

**DISTRICT EDUCATION COUNCIL
SCHOOL DISTRICT 16**

**MINUTES
March 22, 2011**

Present: Patricia Lee, Chair Lisa Watters
Jody Holmes, Vice-Chair Bev Hubbard
Marilyn Underhill Levi Sock
LeRoy Silliker Logan Pugh

Laurie Keoughan, Superintendent
Sheila Bowie, Executive Assistant

Absent: Raymond Murphy Quentin Smallwood
Andrew Donovan

	AGENDA ITEM	ACTION
A.	CALL TO ORDER Mrs. Lee called the meeting to order at 7:30 p.m. She thanked everyone for attending the public presentations on the School Sustainability Review at Dr. Losier Middle School. She also welcomed Charlene MacKenzie, a reporter from the Miramichi Leader.	
B.	APPROVAL OF AGENDA Two items were added to the agenda under G) New Business, i) Student DEC Representative for Next Year and ii) Education Budget. By consensus, the agenda was approved as amended.	
C.	APPROVAL OF MINUTES By consensus, the minutes of the February 15 and February 17, 2011 meetings were approved.	
D.	INFORMATION ITEMS i) New Grade 3 French Immersion Program/Fund To Help Struggling Immersion Students Lise Bulger-Hickey, Learning Specialist, gave a detailed presentation on the Grade 3 entry point for French Immersion by first outlining the broad objectives for blocks one and two, running from September through November and December through June, respectively. She also conducted a comparative elaboration on instructional times for each block. She indicated the accommodation of science, social studies, health, personal development, and career planning in French in block two by reducing the French literacy time allotment from block one. Council	

	<p>members were briefed on the more specific attributes of the program by skill and by week. She noted that there are five schools that have the Grade 3 entry point this year – Croft Elementary, Gretna Green Elementary, Ian Baillie Primary, Rexton Elementary and St. Andrews Elementary.</p> <p>Ms. Bulger-Hickey also elaborated on a fund to help struggling immersion students in elementary and middle schools. In this regard, a substitute teacher was hired to replace the regular teacher in the classroom on average a half day per school per week. This provided an opportunity for the teacher to work one-on-one with those students who needed extra help.</p> <p>Mrs. Lee thanked Ms. Bulger-Hickey for her presentation. She indicated that it will be interesting to see how these students fare on the French proficiency assessments.</p>	
E.	<p>BUSINESS ARISING FROM MINUTES</p> <p>i) DEC Vacancies</p> <p>Mrs. Lee reported that the individual appointed to fill the DEC vacancy in Zone A has declined the appointment. She indicated that she will continue to attempt to find names of possible candidates to fill the vacancy.</p> <p>Mrs. Lee noted that two possible candidates have been identified for the DEC vacancy in Sub-district 8. Logan Pugh and Charlene MacKenzie left the room while council went into a brief in camera session to review the information on the candidates. Upon their return to regular session, IT WAS MOVED BY Lisa Watters, seconded by Bev Hubbard, that the names of the two individuals be submitted to the Minister of Education for an appointment to Sub-district 8. MOTION CARRIED.</p> <p>ii) PSSC Symposium Update</p> <p>Mrs. Lee reported on the PSSC Symposium held at Dr. Losier Middle School on March 1st. She indicated that it was a good opportunity to get parental input on the Department of Education's engagement questions. She noted that collected feedback will be compiled and forwarded to council members.</p> <p>iii) Provincial Spring Symposium</p> <p>Mrs. Lee advised that one DEC member and one PSSC member have registered for the Provincial Spring Symposium to be held in Saint John on April 8th and 9th. She noted that expenses related to this event will be covered by the provincial DEC budget.</p>	<p>Mrs. Lee</p> <p>Mrs. Lee</p> <p>Mrs. Lee</p>

