

ANGLOPHONE SOUTH SCHOOL DISTRICT (ASD-S)
DISTRICT EDUCATION COUNCIL
Minutes of Meeting – August 21, 2013

The District Education Council (DEC) for Anglophone South School District (ASD-S) met on Wednesday, August 21, 2013 at the Saint John Education Centre, 490 Woodward Avenue, Saint John. The following council members and staff were in attendance:

Council Members:

Gerry Mabey, Roger Nesbitt, Rob Fowler, Bob McDevitt, Charlotte McGill-Pierce, Wayne Spires, Stephen Campbell, Gary Crossman, Don Cullinan, Larry Boudreau and Sherman Ross.

Regrets: Joanne Gunter

ASD-S Staff:

Zoë Watson, Superintendent; Jeff Hanson, Director Finance & Administration; Sheila Murray, Acting Director Curriculum and Instruction, and Clare Murphy, Recording Secretary.

1. Call to Order/Welcome/Regrets

Mr. Fowler, Chair, called the meeting to order at 7:10 p.m.

2. Approvals

2.1 Approval of the Agenda & Minutes

Mr. Fowler reviewed the Agenda with Council and advised that if there were no concerns or questions regarding the Agenda that a motion be put forward to approve. Mr. Boudreau moved that the Agenda be approved and Mr. Crossman seconded the motion. Motion carried.

Mr. Fowler referred to the Minutes of the June 12th meeting and advised that if there were no concerns or questions regarding the Minutes, that a motion be put forward to approve. Mr. Nesbitt moved that the Minutes be approved and Mr. Spires seconded the motion. Motion carried.

2.2 Public Comment

None

3. Business Arising from the Minutes

3.1 2013-14 Meeting Dates/Locations

Mrs. Watson reviewed the draft outline of meeting dates and locations with Council. She explained that we had followed the same basic outline as last year, changing up some of the schools to be visited. She asked Council if there were any changes they would like to make, or specific schools they would like to visit. After some discussion, it was agreed that in April we would meet at the Hampton Elementary School (and tour the new Education Centre); in May we would meet at the Quispamsis Middle School and in June, at Black's Harbour School. Mr. Fowler called for a motion to approve the 2013-14 Meeting Dates/Locations schedule with the above noted changes. Motion was made by Larry Boudreau and seconded by Gary Crossman. Motion carried.

3.2 2013-14 Planning Calendar

Mrs. Watson reviewed the draft Planning Calendar for 2013-14 with Council and explained when key tasks would be addressed during the upcoming year. She then asked if there were any questions or changes Council would like to make. Discussion arose with regard to reviewing of DEC policies and suggestions were made with regard to guest speakers/presentations the DEC would like to hear from. These included the Teen Resource Centre/Penny Higgins; Passages and NBACL (New Brunswick Association for Community Living). Rob Fowler reminded Council that this was a living document and as such would change as required and if members wanted to add to it, they could bring it up under Member's Notebook at any upcoming meeting. He asked that the schedule be updated with the changes in meeting locations adopted in 3.1 above.

3.3 Tell Them from Me Survey Results

Mrs. Watson advised that the survey results (student and parent) are not yet posted for public viewing. The schools can go in and see their results. She suggested that if members would like to see results for certain schools to let her know and she would get them.

4. Presentations

4.1 Major Capital Projects

Mrs. Watson & Mr. Hanson reviewed a proposed list of major capital projects. These generated significant discussion around the table which Mrs. Watson and Jeff Hanson, Director of Finance and Administration addressed. Members discussed the possibility of recommending the projects based on priority and secondary projects. During the discussion, it was agreed that the Fundy High School Cafeteria Expansion and Common Area would be removed from the capital list and parts could be added to the summer improvement project list. A motion was made by Charlotte McGill-Pierce to submit projects based on priority and secondary needs and the motion was seconded by Mr. Spires. After further discussion with regard to other possible improvement priorities and how best to determine which schools were in most need, Mr. Boudreau then moved to amend the motion to drop the secondary projects and list only our top

three priorities. Council was in agreement with the amendment, with the exception of Charlotte McGill-Pierce who voted against it. Motion carried.

