

**DISTRICT EDUCATION COUNCIL  
SCHOOL DISTRICT 16**

**MINUTES  
June 7, 2012**

Present: Patricia Lee, Chair  
Jody Holmes, Vice-Chair  
Bev Hubbard  
Alex Loggie  
Kevin McPherson  
Raymond Murphy (via phone)

LeRoy Silliker  
Quentin Smallwood  
Levi Sock  
Marilyn Underhill  
Lisa Watters

Nancy Boucher, Superintendent  
Brenda Dunnett, Executive Assistant

|           | <b>AGENDA ITEM</b>  | <b>ACTION</b> |
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| <b>A.</b> | <p><b>CALL TO ORDER</b></p> <p>Mrs. Lee called the meeting to order at 5:45 p.m. and indicated that this meeting marks a milestone in which the mandate of the current District 16 Education Council is now coming to a conclusion. She welcomed everyone to the meeting, including Bryannah James of the Miramichi Leader.</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>Clarification was made concerning the last item under “Minister’s Forum” on Page 8 of the May 8, 2012 minutes that the Provincial Council of DEC Chairs will be responsible for writing the letter or meeting with the Premier requesting that Hon. Jody Carr, Minister of Education and Early Childhood Development, remain in his current portfolio. The District 16 Education Council is not responsible for taking this action.</p> <p>By consensus, the minutes of the May 8, 2012 meeting were approved.</p> |               |
| <b>D.</b> | <p><b>INFORMATION ITEMS</b></p> <p style="margin-left: 40px;"><b>i) Reflection: District Vision and Mission</b></p> <p>The current District Education Council has no changes for the vision or mission statement. This item, however, will be referred to the newly elected District Education Council following amalgamation. Establishing the vision of the new district will be the first step in preparing the District Improvement Plan.</p>   | Incoming DEC  |

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|    | <p><b>(ii) Strategies for Improvement</b></p> <p>It was noted that the schools have been requested to have their School Improvement Plans completed before June, 2012. The process for preparing the District Improvement Plan will begin following district amalgamation in July.</p>   |   |
| E. | <p><b>ANNUAL COUNCIL PLANNING CYCLE MONTHLY REVIEW</b></p> <p><b>i) Policy 2.1 – Leadership Style</b><br/> <b>ii) Policy 2.4 – Chair’s Role</b><br/> <b>iii) Policy 2.6 – Council Members’ Code of Conduct</b></p> <p>These policies are covered on the DEC checklist, which Mrs. Lee distributed to the members.</p> <p><b>iv) Policy 1.3 – Smoke Free Environment</b></p> <p>Ms. Boucher indicated that District 16 reviewed this policy and addressed problem areas at the school level. This policy will be reviewed with the new District Education Council following amalgamation.</p> <p><b>v) Policy 1.4 – Student Activity Vehicles and Transportation To and From Off-Site School-Related Extra-Curricular Activities</b></p> <p>Ms. Boucher noted that she monitors this policy regularly and has tightened up some areas. She noted that comprehensive travel plans were required in District 15, and that she has used them in District 16 as well. These plans provide information as to where students are going, where they are staying, cell phone numbers, allergies, number of chaperones, etc. Ms. Boucher also mentioned that there have been occasions during the past six months when she has made decisions to cancel activities and travel due to weather conditions. She stated that the new District Education Council will be reviewing this policy.</p> <p><b>vi) Policy 2.01 – Educational Leadership</b></p> <p>Ms. Boucher reported that District 16 is in compliance with this policy. She indicated that the calendar for 2012-2013 has been prepared and forwarded to the schools. She noted that this calendar includes “Professional Learning Days”. Two of these days are scheduled for January 7 and 8, 2013, which will allow for two days of back-to-back training for programs such as First Aid training and ASSIST training. She noted that many in-services were held for teachers during this past school year. However, staff was requested not to schedule in-services after April 1, unless absolutely necessary. Ms. Boucher indicated that the district will look at ways of incorporating on-line training in order to reduce travel and supply teacher costs.</p> | <p>Incoming DEC</p> <p>Incoming DEC</p> |

**vii) Policy 2.2 – Council Job Description**

Mrs. Lee reviewed the DEC card on governance.

**viii) Policy 3.1 – Delegation to the Superintendent**

Mrs. Lee reviewed this policy and indicated that Ms. Boucher, District 16 Superintendent, has complied with all policies that are in place.

**ix) Policy 3.2 – Superintendent’s Performance**

By consensus, Council went in camera. Upon their return to regular session, the meeting continued. Council is very pleased with Ms. Boucher’s performance since being appointed as Superintendent in January, 2012. Council prepared a letter expressing the members’ gratitude for the passion she has shown towards the students, parents and staff of District 16. This letter will be placed in Ms. Boucher’s personnel file.

