

**ANGLOPHONE WEST SCHOOL DISTRICT  
DISTRICT EDUCATION COUNCIL  
ASD-W Office of the Superintendent, Fredericton, NB  
Public Meeting Minutes  
Thursday, August 5, 2021**

<p><b>Council Members Present:</b></p> <ul style="list-style-type: none"> <li>• Jessica Martin – SD 03</li> <li>• Miriam McLaughlin – SD 07</li> <li>• Janet Dean – SD 08</li> <li>• Michael Mazerolle – SD 09</li> <li>• Jim Mills – SD 11</li> <li>• Wallace Carr – SD 12</li> <li>• Thomas Geburt – SD 13</li> </ul> <p><b>Council Member Regrets:</b></p>	<p><b>ASD-W District Staff Present:</b></p> <ul style="list-style-type: none"> <li>• David McTimoney, Superintendent</li> <li>• Karen Morton, Director of Human Resources for Carol Clark-Caterini, Executive Assistant to the Superintendent &amp; DEC (Regrets)</li> </ul> <p><b>Vacancies:</b></p> <ul style="list-style-type: none"> <li>• Vacant – Sub-District 1, 2, 4, 5, 6, 10, First Nation and Student Representative</li> </ul> <p><b>Guests:</b> Stacy Brown, DEC Manager</p>
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**Call to Order / Comments by the Superintendent:**

- David McTimoney, Superintendent, called the public meeting to order at **6:35 PM** and served as Chairperson. No members of the public or media were in attendance. Chairperson McTimoney recognized that this meeting was held on the unceded and unsurrendered Wabanaki territory of the Wolastoqi people. It was noted that the first meeting of a new DEC is traditionally chaired by the Superintendent to allow for the council to get started.
- David McTimoney provided an introduction to the DEC Portal. The DEC meetings are recorded and will be posted to the ASD-W website along with formal meeting minutes. Documents will be uploaded to the DEC Portal on Friday prior to meetings and attachments are labelled in sequence of agenda.
- It was noted that the seven Councillors were sworn into office prior to the meeting.

**Approval of the Agenda:**

- The agenda was previously reviewed by the Council and approved by consensus.

**MOTION:**

**... to add to the agenda the election of a DEC Chair.**

**MOVED: Wallace Carr      SECONDED: Miriam McLaughlin      MOTION CARRIED**

To be added following Committee Reports.

**MOTION:**

**... to add to the agenda the election of a DEC Vice Chair.**

**MOVED: Thomas Geburt      SECONDED: Michael Mazerolle      MOTION CARRIED**

It was noted that only elected DEC members, and not appointed DEC members, can be secured for the position of Chair or Vice-Chair. Compensation for Chair is different than DEC members.

To be added following the Election of the Chair.

**MOTION:**

... to approve the agenda.

**MOVED:** Miriam McLaughlin

**SECONDED:** Wallace Carr

**MOTION CARRIED**

**Approval of the Minutes – June 10, 2021:**

- The minutes were previously reviewed by the previous Council and approved by consensus.
- The Minister has provided dispensation, offered to him under the Education Act, that meetings can proceed with quorum with the elected 7 of the 15 seats.

**Introduction of DEC Members:**

- Members from SD13, SD12, SD11, SD9, SD8, SD7 and SD3 provided a brief introduction of themselves to the Council.

**Introduction of Superintendent:**

- David McTimoney provided an overview to capture an introduction to the Superintendent.
- Reviewed highlights of hometown/education, public service in education, key professional learning/experiences, and community/family life.

**Introduction of Anglophone West School District:**

- Overview of demographics – Covers 1/3 of the province, 1 Office of the Superintendent and 3 Education Centers with 69 schools. Two new schools under construction or in the architectural phase.
- Student Enrollment - Official student enrolment 22 442 on September 30, 2020, with 1003 newcomers and 607 Indigenous students from six Wolastoqiyik Communities.
- Budget - \$244 M global operating budget.
- Reporting structure – Superintendent reports to DEC with accountability to EECD; District/school staff report to the Superintendent and Director team.
- Transportation – 322 busses travelled 38 000 kilometers daily.
- Human Resources – 3 234 employees, 16 grievances submitted in 2020-21, 1092 postings/hires in 2020-21.
- Social Media – Twitter and ASD-W website.