The list for submission to EECD will be as follows:

1. New Quispamsis School
2. New school for Lower West Side
3. New School for Grand Bay (K-5)

It should be clear that these are long range plans. Mrs. Watson advised that she had spoken with many of the principals in these locations so they would know about the DEC priorities.

Mr. Fowler also suggested that Council familiarize themselves with the the 409 process so they would know how to answer questions that will arise.

Mr. Cullinan asked to see the rationale used for all projects to determine if they should be capital/improvement or maintenance.

Mr. Fowler thanked Mrs. Watson and Mr. Hanson for their informative presentation.

4.2 Summer Improvement Projects (Summer 2013)

Jeff Hanson, Director of Finance and Administration reviewed the highlights of the improvement projects and explained that the work is tendered, and not carried out by our staff.

He advised that there were no major issues, however, some projects will carry over into the school year but would not affect the start of school or classrooms. He advised that some projects have come in lower than expected.

In the St. Stephen Education Centre, all projects are completed, or will be completed shortly. In the Hampton Education Centre most are done, with the ventilation at KVHS being delayed. In the Saint John Education Centre, 4 or 5 projects have been pushed into the school year.

Considerable discussion followed the presentation, including questions about tendering costs and whether or not projects could be combined with other Districts using the same contractor to take advantages of possible cost savings. Motion was made by Mr. Boudreau and seconded by Mr. Spires that Mr. Fowler send a letter to the Minister outlining inefficiencies in the system and recommend combining projects for cost effectiveness. Motion carried.

Mr. Cullinan requested an update from Facilities on all buildings/problems indicating what was done and how it corresponds to what we submitted. Mrs. Watson advised that at our September meeting DEC will see the next list of priority items for summer 2014.

5. New Business

5.1 Changes to Assessment Protocol

Mrs. Watson asked Sheila Murray, Acting Director Curriculum and Instruction to review with Council the changes that are coming to the Assessment Protocol as outlined in a memo dated June 15, 2013 from Sandra MacKinnon, Director Assessment and Evaluation Branch (EECD). A copy of this memo detailing these changes was posted with Council's meeting documents.

Following Mrs. Murray's review, questions were addressed. Mrs. McGill Pierce asked if any members had heard from committees for which they volunteered. Members indicated they had not and the Chair will follow up.

5.2 Staff Changes

Mrs. Watson reviewed the Administrator Changes document which was posted with this month's meeting documents. She advised that there were two Vice Principal positions remaining to be filled one at St. Malachy's and one at Sussex Elementary. She went on to explain that some administrators are new and mentors will be in place to assist them. She advised that a meeting was held on Monday, August 19th for all new administrators with 22 people attending.

Mrs. Watson advised that she sat in on all Principal interviews, along with Human Resources, the Senior Education Officer and a member of the PSSC. Mr. Spires asked if principals require certification. Mrs. Watson advised that they do for 5 year term positions. If a person is named to a 5 year position without a certificate, they must supply a plan to obtain certification and the Superintendent must seek permission from the Minister to appoint.

She explained that the CUPE hiring process for EAs is strictly based on seniority and is on-going.

Mrs. Watson advised Council that Subject Coordinators assist principals by focusing on academic curriculum in the areas of literacy, numeracy, etc. She also advised that one Subject Area Coordinator in each Education Centre has also been assigned to assist each of the three Senior Education Officers who are often very busy with day-to-day tasks.

5.3 PSSC/Student Symposium

Mr. Fowler asked Mrs. McGill-Pierce to update Council on the status of their sub-committee's work on the PSSC/Student Symposium.

Mrs. McGill-Pierce advised that although the sub-committee had not met, she had developed a draft agenda for review/input. However, she advised that she had not addressed the student portion of the event. Mr. Fowler suggested it could be morning sessions for the PSSC and afternoon for students, with both groups attending the talk by Charlie MacDonald. Mrs. McGill Pierce will be calling on the sub-committee over the

next couple of weeks to get final details confirmed. Mr. Fowler offered to sit in on the meeting to assist and advised that they would report back at the September meeting.

Ms. McGill-Pierce shared the draft agenda and explained that there was lots of room for ideas from Council. She confirmed that she had booked Charlie MacDonald to speak on Saturday, October 5th. The event is scheduled for the Donaldson Room here at District Office. Mrs. Watson was asked to share this date with Principals so that they are aware of the event.