Mrs. Lee

**x) Policy 4.2 – Budgeting/Forecasting**

Ms. Boucher indicated that the budget for 2012-2013 has not yet been received. She reported that in the meantime, schools will be permitted to continue with necessary spending until the end of this current school year. She noted that tables and chairs will be purchased as a result of a third Kindergarten class at St. Andrew’s Elementary School. Cell phone usage will be reviewed, and Council suggested that Synrevoice be considered for all schools.

**xi) Policy 4.3 – Financial Condition**

The Financial Report for the period ending March 31, 2012 was distributed to Council members. Ms. Boucher indicated that District 16’s fiscal year closed with a surplus, as a result of a decrease in heating costs as well as lower than expected costs on a project completed through the Department of Supply and Services. Ms. Boucher reviewed the few budget lines that showed deficits. She noted that District 16 continues to look at ways of being more efficient with regard to spending. Overall, Council was impressed with how close District 16’s budget came in, with only a .001% surplus. Credit was given to district staff for their efficient work in this regard.

**xii) Policy 1.2 – Outstanding Volunteers**

Five nominations for outstanding volunteers were reported – Elizabeth McLaughlin, Favien Babineau, Debbie Matchett, Clarrie Hale and Owen Gibson. Each will receive a Certificate of Appreciation.

Ms. Boucher

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| <p><b>F.</b></p> | <p><b>BUSINESS ARISING FROM MINUTES</b></p> <p><b>i) Update on PSSC Expenditure Report</b></p> <p>A revised “PSSC Budget-Expenditure Breakdown” report for 2011-2012 was distributed to the members displaying information from all District 16 schools. It was noted that this report now reflects information received from Millerton Elementary/Junior High School, which was not available at the May 8, 2012 DEC meeting.</p> <p><b>ii) 2012 Infrastructure Plan</b></p> <p><b>a) Policy 409 Consultation – Miramichi West</b></p> <p>As a result of two public consultation meetings, three recommendations were received from those who were present at the meetings. By consensus, Council went in camera. Upon their return to regular session, Mrs. Lee indicated that Council has made a decision based on the three recommendations and the feedback received from parents. She noted that Council will forward this decision to Hon. Jody Carr, Minister of Education and Early Childhood Development. <b>IT WAS MOVED BY</b> Jody Holmes, seconded by Marilyn Underhill, that a recommendation be made to build a new K-8 school to house students currently attending Croft Elementary School, Harkins Elementary School, and Harkins Middle School on the site that currently houses Croft Elementary School. Continue to maintain Gretna Green Elementary School with an expansion to Grade 8. Harkins Elementary School, Croft Elementary School, and Harkins Middle School would be closed. A footnote will be added concerning early childhood services. <b>MOTION UNANIMOUSLY CARRIED.</b></p> <p><b>b) Capital Improvement Priority List</b></p> <p>Mrs. Lee indicated that the District 16 Education Council will forward the Infrastructure Plan containing the priorities that are believed to be in the best interest of District 16. <b>IT WAS MOVED BY</b> Jody Holmes, seconded by LeRoy Silliker, that the District 16 Education Council’s infrastructure priority for 2012-2013 is to build two new schools, and expand one school, to be facilitated by the closure of the five schools previously identified through the two Policy 409 processes, and, as equally identified in each of the 409 processes. <b>MOTION UNANIMOUSLY CARRIED.</b></p> <p>Ms. Boucher noted that as soon as the Infrastructure Plan is completed, it will be placed on the district website.</p> <p><b>iii) Update on Reorganization</b></p> <p>Ms. Boucher explained the procedures being followed with regard to the hiring of staff for Anglophone North. She noted that it is a very laborious</p> | <p>Mrs. Lee<br/>Ms. Boucher</p> <p>Ms. Boucher</p> |
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|           | <p>process in bringing District 16 and District 15 together. Interviews for positions are being held off-site with an official from the Office of Human Resources in Fredericton taking part. Ms. Boucher noted that the selection of management positions will be completed in-house with the district's Director of Human Resources assisting in the interview process. CUPE 2745 employees will be selected for positions when they participate in a Job Placement Session on June 22, 2012 at James M. Hill. Ms. Boucher noted that the actual location of the district office and education center has still not yet been determined.</p> <p>Ms. Boucher reported that principals have received the FTE allotments for their schools. Additional FTE's are also available to the district in order to provide for flexibility in meeting the needs of vulnerable students as well as gifted students. There will be a decrease in lead teachers at District Office, which will result in these teachers returning to the classroom. Interviews for principals' and vice-principals' positions will be held during the week of June 11. Ms. Boucher also mentioned that District 16 will be considering teacher transfer requests in the near future.</p> |  |
| <b>G.</b> | <p><b>CORRESPONDENCE</b></p> <p>Mrs. Lee circulated the correspondence which included:</p> <ul style="list-style-type: none"> <li>• Letter to Clarence Hale from Andrew L. Clark, Interim Superintendent, thanking him for his work in arranging Theo Fleury's presentation to District 16 Middle Level students.</li> <li>• Letter to Kathy Fullerton, Chair, Bonar Law Memorial High School PSSC, from Patricia Lee, Chair, granting the naming of the new sports field at Bonar Law as "The Shawn Graham Sports Facility".</li> <li>• Invitation to parents of Croft Elementary School, Gretna Green Elementary School, Harkins Elementary School and Harkins Middle School, from Nancy Boucher, Superintendent, to attend the second public consultation meeting on May 22, 2012.</li> <li>• Letter to Patricia Lee, Chair, from Hon. Jody Carr, Minister of Education and Early Childhood Education, reminding Council to ensure that public consultations are held in a manner that is consistent with procedural fairness.</li> </ul>  |  |
| <b>H.</b> | <p><b>NEW BUSINESS</b></p> <p><b>i) Anti-Bullying Legislation</b></p> <p>Ms. Boucher indicated that the Minister of Education and Early Childhood Development has recently made an announcement about anti-bullying legislation. As part of his initiatives, the Minister has announced that he will name two provincial anti-bullying coordinators – one Anglophone and one Francophone. At the district level, Ms. Boucher stated that she would like to create an open space forum in the fall in order to allow parents,</p>  |  |