**Business Arising from the Minutes:**

- **Hubbard Avenue Elementary School** – Due to heating issues at Hubbard the school was able to relocate to an empty school available (Arc en Ciel). Provincial Policy 409 allows the change of schools without a sustainability study when an emergency situation exists. The plan was discussed with DEC, PSSC, Principal and staff, with survey opportunities (112 responses) with parents of current and future students. Feedback supported a permanent move. We created a comparison document. Made the recommendation in May of 2021 to DEC; DEC and Minister approved. As a result of the move, the heating project will no longer go forward. It is 1.4 km away from the former school. The school will now be called Hubbard Elementary School. A portion of the heating project funding (over \$100 K) was re-allocated to support upgrades to the new location. Arc en Ciel was available and safe; the new school in DSSF was in response to population growth.
- **Carleton North High School** – Weather event on June 30, 2021, that resulted in the roof lifting from the school. Demolition and renovation took place right away. Some slight damage inside the school. Expected that work should be finished in the next few weeks. Roof over the skilled trades area to be completed in fall with minimal disruption to start up. Question regarding scent from tar affecting students and that will be considered.
- **Hanwell School** – K-8 school built for 650 students with opening planned for September 2022. Principal will be secured for January 2022 (1/2 year prior to opening). Catchment area not confirmed but will include the rural community of Hanwell. DEC has a responsibility in coordinating the naming of the school through a Naming Committee in accordance with Provincial Policy 409. The Naming Committee will present three (3) names to DEC and the Minister will select one of the three names.
- **Northside East Elementary School** – To be located in the Devon area. A condensed Educational Specification outline for the school was provided to DEC. In the spring, a tender for construction will be issued with the vision of opening in January 2024. The former DEC Chair was on the planning committee.

- **Major Capital Priorities** – Provided the 2021-2022 QBL Results. Top in the province, New Killarney Lake renamed to Northside East Elementary School. The second priority in the province is Nashwaaksis / McAdam Avenue Elementary School. The next in the provincial ranking of ASD-W schools is: #6 Carleton Area K-8, #8 George Street Middle School, #11 Forest Hill / Liverpool Street Elementary School.

**Action Item:** Request for Mr. Tony Weber, Director from EECD, to return prior to looking at this list this fall so the DEC has the benefit of the information prior to rendering decisions.

- **Councillor Appointment Process** – Sit as a DEC of 7, with 15 seats. There are currently 6 vacant seats with a vacant First Nation seat and a vacant Student Representative seat. This DEC can submit three (3) names for consideration to the Minister for the 6 Sub-District seats. The Ministry is examining the process to engage a First Nations representative. Recommend a concerted effort to secure a Student Representative. It could be as simple as the Superintendent reaching out to the 19 Principals and getting names from the SRC and those names could be considered. No legislation on process for this so up for conversation. Suggestion of considering recommendations from Principal or those in leadership classes. It would be a one-year term. Recommend a grade 12 student but it would be good to provide Principal with some parameters. Students can participate via technology. Suggestion of student nominated/student voice. Superintendent suggested that District could send to all grade 12 students, and they provide a one-page submission with references. School Principal could encourage students to apply. Remuneration for position.

**MOTION:**

...to have the Superintendent reach out to high schools in ASD-W to canvass grade 12 students to submit names, resumes and references to serve on the DEC for 2021-2022.

**MOVED:** Thomas Geburt      **SECONDED:** Michael Mazerolle      **MOTION CARRIED**

**Action Item:** Superintendent to prepare document to forward to high schools.

Discussion on the approach for filling the vacant sub-districts.

**Action Item:** Superintendent to provide the biographies prior to the next working session on September 9, 2021, if available, or as soon after as possible.

- **COVID-19 Update** – Communications report for 2020-21 provided – 14 schools had 18 confirmed cases, 16 zone change alerts.
- **Student Appreciation Day** – June 9<sup>th</sup> and June 10<sup>th</sup>, 2021, NB Anglophone School Districts formal recognition of students.
- **Educational Assistants** – Previous DEC had to approve expenditure plan. Process is that schools examine needs – requests submitted for 1171, funded by the province for 589. District follows a rubric and prioritized and concluded a number of 738, resulting in a shortage of \$5.9 M. District ESS re-examined 693 FTE but still a significant deficit. Examined other budget lines to cover cost of EA's – SIW positions eliminated, Teacher FTE (can't take the money but examine how we can support student needs with a teacher and pulling back EA's), Transportation, DO operations. District ESS agreed on 662 EA's with a forecast of \$1.8-1.9 M. In the past, could find \$1.3 M, which is very concerning to the Superintendent. Shared with Education the need to revamp the funding formula. We are required to have a balanced budget. The Superintendent presents four times per year through Superintendent Monitoring Reports. This is the item that will be monitored the closest. Behaviour Intervention Mentors added in middle schools. Some teacher FTE left that may be able to support Student Services.
- **Buildings Without Ventilation Systems** – In the news currently; 24 schools in ASD-W. Carbon dioxide tests are being conducted. Facilities team has met with the Principals. Will continue to monitor this progress through the fall. Districts are allowed to have schools with no system if there is natural ventilation. It could factor into the formula for the ranking of the priorities (QBL).