	<p>iv) Music Festival Update</p> <p>Mr. Keoughan indicated that a committee comprising of music teachers is planning a “home-spun” District 16 Music Festival. He noted that something bigger and better will be planned for next year.</p> <p>v) School Infrastructure Review Update</p> <p>Mrs. Lee advised that the next round of public presentations, to follow those held at Dr. Losier Middle School earlier this evening, is scheduled for April 19th. To date, there have been two requests to present. Because of the length of the presentations, she noted that the regular DEC meeting, scheduled for the same night, will probably have to start at a later time.</p> <p>Mrs. Lee indicated that requests for presentations, in addition to those already received, will have to be scheduled for another night. She also noted that a date will have to be set after April 19th to go over all the information from the public consultation process. She asked that council members check their e-mails regularly to ensure a quick turnaround time for response.</p> <p>Concern was expressed that the public perception is that a decision has already been made by the DEC, and that it is final. Council also had the impression that the public believed that the DEC was working against them. Council felt it was important that the public understand that the DEC will be sending a proposal to the Minister of Education based on the information gathered from the public consultation process, and that the Minister will have the final say on whether it is approved or not.</p> <p>By consensus, council requested that a message be sent out to clarify the process, and that it be e-mailed to them prior to public release. Mrs. Lee asked council members to e-mail her with any suggestions they may have in this regard.</p> <p>vi) Code of Conduct</p> <p>Mrs. Lee circulated a copy of the document for review. There was consensus on a few changes to Section 3: Representing the Council and Encouraging Public Confidence and to Section 5: Enforcement of This Code of Conduct. Council requested that the document be drafted in policy format and sent to them prior to the next meeting for review. Mrs. Lee asked that any further feedback be provided by e-mail so the policy will be ready for adoption at the next meeting.</p> <p>There was a lengthy discussion on DEC absenteeism at meetings and what should be considered just cause for being absent. Mrs. Lee noted that the DEC handbook states “A DEC position is considered to be vacant when a member is declared by the DEC to have failed to attend three</p>	<p>DEC</p> <p>Mrs. Lee DEC</p> <p>Mrs. Bowie Agenda</p>
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	<p>regular meetings in a twelve month period without cause”. She felt that there should be some sort of criteria put in place to monitor DEC absenteeism, i.e. define the twelve month period, determine whether the absence would be from regular meetings only or both regular and special meetings, and define what is just cause for being absent.</p> <p>There was agreement that the monitoring period should be from September to June and only include regular meetings which are scheduled a year in advance. If a meeting is scheduled in July and August, it should be included as well. Since no consensus was reached on the definition of just cause, it was left to the discretion of the chair to make that determination with the understanding that council will abide with her decision.</p> <p>vii) Off Campus Procedures</p> <p>As a follow-up to the last meeting, Mr. Keoughan was asked to report back on the mechanisms that are in place in other districts to monitor students’ whereabouts during lunch time. He reported that all of the districts, with the exception of one that has a closed campus, follow the procedures as outlined by the Policy and Planning Branch of the Department of Education. He reported that the superintendents are going to ask Policy & Planning to look into this issue further. Mrs. Lee requested that Mr. Keoughan provide an update when this takes place.</p>	<p>Mrs. Lee</p> <p>Mr. Keoughan</p>
F.	<p>CORRESPONDENCE</p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> • Memorandum to the Gretna Green, Harkins Middle, and Miramichi Valley High Parent School Support Committees from Patricia Lee, Chair, regarding the DEC vacancy in Sub-district 8. • Letter to Patricia Lee, Chair, from the Honorable Jody Carr, Minister of Education, advising him of the DEC’s intention to begin a public consultation process on the sustainability of schools. • Letter to Minister Carr from Patricia Lee, Chair, regarding modification to sub-district boundaries in District 16. • Letter to Laurie Keoughan, Superintendent, from Eileen Bowes, Chair, Ian Baillie Primary PSSC, requesting a meeting with the DEC and superintendent to clarify the Policy 409 process. • Letter to Deneane Keane from Patricia Lee, Chair, in response to her concerns about the Youth Health Services. • Letter to Eileen Bowes from Patricia Lee, Chair, in response to her request for a meeting. • Letter to Patricia Lee, Chair, from Minister Carr, regarding the DEC motion declaring the former Eleanor W. Graham Middle School property as surplus. 	

