



# ANGLOPHONE WEST SCHOOL DISTRICT

## DISTRICT EDUCATION COUNCIL MINUTES

Thursday, March 19, 2015

Nashwaaksis Middle School

*Streamed publically – online and to Coles Island and Stanley Schools*

### Council Members Present:

- Sheila Gallagher – SD 01
- Norma Shaw – SD 02
- John Slipp – SD 03
- Andrew Corey – SD 05
- David Bowen – SD 06
- Terry Pond – SD 07
- Ron Buck – SD 08
- Jane Buckley – SD 09
- Kimberley Douglas – SD 10 – Vice Chair
- Donald Gould – SD 11
- Elizabeth Nason – SD 12
- Mark Noël – SD 13 - Chair
- Tim Nicholas – First Nations

### Council Member Regrets:

- Miriam Grant – SD 04

### ASD-W Staff Present:

- David McTimoney, Superintendent
- Carol Clark-Caterini, Executive Assistant to the Superintendent and DEC Secretary
- Mike White, Information Technology II
- Daniel Wishart, Acting Transportation Manager
- Gina Dunnett, Data and Accountability Supervisor
- Sue Haanstra, Acting Director of Human Resources
- Shawn Tracey, Director of Finance and Administration
- Philip Cliff, Facilities Manager
- Bryan Facey, Subject Coordinator-Technology and Skilled Trades

### Guests:

- Members of the Public
- Members of the Media

### I. Call to Order / Comments by the Chair

- The District Education Council (DEC) Chair, Mark Noël called the meeting to order at 6:33 p.m. and welcomed everyone to the public meeting.

### II. Approval of the Agenda

- The agenda was approved with a recommendation to move the Superintendent's Report ASD-W-EL6 to the next Public Meeting on April 23, 2015. Remove of the Rotary Club under Correspondence until the next Public Meeting and add the correspondence received from Bath Parent School Support Committee. With these changes, the agenda was approved by consensus.

### III. Approval of Minutes from Previous Meeting

- The minutes were approved without changes.

### IV. Business Arising from the Minutes

- David Bowen outlined to the Council that their role was to make sure policies and governed procedures were upheld and followed. David continued to say that concerning the Woodstock High School project, they must be clear to all groups and those outside the governed education system that if there should ever be improvements to a school or a new facility built, that the Naming Procedure Policy must be followed. This policy is very well written to ensure that all public fairness is upheld and standards are followed.

**V. Committee Reports**

- David Bowen reported recommended changes to the following policies on behalf of the Policy Committee, Norma Shaw, Mark Noël and himself.

**Motion**

**.....I move that a change to the monitoring of policy ASD-W-EL1 – Emergency Superintendent Succession frequency now read one time per year and the month to read September.**

**Moved: David Bowen**

**Seconded: Ron Buck**

**Motion Carried**

**Motion**

**....I move that a change to the Policy ASD-W -EL4 –Budgeting and Forecasting add DEC Finance and Budget to the Method, two times per year, January and June.**

**Moved: David Bowen**

**Seconded: Donald Gould**

**Motion Carried**

- Clarification was given that this was an addition to the policy.

**Motion**

**..... I move that the change to ASD-W-GP6 - Agenda be to delete the Vice Chair in bullet one. A new bullet to read “The Chair and the Superintendent will meet prior to the regular meeting to confirm the agenda format and identify items that may be brought forward for public discussion or input.” Also add the revised Planning Cycle as Appendix A.**

**Moved: David Bowen**

**Seconded: Jane Buckley**

**Motion Carried**

- Jane added that she had seconded this motion due to the size of the district and the difficulty of getting people together.

**Motion**

**..... I move that a name change to Policy ASD-W-EL7 - Closure of Schools be renamed the Sustainability of Schools. Also within ASD-W-EL7 the dates be removed from Step 1, Step 2, Step 3, Step 4, Step 5 and the first bullets in the old policy be moved to the end of Step 6 and the appendix changed to fall in line with the new facility status review with regards to the policy 409 multi-year schools multi-year planning.**

**Moved: David Bowen**

**Seconded John Slipp**

**Motion Not Carried**

- A question was asked if this aligned with the Education Act and relevant Policy (409) that was revised in 2009 and where the multi-year planning was referenced. A question was asked if this was the appropriate timing for this policy to be reviewed during the Sustainability Studies.

**Motion**

**..... I move to table ASD-W-EL7 for further review and discussion at a later time.**

**Moved: Ron Buck**

**Seconded:**

**Motion Carried**

**Motion**

**..... I move that we add a new policy ASD-W-GP11 – Travel Expense with a checklist to cover travel expenses of the District Education Council.**

**Moved: David Bowen**

**Seconded: Norma Shaw**

**Motion Not Carried**

- Councilors felt that more time was needed to review this policy.

**Motion**

**.....I move to table ASD-W-GP11 for further review and discussion at a later time.**

**Moved: John Slipp**

**Seconded: Kimberley Douglass**

**Motion Carried**

**VI. Correspondence – Outgoing and Incoming**

- David McTimoney read correspondence from the Bath Elementary School and Bath Middle School Parent School Support Groups. A request was made to postpone the second meeting of the Bath Sustainability Study until a later date. The Superintendent provided Councilors with options to consider; a Sustainability Study prior to April 30<sup>th</sup> will allow changes to take place at the end of this school year. We could move the Bath Meeting #2 to April 9<sup>th</sup>, the working session to April 16<sup>th</sup> and the third public meeting with the final decision to April 23<sup>rd</sup>. Another option to consider would be to move the 2<sup>nd</sup> public meeting to a later date, but beyond April 30<sup>th</sup>. This would not allow the Minister to make a decision for this coming school year, if a recommendation was made. A final option would be to continue with the established timeline and deny this request. A discussion by Councilors led to a decision to postpone the Bath Sustainability Study – Meeting #2 until April 9<sup>th</sup>. David added that a financial document was added to the ASD-W website last night that was referenced in the correspondence. Norma expressed that with this additional financial information of associated costs, if a merger of two schools should happen, the community had concerns with the estimated cost allowed for such a move.