**New Business:**

- **Policy Governance Model / Superintendent Monitoring Reports** – The way the DEC functions. Training sessions held. Not involved in operational direction but involved in the supervision of the Superintendent through reporting to DEC through DEC Policies. Every month Superintendent reports to DEC.

- **Monitoring Process – Clevr** – DEC supervises and monitors Superintendent through Clevr and governance model. DEC doesn't provide direction that contradicts collective bargaining, operational policy but don't hesitate to ask operational questions to get an understanding. Under policy, DEC members will be reminded if a topic is operational (vs. governance). Superintendent is responsible to keep DEC informed.

**Action Item:** Superintendent to connect with Supervisor of Data and Accountability to provide Clevr training to DEC members.

**Action Item:** Superintendent to organize the schedule to include 10–15-minute presentations from the Curriculum team for the upcoming 10-month schedule for 2021-22.

**Action Item:** November presentation by DFA on Capital

- **Annual Planning Cycle / Agenda** – Present monitoring reports formally.

**MOTION:**

... To accept the DEC planning cycle for 2021-2022.

**MOVED: Miriam McLaughlin      SECONDED: Wallace Carr      MOTION CARRIED**

- **Portal and Website** – Focus on electronic documentation available to DEC.
- **Monthly Presentations**
- **Councillor Lists** – Name and nbed to be shared.

**Action Item:** Internal DEC member document will be corrected (3 items) and shared.

**Action Item:** DEC Responsibility Chart will be corrected (3 items) and shared.

- **Proposed Meeting Schedule** – Reviewed.

**MOTION:**

... To accept the DEC Proposed Meeting Schedule for 2021-2022.

**MOVED: Thomas Geburt      SECONDED: Michael Mazerolle      MOTION CARRIED**

- **DEC Priorities** – Reflection on priorities that are important for DEC members.
- **District Plan and DEC Involvement** – In the process of preparing District Plan. Involvement of one or two DEC members is encouraged. The Committee is co-chaired by the Director of Curriculum and Instruction and the Director of Education Support Services. The next meetings are Tuesday and Thursday afternoon.

**Correspondence – Outgoing and Incoming:**

- Letter from Minister granting permission to operate with a quorum of seven.
- Memo recognizing change to Hubbard.

**Committee Reports:**

- No sub-committees at this time.

**Election of Chair:**

- First call for nominations – Wallace Carr nominates Thomas Geburt. Accepted.
- Second call for nominations – Janet Dean nominates Wallace Carr. Respectfully declined.
- Third call for nominations – No nominations.
- Nominations closed.
- Thomas Geburt acclaimed as DEC Chair – ASD-W

**Election of Vice Chair:**

- First call for nominations – Thomas Geburt nominates Wallace Carr. Accepted.
- Second call for nominations – No nominations.

- Third call for nominations – No nominations.
- Nominations closed.
- Wallace Carr acclaimed as DEC Vice Chair – ASD-W.

**Action Item:** Superintendent to speak Director of Communications to prepare press release and share with Thomas Geburt.

**Public Comments:**

- There were no public comments.

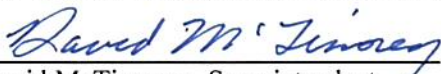
**Closing Comments:**

- The Chairperson thanked those in attendance.

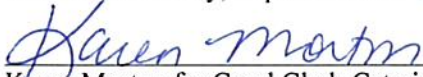
**Date of Next Public Meeting: September 23, 2021, at the Office of the Superintendent**

**Adjournment:**

- The meeting was adjourned at **9:06 PM** by Superintendent McTimoney.

  
David McTimoney, Superintendent

  
Date

  
Karen Morton for Carol Clark-Caterini, Executive Assistant  
to the Superintendent & DEC

  
Date