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|                               | <p>students and grandparents the opportunity to discuss bullying issues and solutions. Schools are actively working on anti-bullying plans.</p> <p>Ms. Boucher reported that District 16 is working with Robert Frenette, of Bullying Canada, to conduct a survey in one of District 16's schools. Mr. Frenette would like to pilot this survey in a school. Council suggested that all parties involved should have a clear understanding of the definition of "bullying". It was noted that parents will receive proper notification prior to the students receiving the survey. Ms. Boucher stated that she would like Mr. Frenette to work with Connie Daley, Guidance/Crisis Consultant prior to piloting the survey. Alex Loggie, DEC Student Representative, agreed to be involved with this survey if it is conducted before the end of the school year. Results from the survey will be summarized and returned to the district.</p> <p><b>ii) ELPA Results</b></p> <p>Ms. Boucher indicated that each school has received their results of the English Language Proficiency Assessments. As soon as the district receives the complete results, Ms. Boucher will forward them to the DEC members.</p>  | <p>Ms. Boucher</p> <p>Ms. Boucher</p> |
| <p><b>I. BRAG SESSION</b></p> | <p>LeRoy Silliker indicated that he attended the musical, "Mama Mia", held this week at North &amp; South Esk Regional School. He was pleased to report that the musical was a total success, with three shows being sold out. He was unable to attend the fourth and final showing due to the DEC meeting tonight, but another sold-out performance was expected. He commended NSER's Acting Principal, Dean Mutch, the staff and the students for doing such a tremendous job.</p> <p>Kevin McPherson noted that the ceremony to name the gym at Eleanor W. Graham Middle School in honor of Nora Wilson will be held on June 20. Invitations will be issued.</p> <p>Kevin McPherson stated that the Home &amp; School Association at Harcourt School started the year without any funds. However, through the hard work of parents, the Home &amp; School Association is now closing its year with \$6,000 in its account.</p> <p>Jody Holmes reminded members of the Charlotte Taylor Day being held on June 11. Charlotte Taylor was known as the "Mother of Tabusintac". A large tent will be set up on the homestead property, and the event will be open from 11:00 a.m.-2:00 p.m. Several dignitaries are also expected to attend.</p> <p>Jody Holmes noted that the Sod-Turning Ceremony for the new Tabusintac School will be held on Friday, June 15, 2012, at 4:00 p.m.</p> | <p>DEC Members</p> <p>DEC Members</p> |

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|           | <p>Ms. Boucher stated that Rick Hayward was pleased with the wonderful job students did recently in Halifax representing the community and District 16 at the national Lions Quest Conference on Positive Youth Development. Their presentation on “Miramichi: Hooked on Youthful Creativity” received a great deal of positive feedback.</p> <p>Patricia Lee reported that the Chatham Public Library recently held an Open House to show the many improvements to the building. Student work was displayed, Alex Loggie entertained with the violin, and Rick Hayward and Jillian Hayward showed a SmartBoard presentation. The SmartBoard was a gift from District 16.</p> <p>Ms. Boucher noted that the District 16 Retiring Employees’ Banquet was held on June 6, 2012. She stated that there were 810 years of service among the 27 retirees. Students from St. Andrew’s Elementary School and Miramichi Valley High School provided excellent entertainment for the retirees and their guests.</p> <p>Ms. Boucher acknowledged the presentation by Theo Fleury held at the Miramichi Civic Center on June 1. She noted that the middle school students were very well behaved and described this event as a wonderful experience.</p> |  |
| <b>J.</b> | <p><b>ADJOURNMENT</b></p> <p>Mrs. Lee indicated that it had been a privilege serving as Chair of the District 16 Education Council. She thanked the members and extended her best wishes to them.</p> <p>The meeting adjourned at 7:05 p.m.</p>   |  |

Respectfully submitted,

Brenda Dunnett  
Executive Assistant

Patricia Lee, Chair  
District 16 Education Council