



ANGLOPHONE WEST SCHOOL DISTRICT

DISTRICT EDUCATION COUNCIL MINUTES Thursday, September 19, 2013 Woodstock Middle School

<p>Council Members Present:</p> <ul style="list-style-type: none">• Sheila Gallagher – SD 01• Norma Shaw – SD 02• John Slipp – SD 03• Miriam Grant – SD 04• Andrew Corey – SD 05• David Bowen – SD 06• James Kozlowski – SD 07• Jane Buckley – SD 09 – Vice Chair• Kimberley Douglass – SD 10• Donald Gould – SD 11• Elizabeth Nason – SD 12• Mark Noël – SD 13 - Chair <p>Council Member Regrets:</p> <ul style="list-style-type: none">• Ronald Buck – SD 08	<p>ASD-W Staff Present:</p> <ul style="list-style-type: none">• David McTimoney, Superintendent• Carol Clark-Caterini, Executive Assistant to the Superintendent and DEC Secretary <p>Guests: Public (1) Media (1)</p>
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I. Call to Order / Comments by the Chair

The DEC Chair, Mark Noel called the meeting to order at 6:42 p.m. and welcomed everyone.

II. Approval of the Agenda

It was suggested that the addition of setting a date to review the Communication Policy be added under New Business Items. With this change, the agenda was approved by consensus.

III. Approval of Minutes from Previous Meeting

Review of minutes from previous meeting. It was suggested to change DES to DEC and change the spelling of Bowlen to Bowen, under item # 10. With these changes, the minutes were approved by consensus.

IV. Business Arising from the Minutes

V. Correspondence – Outgoing and Incoming

- Mark Noël read a letter from Minister Carr, dated September 18, 2013. David McTimoney expanded on the meaning of this letter to provide sexual health services in our high schools. The Superintendent will ask the committee to review notes/communication plan and over the next couple of months, members of the Implementation Committee will need to meet with Parent School Support Committees, Principals, and Parent(s)/Guardian(s). Even though this is not a district wide ASD-W plan (as some schools do not have this program), it will be public. David McTimoney also wanted to acknowledge the District Education Council as

being a big part of this move and if there was a public response, we would anticipate the Minister to talk with him about it. Mark Noel mentioned that an email of timeline/steps /implementations of this communication need to be created.

- Mark Noël read a letter from Jane Buckley resigning as Vice-Chair and from himself resigning as Chair. Mark Noël said he would not be allowing his name to be reconsidered.

VI. New Business

- PSSC- Training; prepare manual, and send brochures to schools. Train PSSC members in their school community locations. Training to be provided on different days of the week for flexibility reasons and reflecting PSSC meeting dates. DEC members assigned to their sub districts for training, as follows; John Slipp, Sheila Gallagher and Norma Shaw – Carleton North, Andrew Corey – Harvey, John Slipp – Woodstock, Kim Douglass and Mark Noel – Boiestown, Donald Gould and Mark Noel – Chipman, David Bowen, James Kozlowski and Jane Buckley – Fredericton, Mark Noel and Elizabeth Nason – Oromocto. Senior Education Officers will be asked to assist Superintendent. Training dates are to be forwarded to Carol Clark-Caterini with a target date to be finalized in early October 2013.
- A Naming Committee needs to be selected for the naming of two new schools in the Woodstock area. This committee will need to keep in mind, the timeline for movement, construction of schools, school mascot and colors. Policy 409, section 6.3.4 refers to such a committee being comprised of a DEC member named by the DEC, a school district official named by the Superintendent and a representative from the Department of Education and Early Childhood Development named by the Minister. The DEC will also name a representative of the local community to sit on the committee to ensure local interests are reflected in the process. During the month of October 2013, DEC should look at organizing a naming committee.
- Recognizing volunteers. John Slipp suggests publically recognize volunteers. Donald Gould suggests recognizing programs. Jane Buckley recognizes that all volunteers are outstanding, including groups of volunteers such as employees of Acron who volunteered their time to paint parts of Devon Middle School. Mark Noël requested that we review this item on the agenda during our October working meeting or during the DEC Retreat. Discussion on which October worked best for members and October 25th and 26th was decided upon, at Mactaquac. Carol to call to call the hotel for conference room and a block of fifteen rooms.
- In October 2013, DEC will revisit the discussion of recognizing volunteers.
- **Capital Improvement Projects for 2013-2014** were presented to DEC members by Shawn Tracey, Director of Finance and Administration.
 - Priority for this school year are projected to cost \$4.1 M for roof and building upgrades. In reviewing the list of projects: Nackawic Middle School and Gagetown School will likely come off the Capital Improvement Project list and go on the Emergency Lists as their repairs are urgent.
 - Woodstock High School Sprinkler; by placing in a priority position, was a Fire Marshall order that the DEC made a one year commitment to support financially. The Minister approves items from both lists and our goal is to have as many items approved as possible. Jane Buckley expressed her concern with the wording of item # 25 as “this

