that counselling was provided for all services (i.e. referrals, condom distribution, pregnancy testing, STI testing, etc.), and student confidentiality was maintained. Throughout the presentation, opportunity was provided for a variety of questions. As the Youth Health Services program continues with its implementation, more statistical data will be provided (i.e. reduction in teen pregnancy), an expanded effort will be made to engage parents more, and Parent School Support Committees will be apprised of the program goals and objectives.</p> <p>Mrs. Lee advised that a communiqué will be going out to parents in the not too distant future. She noted that it is important that parents understand what services are being offered.</p> <p>Mrs. Lee thanked Mrs. Daley for a very informative presentation.</p> <p>ii) Guidance</p> <p>Connie Daley addressed the group on guidance. She briefly discussed the curriculum document, a K-12 comprehensive, developmental guidance model, delivered to all students to help build and develop the skills to solve problems. It touches on three areas – Personal Development, Lifelong Learning, and Career Exploration. She noted that this curriculum is being updated and that she sits on the provincial committee, which will look at the curriculum as well as the suicide prevention program, “Let’s Live”. Ms. Daley also explained the role of guidance counsellors; that it was less career counselling and more personal counselling. It was noted that District 16 has made it a priority to keep the guidance support at the elementary level. She presented a handout on the Comprehensive and Developmental School Counselling Program, which described the four pillars of guidance – guidance curriculum, individual planning, responsive services, and program support. She noted that the percentage of time spent on each area differs for elementary, middle and high school. She also circulated a list of bullying programs offered in the district. Mrs. Lee thanked Ms. Daley for her presentation.</p>	<p>Mrs. Lee/ Mr. Keoughan</p>
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	<p>iii) Writing Traits</p> <p>Elizabeth Price, Grades 3-12 Literacy Clinician, discussed the six traits of good writing: ideas, organization, voice, word choices, sentence fluency, and conversations. The role of educators, the use of appropriate assessment practices, and establishment of a suitable vocabulary for writers, were each developed in terms of reaching the goal of good writing. Draft pieces of writing were used by the presenter to illustrate the message being articulated to the DEC members. Ms. Price concluded her presentation with a reminder that the development of the writing process takes patience and time. Mrs. Lee thanked Ms. Price for her presentation.</p> <p>iv) Policies to be Reviewed</p> <p>Mrs. Lee advised that it was that time again to review the policies that govern them. Notations were made on those which have not been updated on the district website. Council requested a review of the DEC policies and district regulations currently on the website to ensure that the most recent version is posted. Council members were asked to contact Mrs. Lee, prior to the next meeting, if they had any issues pertaining to the policies. Any issues will be dealt with at that time. She also noted that council evaluates the superintendent's performance through the policies that are currently in place.</p>	Agenda
F.	<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>With regard to Policy 2.4 – Chair's Role, Mrs. Lee highlighted the following:</p> <ul style="list-style-type: none"> • Government Renewal Project – the DEC chairs attended a meeting on August 23rd for an update. • Sub-district Boundary Review – The regulation should be posted by now for a 30 day period. Once posted, the districts will be advised that it is up for comments and review. After the 30 days, Cabinet approval will be sought. DEC's will be notified by the end of October/early November if the changes have become official. • The Department is looking at standardizing the superintendent's evaluation. She advised that Stacey Brown, DEC Manager, will be reviewing current practices and the goal is to have some 	

	<p>recommendations by November.</p> <ul style="list-style-type: none"> The Minister of Education would like to visit District Education Councils and schools in each district. Council indicated that they would welcome the opportunity for him to come to District 16. <p>iv) Policy 2.2 – Council Job Description</p> <p>Mrs. Lee reviewed the DEC card, and explained that this is how governance works.</p> <p>v) Policy 4.4 – Emergency Superintendent Succession</p> <p>Mr. Keoughan indicated that the policy has not changed, but the individual in the role of Director of Education has changed. Andrew Clark will now serve in that capacity having replaced Richard Walsh who has retired.</p> <p>vi) Policy 4.7 – Complaints</p> <p>Mr. Keoughan advised that the procedures are in place for handling Policy 701 and 703 complaints. He noted the usual bussing and student placement issues with school start up. As well, there has been an issue pertaining to the introduction of the Youth Health Services.</p> <p>Mrs. Lee indicated that it is the DEC’s role to ensure parents understand the protocol for dealing with issues/complaints. PSSCs should be reminded that parents should address any issue with the teacher first, then the principal, and then District Office. This provides all stakeholders with an opportunity to be involved.</p> <p>vii) Policy 1.2 – Outstanding Volunteers</p> <p>There were no nominations for outstanding volunteers.</p> <p>Mr. Keoughan noted that Bell Aliant Pioneers donated 30 backpacks filled with school supplies. These have been distributed to needy children in the elementary schools. With regard to the District 16 Breakfast Program, Mr. Keoughan indicated that Bell Aliant Pioneers are interested in providing some level of support and the Miramichi Fire Department are fundraising for the cause. Council would like to be kept informed of the progress.</p>	<p>Mrs. Lee</p> <p>Mr. Keoughan</p>
<p>G.</p>	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) Report on Audit of Student Activity Vehicles</p> <p>Mr. Keoughan reported that audits were completed on four schools (Dr.</p>	