<p>G.</p>	<p>NEW BUSINESS</p> <p>i) Student DEC Representative for Next Year</p> <p>Logan Pugh indicated that last year, the student DEC representative was elected by the student councils at the District Leadership Conference. He asked if he could pursue a different approach to the election process to choose the student representative for next year. Mrs. Lee advised that the process is already directed by the Department of Education, and that the student DEC representative has to be elected by their peers.</p> <p>Logan indicated that he would like to see an interview process put in place, with interviews taking place beforehand. He expressed concern about the inconsistency in the number of votes from each school. It was suggested that the voting committee consist of 21 voting members, four members from each school's student council, plus the current student DEC representative. As well, it was felt that conducting interviews beforehand was a good idea. Logan was advised that he is in charge of the process and was asked to explore other options with his peers. Logan will report back at the next meeting.</p> <p>ii) Education Budget</p> <p>Mrs. Lee advised that the provincial budget came out today. She noted that the Minister is talking about the middle of April for the education estimates. In order to keep districts in the loop, the Minister is hoping to meet one-on-one with each district to discuss budget.</p>	<p>Logan Pugh Agenda</p>
<p>H.</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>These policies are covered on the DEC checklist.</p> <p>iv) Policy 1.1 – Community Communication</p> <p>Mrs. Lee indicated that she would like to do better especially during the Policy 409 consultation process so that there is meaningful communication that is fair, honest and timely. The DEC will continue to engage in public consultation for those who request it.</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 reported that the protocols that are in place are being followed at this time.</p> <p>vii) Policy 4.3 – Financial Condition</p> <p>Mr. Keoughan reviewed the financial report as of February 28th, 2011. He briefly explained the reason for the deficit areas. He noted that the district is waiting for reimbursement of \$742K from the Department of Education for Employee Benefits. As well, the Department of Education has taken the 0.8 budget reduction out of Special Projects in addition to the \$144,000 mandated reduction. Mr. Keoughan reported that the district is predicting a small surplus at the end of this fiscal year.</p> <p>In response to a question on whether it was possible to see a more detailed breakdown of the budget, Mrs. Lee advised that this format was agreed upon at an earlier meeting. She requested that council members contact Mr. Keoughan in this regard, and he would set up an appointment with Tim Dunn, Director of Finance/Administration. It was also suggested that this would be a good topic for a fall workshop for DEC members.</p> <p>Mrs. Lee indicated that the auditors are in the district this week to do a preliminary audit. Council members were asked to contact Mrs. Bowie if they would like to meet with them. Appointments are being arranged for Thursday.</p> <p>viii) Policy 1.2 – Outstanding Volunteers</p> <p>There were no nominations for outstanding volunteers.</p>	<p>DEC</p> <p>DEC</p>
I.	<p>BRAG SESSION</p> <p>Mrs. Hubbard advised that the Miramichi Rural Sharks won the Tier 2 Boys' Basketball Championship.</p> <p>Mrs. Watters indicated that the Dr. Losier Middle School Girls' Basketball team won the Tier 1 Provincial Championship. The Boys' Basketball team placed 3rd.</p> <p>Mr. Silliker reported on the annual Principal's Cup hockey challenge between North & South Esk Elementary and Blackville Schools. N.S.E.E. brought the cup back to the school in an overtime victory.</p> <p>Mrs. Lee reported that the James M. Hill Memorial High School's World Issues class, accompanied by the Interact group, participated in a "Walk for Water" event in support of World Water Day. The students carried buckets, jugs and containers of water on their 30-40 minute walk. Logan Pugh noted that the event raised nearly \$1000 for a purification</p>	

	<p>system/well in India.</p> <p>Mr. Keoughan advised that the Elementary Science Fair will be held at Gretna Green Elementary School tomorrow, March 23rd from 9 to 12. The District 16 Science Fair for middle and high school will take place on March 29th from 9 to 12 at Dr. Losier Middle School.</p> <p>Mr. Silliker informed the group that the North & South Esk Elementary Heritage Fair went extremely well. It brought in a lot of people from the community.</p>	DEC
J.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 9:50 p.m.</p>	

Respectfully submitted,

Sheila Bowie
Executive Assistant

Patricia Lee, Chair
District 16 Education Council