Mrs. Watson advised that we have student topics which were gathered from a meeting in June with administrators which she could provide to the sub-committee.

Mr. Fowler urged Council to try and get to as many Open House/PSSC meetings as possible over the coming weeks. It is important that Council members are on hand to address any questions that current or potential PSSC members may have. Mrs. Watson advised that as soon as open house schedules are available, they will be forwarded to all Council members.

6. Information Items

6.1 Superintendent's Report & Update

Mrs. Watson provided an update of the key events over the summer months, including the following:

Summer Professional Development (PD) included a session on Mental Health First Aid offered by Centre, ASIST (Applied Suicide Intervention Skills Training) and a Restorative Practices session which 50 EA's and teachers attended. District and school staff attended the Learn2Learn conference at Rothesay Netherwood, sponsored by UNB. District staff were also involved in marking sessions provincially.

This week there was a day for new administrators - new P's and VP's - and today there were 142 administrators plus office leaders who met together – time was spent on giving input into the strategies for the District Education Plan. Tomorrow administrators will meet by Centre.

Next week – two days are local school based Subject Council Days organized by the NBTA PD committee. Tuesday morning all SJ teachers will be at Bayside and Mrs. Watson has been asked to address them. They have a guest speaker on Mental Health. On Wednesday, all teachers from Hampton to the KV will gather at KVHS. There is also an administrative assistant PD session by Education Centre scheduled.

On August 14-16 ASD-S hosted the annual summer meeting of the NB School Superintendent's Association – a day of PD and a banquet to honor retirees from the organization. Mrs. Watson noted that with the amalgamation in 2012, this event was not held last year.

A new site has been found for PALS Sussex and work is being done on the building and all should be ready for the start of school.

A survey has been developed to be used on Tuesday, September 3rd to get feedback from students on their experience during the grade 6 and 9 transition days.

The Hampton Education Centre move is on target for end of September.

Mrs. Watson advised Council that Open House and PSSC dates will be set at Centre meetings on Thursday and will be forwarded to all DEC members. She suggested that members please let the Principal know if you plan to be in attendance.

Furniture is now being moved into Kennebecasis Park Elementary and all should be ready for start-up of school.

Rothesay Elementary received grants from ACOA, and RDC and the Town of Rothesay for the playground and park area. Work has started at Saint John the Baptist who received \$50,000 from the Lion's to retrofit their kitchen.

Mrs. Watson concluded her update with a nod to Sheila Murray, Acting Director of Curriculum and Instruction who will be retiring at the end of August. Mrs. Murray has been a teacher at QMS, a literacy lead teacher at middle school, a learning specialist/coordinator in the HEC and former D6, and since March the acting Director of Curriculum. Mrs. Watson thanked her for years of service and wished her well in her retirement.

Mr. Crossman asked if Council would receive updated PSSC information after the elections. Mrs. Watson advised that this information would be forwarded to Council.

6.2 Chairperson's Report & Updates

Mr. Fowler advised that the DEC Chairs would be having a retreat this weekend with numerous topics up for discussion including; PSSC resources for upcoming Symposium; governance, the Spring Symposium, on-line training, professional development, the provincial DEC portal/website, standardizing Superintendent's annual reviews; Right to Information to name a few.

He advised that on September 5th there would be a Policy Governance Committee meeting and October 31st, a meeting of NB2026.

A suggestion was made that DEC members may want to meet with the Chairs from their clusters to further enhance DEC/PSSC communication.

6.3 Correspondence

Mr. Fowler advised that correspondence had been received regarding Vincent Massey Gym for each Council member and was at each member's table.

6.4 Members Notebook

Mrs. McGill-Pierce commented that we as a DEC would be required as 'facilitators' at the upcoming PSSC/Student Symposium in October and that she would need members to volunteer to take part.

Mr. Boudreau questioned who owns the ball fields and who is responsible for maintenance. The Superintendent can collect this data for a future meeting.

7. Adjournment

Mr. Fowler thanked all who attended this evening's council meeting. Members were advised the next meeting will be held at the Kennebecasis Park School, Rothesay, NB on Wednesday, September 11, 2013 at 7:00 p.m.

There being no further business the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Rob Fowler, Chair

Clare Murphy, Recording Secretary