<p>Losier Middle School, Bonar Law Memorial School, James M. Hill Memorial High School, and Miramichi Valley High School) in June, 2011. All schools were audited for compliance with District Regulation 501 and Department of Education Policies 512 and 513. The audits were completed by interviewing each school's administration and inspecting the school vehicles, where applicable. He noted that schools with activity vehicles are maintaining the vehicles as required and all are kept in excellent mechanical condition. In all schools, activity bus drivers have been properly trained and licensed. He also indicated that there is a need to have more volunteers with First Aid training.</p> <p>ii) Multi-Year Infrastructure Plan</p> <p>Mrs. Lee made reference to the Hon. Jody Carr's response to the DEC's letter advising him of the completion of the sustainability review of schools in Miramichi East as per Policy 409. The Minister indicated that the school district must develop and submit a five year school infrastructure plan to be completed in a timely fashion. She noted that the DEC needs to begin discussions with the Parent School Support Committees and schools in this regard.</p> <p>In the letter, the Minister also requested that the DEC identify the cost benefits of why the District Office should be moved to James M. Hill Memorial High School from the current location. It was noted that the original request was for the Department of Education to do a feasibility study on such a move. Mrs. Lee indicated that this could be added to the infrastructure plan.</p> <p>iii) DEC Budget</p> <p>Mrs. Lee noted that the DEC previously talked about doing its part by contributing to the district's budget reduction plan. IT WAS MOVED BY Lisa Watters, seconded by Andrew Donovan, that the District Education Council reduce its budget by 10%. MOTION CARRIED.</p> <p>Council reviewed the DEC budget. Mrs. Lee indicated that the DEC would have little left after providing for a 10% funding reduction, the allocation of funds to the PSSCs, the coverage of expenses to date, and the projected costs of expenses related to future meetings.</p> <p>Council was provided with a summary of the PSSC budget expenditure plans for 2011-12 submitted by the schools. Concern was expressed about PSSC money being used for cell phones. As well, it was noted that one school did not submit a budget expenditure plan. Council requested that a letter be sent to all schools informing them that their PSSC budget would be withheld pending receipt of their plan by the DEC.</p>	<p>DEC</p> <p>Mr. Keoughan</p> <p>Mrs. Lee</p>
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	<p>Council also looked over possible scenarios on the criteria for the PSSC budget to determine whether to keep the status quo or make a change. After a brief discussion, IT WAS MOVED BY Lisa Watters, seconded by Andrew Donovan, that the criteria for the PSSC budget (\$3.00/pupil with a minimum of \$500) remain the same, and that 10% of the budget be held back, with a review to take place in December. MOTION CARRIED. Council requested that the PSSCs be advised to stay within their budget. They would also like to see more accountability, and will request a more detailed report from each school on their expenditures. It was suggested that the Director of Finance/Administration may have some suggestions on how to obtain the type of report that the DEC is seeking.</p> <p>iv) Update on St. Andrews Elementary School</p> <p>Mr. Keoughan reported that the work to St. Andrews Elementary School was tendered in two parts – to provide site improvements (including re-grading around the school and the addition of a drainage system), and repairs to the exterior and interior walls. The work was completed in time for school opening. He also noted that the principal reported a smooth opening, and the parental feedback has been positive.</p>	<p>Mr. Keoughan</p> <p>Mrs. Lee</p> <p>Mr. Keoughan</p>
<p>H. CORRESPONDENCE</p>	<p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Letter to the Honorable Jody Carr, Minister of Education, from Patricia Lee, Chair, regarding District 16's priorities under the Capital Construction Program for 2012-13. • Letter to the Rotary Club of Chatham from Patricia Lee, Chair, re the District 16 Turnaround Achievement Awards. • Letter to Patricia Lee, Chair, from the Hon. Jody Carr, Minister, regarding the completion of the sustainability review of schools in Miramichi East. • Copy of a letter to Kevin McPherson from the Hon. Jody Carr, Minister, confirming his appointment to the DEC. • Letter to David Theriault, Dairy Queen Brazier Food, from Patricia Lee, Chair, thanking him for donating the lunch for the end-of-year meeting of the Interact Club. • Letter to Patricia Lee, Chair, from the Hon. Jody Carr, Minister, regarding the latest developments on the repairs to St. Andrews Elementary School. • Letter to Patricia Lee, Chair, from the Hon. Jody Carr, Minister, regarding District 16's priority list under the Capital Construction Program. • Education Outline – June 2011 • Education Dropout Statistics • A letter to Patricia Lee, Chair, from Yves King, Teacher 	