- project” and a reminder that the DEC had committed to a 1 year =1/3 of estimated cost one time only. Shawn will amend lists before submission to Minister.
- David Bowen asked why item #8 (Connaught St. Elementary School - sprinkler system) was back on lists. Shawn explained that the initial approval was just for the cost of the sprinkler heads and once repair was reviewed by DTI, they determined that additional repairs needed to be done which resulted with an additional cost. As well, a repair can be placed on a list but when the actual repair is reviewed by DTI, additional work may be determined resulting in additional costs. These lists are based on cost estimations provided by the Department of Education and Early Childhood Development and the District Facilities Department.
 - David Bowen questioned why item #24 (bathroom upgrade at Priestman Elementary School) was item #18 last year, and items #1-17 items were completed from last year’s list, but now #24 on list, his understanding was that it should be #1. Shawn explained that if there is an order issued from the Fire Marshall office, this then brings other projects to the top of the lists.
 - Andrew Corey asked if item #32 (Woodstock High School - washroom upgrades), was in relation to the Theatre upgrades. Shawn’s response was that the washroom upgrades were not related to the Theatre upgrades.
 - Shawn will provide an updated Capital Improvement Project spreadsheet with the estimated cost omitted as those amounts should be confidential due to the tendering process.

Motion

..... to approve the ASD-W Capital Improvement Project lists with an amendment to item #25 to clarify the DEC had financially committed to a 1 year (1/3) of estimated cost.

Moved: Jane Buckley

Seconded: Don Gould

M/C

John Slipp went on record, noting that he ...

“appreciates the council support of this community project and I want to reiterate my support of this project and thank the council for finding a compromise to move forward”.

- **Major Capital Construction Project list for 2013-2014** was presented to DEC members by Shawn Tracey, Director of Finance and Administration.
 - Priority items were the following; (1). expansion of LHHS, (2). building upgrades to FHS, (3). reconfiguration for a new school in Fredericton West End (Hanwell), (4). reconfiguration of schools in the Florenceville, Bristol and Bath area, (5). reconfiguration for a new school in Oromocto West, and (6). an expansion of the gym and cafeteria at Connaught Street Elementary School.
 - James Kozlowski asked what the capacity was at Fredericton High School and if students could be bused to FHS (south side) from LHHS (north side). David McTimoney response was that enrollment is currently around 1900 students and it used to be 3000 students. The catchment area would need to be reviewed and the District Education Council would need to give approval for this review. There has been a loan of a summer student from

the Department of Education and Early Childhood Development to look at merging schools. This document is approximately 75% completed and a request was made by John Slipp to bring the document to DEC to review.

- Mark Noël reminded members of Policy 409, and that the members could not approve number 3, 4, or 5, at this meeting but that we should review further in the future meetings. David McTimoney gave an example of Lincoln Elementary Community School being on the Major Capital Project List in the past as we are looking at these ideas.
- Approval was asked to move Connaught Street School expansion to # 3 on the list.
- Andrew Corey asked what number of out of zone students is attending LHHS. David McTimoney responded with approximately the same number of students attending LHHS requesting to go to FHS.
- Kimberley Douglass added that students living in the Taymouth area has a choice to go to LHHS or Stanley High and that there is a real crisis at LHHS, as portables do not give you extra bathrooms.
- What is the functional capacity of FHS and when completely done, should FHS and LHHS stay as #1 and 2 as priority? Shawn reminded DEC that we currently have six portables now at LHHS, and FHS is limited to even give more space for the District Office at this time as space is being used for different type of programs than before.
- Shawn will provide the power point presentation to Carol to upload to the Portal

Motion

..... to approve the Major Capital Construction Project list in the following order:

- 1. Expansion of Leo Hayes High School**
- 2. Building Upgrades to Fredericton High School**
- 3. Expansion of Cafeteria and Gymnasium at Connaught Street School**
- 4. Reconfiguration for a New School in the Fredericton West End (Hanwell area)**
- 5. Reconfiguration of Schools, in the Florenceville, Bristol and Bath area**
- 6. Reconfiguration for a New School in the Oromocto West area.**

Moved: Norma Shaw

Seconded: Elizabeth Nason

M/C

- **District Expenditure Plan for 2013-2014** was reviewed with DEC members by Shawn Tracey, Director of Finance and Administration.
 - Areas to monitor are; supply teacher cost, heating cost, and minor repairs
 - Shawn reviewed the spending strategy, expenditure plan, school budgets, and the revenue sharing model.
 - John Slipp asked if there was a change in the PSSC budget allocations. Shawn explained that the PSSC budget is pupil based for 75 schools; this is a new model from last year. Shawn will forward the 2013-2014 PSSC allocation to Carol to post to portal.
 - Jane Buckley complimented Shawn on a good job and said that this was the best budget report that she has seen
 - David Bowen asked if a school could now paint their gym with their budget dollars from the new Revenue Sharing Model. Shawn Tracey and David McTimoney both agreed that this budget structure does allow Administrators a greater flexibility with spending but

they still have to follow the purchasing guidelines and consult with the Facilities Department if they decided to paint any area of the school.

- School Connect (voice mail services) has been approved to be paid by ASD-W for 1 year. Carol will send an email as a follow-up for training.
- James Kozlowski asked if surplus dollars were returned to Province and why? Shawn Tracey explained that we were only allowed to retain \$100,000.00 of surplus money and yes the remaining dollars were returned. David McTimoney added that our spending is a need only basis and timing was a factor. Mark had concerns of staffing/per pupil. Shawn indicated budget reductions for schools based on new model were capped at 2.5%.

Motion

..... to approve District Expenditure Plan as presented.

Moved: Jane Buckley

Seconded: Miriam Grant

M/C

- **Surplus land – Boiestown**

Shawn Tracey presented a slide of the school traffic pattern for the Upper Miramichi Elementary School and the additional parcel of land needed for senior complex. Shawn explained that this small area of land would not in any way interfere with the school or traffic pattern.

Motion

..... to approve that the additional parcel of land needed for the building of the senior complex be declared as surplus property for ASD-W.

Moved: Mark Noel

Seconded: John Slipp /Kimberley Douglass

M/C

- Suggestion to add Recognizing Volunteer to the information session agenda to discuss at the retreat in October.
- A Communication Policy discussion ensued and it was decided that the Communication Policy would be discussed at the DEC retreat on October 25th and 26th, 2013 in Mactaquac.

VII. Superintendent's Report

- Handout provided

VIII. Committee Reports

- Nothing to report

IX. Public Comment

- No Comment

X. Election of Chair and Vice Chair

- **Election of Chair:**
 - David Bowen nominated Jane Buckley, and Norma Shaw seconded – two calls were made and Jane Buckley accepted.
 - Jane Buckley was acclaimed to the position of Chair of the District Education Council for ASD-W.

- **Election of Vice Chair:**
 - Norma Shaw nominated Kim Douglas and Jane Buckley seconded – Kim Douglass accepted nomination as Vice Chair.
 - John Slipp nominated David Bowen and Mark Noël seconded - David Bowen accepted nomination as Vice Chair.
 - Mark Noël nominated John Slipp as Vice Chair, James Kozlowski seconded – John accepted nomination as Vice Chair.
 - Ballots were cast to vote on Kim Douglass, John Slipp and David Bowen.
 - John Slipp was elected as Vice Chair on the second ballot.

X Closing Comments:

Motion

..... to acknowledge Pat Thorne, Principal, for her dedication and hours of hard work in her school as well as the use of Woodstock Middle School to facilitate our District Education Council meeting.

Moved: Mark Noël/John Slipp Seconded: consensus M/C

Date for Next Meeting: October 17, 2013, 6:30 p.m. at Lincoln Community School, 2475 Lincoln Road, Route 102 Hwy., Lincoln NB

Adjournment: Meeting adjourned at 9:19 p.m.



 Mark Noël, Chairperson, DEC

November 21-13

 Date



 Carol Clark-Caterini, Secretary, DEC

November 21-13

 Date