	<p>Certification Registrar, regarding the Appeal Board on Teacher Certification. Mrs. Lee asked if anyone would be interested in having their name added to the list of DEC representatives willing to sit on this committee, and Mr. Murphy agreed to let his name stand. By consensus, council asked that Mr. Murphy's name be submitted on behalf of the District 16 DEC.</p> <p>Mr. Keoughan, Mrs. Bowie, and Alex Loggie left the room while council went in to a brief in camera session to discuss the contents of one of the letters in the correspondence file. Upon their return to regular session, Mrs. Lee indicated that the superintendent has stated his intention to retire effective December 31, 2011. Mrs. Lee indicated that council accepted his letter with regret. She thanked him for his service and wished him well on a happy, healthy retirement. She noted that the DEC will begin the hiring process and hoped that the new superintendent would be in place by December 1st so that Mr. Keoughan could help with the transition.</p>	<p>Mrs. Lee</p> <p>Mrs. Lee</p>
<p>I.</p>	<p>NEW BUSINESS</p> <p>i) Election of Chair and Vice-Chair</p> <p>Mrs. Lee vacated the chair position, and Mr. Keoughan assumed the role to conduct the election of the chair and vice-chair for the 2011-12 school year.</p> <p>Mr. Keoughan asked for nominations for the position of chair. Mrs. Hubbard nominated Patricia Lee, and she agreed to let her name stand. Mr. Keoughan asked if there were any other nominations, and none were put forth. Mrs. Lee was declared chair by acclamation.</p> <p>Mr. Keoughan asked for nominations for the position of vice-chair. Mr. Donovan nominated Raymond Murphy, and he agreed to let his name stand. Mrs. Watters nominated Jody Holmes, and he accepted the nomination. Mr. Keoughan asked if there were any more nominations, and none were put forth so he proceeded with an election by secret ballot. After the ballots were tallied, Mr. Holmes was declared vice-chair. Council requested that the ballots be destroyed.</p> <p>ii) Opening Day</p> <p>Mr. Keoughan reported that opening day at James M. Hill Memorial High School was very successful. He indicated that the focus of the morning was on kids, and in line with that, high profile projects were presented by students and teachers followed by panel discussions on the projects. In the afternoon, a variety of sessions were offered. Mr. Keoughan thanked</p>	<p>Mrs. Bowie</p>

<p>Charlene MacKenzie for the excellent article in the Miramichi Leader. Mr. Keoughan highlighted the following start-up features: staggered kindergarten entry, Boomerang Program at all high schools, and the WEB program at grade six. He also indicated that there were the usual issues with transportation and last minute transfers.</p>	
<p>iii) Update on Provincial Committees</p>	
<p>Mrs. Lee made reference to an invitation from Minister Jody Carr to attend a “stakeholders’ summit” on the Government Renewal Project on September 29. Mrs. Lee, Mr. Holmes, and Mr. Murphy indicated that they will be attending this event.</p>	<p>Mrs. Lee Mr. Holmes Mr. Murphy</p>
<p>iv) District Improvement Plan</p>	
<p>Mrs. Lee asked council members to review the District Improvement Plan prior to the next meeting for discussion at that time. She requested feedback or suggestions, by e-mail, on the format of the document, and requested that all members be copied. She also noted that the DEC has a few responsibilities in the plan – the District 16 Education Council Communication Update to Parent School Support Committees and the Parent Symposium. Council will have to decide if they want to continue with these strategies.</p>	<p>Agenda DEC DEC</p>
<p>Mrs. Lee reminded everyone that the October 25th DEC meeting will be held at the Eleanor W. Graham Middle School in Rexton starting with the informal session at 6:00 p.m. As well, she noted that a tour of the school will be arranged. Anyone wishing to car pool was asked to meet at the District Office at 5:00 p.m. for departure at 5:10. Council requested that the directions be sent to them.</p>	<p>DEC Mr. Keoughan</p>
<p>Mrs. Underhill requested that “Sports Levels” be added to the next agenda. By consensus, council agreed to put this item on the agenda.</p>	<p>Agenda</p>
<p>v) Minister’s Excellence in Teaching Award</p>	
<p>Mr. Keoughan advised that the Premier’s Awards of Excellence in Education has been replaced by the Minister’s Excellence in Teaching Award. He noted that only individuals can be nominated for this award. There is no group award. Nominations are to be sent to District Office to the attention of the DEC chair no later than September 30th. He noted that a reminder has already been sent out to the principals. As in the past, council requested that Mr. Keoughan set up a committee to review the nominations and then make a recommendation to the DEC. Mr. Keoughan welcomed interested DEC members to become part of the committee.</p>	<p>Mr. Keoughan DEC</p>

J.	<p>BRAG SESSION</p> <p>Mr. Murphy commended the students of the leadership class and Julie Hudson, a teacher, at Bonar Law Memorial School, for their part in the golf tournament to raise money for the Health Care Center.</p> <p>Mr. Keoughan reported that he and Andrew Clark will be attending the Open House and Ice-Cream Social at Rexton Elementary School on Thursday, September 15th. He also noted that the Grand Opening celebration of the new playground is slated for Friday, September 23rd.</p>	
K.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 10:20 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council