**Motion**

**.....to extend the day of the meeting to April 9<sup>th</sup> to allow them the two extra weeks.**

**Motion: John Slipp**

**Seconded: Jane Buckley**

**Motion Carried**

## VII. Superintendent's Report

- **ASD-W-EL4 – Budgeting/Forecasting** – The Superintendent presented his monitoring report on *DEC Policy ASD-W-EL1 – Budgeting/Forecasting* as per the Annual Planning Cycle. This report is posted publically on the ASD-W website. The Superintendent advised the Councilors that the 4<sup>th</sup> Quarter Financial Report will show a deficit on certain lines but this can be moved to other areas of the budget to offset that account being in a deficit. A contingency plan is in place to use self-sustaining dollars for extra but necessary expenses. The Capitol and Major Improvement along with emergency expenses are covered by a separate budget. Shawn Tracey provided a comparison of the 3<sup>rd</sup> and 4<sup>th</sup> quarter budgets with a savings noted in the 4<sup>th</sup> quarter due to the number of storm days where there was no need for casual replacements and First Nation teacher salaries were covered by the First Nation Enhancement Funds. However, heating costs were significantly higher. David provided information on Synrevoice that was shared with Principals on March 17<sup>th</sup>. The District will cover this program cost to schools that want to continue with this program, until November 2015. School Principals are to notify the Director of Finance and Administration with their decision to continue with this program or cancel the program by June, 2015. Currently 50% of schools are using this system. John Slipp requested that Principals make their PSSC also aware of this news. David will make the Principals aware of this request. One budget line reflects a surplus due to an inherited budget from the Department of Health for the Talk with Me Program and the two vacant position in Fredericton that have not been filled in the EAL department. The final result of the 4<sup>th</sup> quarter report showed a savings of \$286,938.00 compared to the 3<sup>rd</sup> quarter.
  
- **ASD-W-EL7 – Closure of Schools** – The Superintendent presented his monitoring report on *DEC Policy ASD-W-EL7 – Closure of Schools* as per the Annual Planning Cycle. This report is posted publically on the ASD-W website. David acknowledged staff for their dedication and hard work with the Sustainability Studies. The Superintendent reported the past activities over the last few months and reports were prepared for Coles Island School, Stanley High School and Stanley Elementary Schools. An Executive Summary was presented by the Superintendent and a request was made to the District Education Council to make a recommendation to the Minister of Education and Early Childhood Development.
  
- Councilor Donald Gould reviewed Policy 409 and quoted “New Brunswick students will be provided with equitable educational services” and his concerns with busing. In addition he referenced section 5.2 of Policy 409 and the excellent programing currently in place at the Coles Island School and that there was no need for infrastructure improvements at this school. Section 5.3 was quoted as saying “The Department of Education and early Childhood Development recognizes that schools are integral to the promotion and preservation of a local culture and community, especially in rural areas”. Other Sustainability Studies in the Province are ASD-E with 2 rural area schools, ASD-S with two rural area schools, ASD-N have no studies and the three Francophone Districts have no studies at this time. We currently have 10 schools with student population less than 100 in 9 rural community schools and 1 urban school. We have to look at the health and safety of our students.
  
- The Chair requested assessments results for Coles Island School. Assessment results were shown by the Superintendent and reported as not applicable due to the sample size being so small. The Perception Data and Tell Them from Me survey provided additional statistics. Assessment results were reviewed for CNCS and CES. Jane Buckley spoke about her support for rural schools and

that transportation concern of busing students further was evident in all reports. However, we have to keep in mind the financial state of our Province and we are all just trying to do our part.

- Ron Buck spoke of his former one room school in 1967 and at that time the government decided to close all one room schools. There were no busing concerns at that time as there were no busses but now we have to consider the time students are travelling on a bus. David was asked to review a chart showing different rural area schools in ASD-W and transportation time. John Slipp asked how long a student would remain on a bus. Daniel Wishart, Acting Transportation Manager, provided a responds that in the most remote areas such as Edmundston, a student could be on traveling on a bus in excess of 85 minutes per day. Don Gould referenced the road conditions and truck traffic in the Coles Island to Chipman Area. Don continued with a consideration to be given to Policy 409, 6.4.2-subsection 6 and the impact on the community being significant for elementary level students. As well Don requested consideration to be given to the final actual savings would be if a decision to close Coles Island School would really be with the additional transportation cost and Educational Assistant hired to assist with students on a bus. In addition, the building will have to be maintained until we can declare this as surplus. Clarification was given by the Superintendent on where students could attend school if a decision was made to close the school. Currently middle and high school students attend Chipman Forest Avenue School and a recommendation could be to transfer students to Chipman Elementary School or Cambridge Narrows Community School based on where students live and within the applicable catchment areas.

### **Motion**

**.....I move that the Anglophone West School District Education Council recommend to the Minister of Education that the Coles Island School be closed effective June 30, 2015. Further to this action, the elementary students living south of the intersection of Route 10 and 105 be transferred to Cambridge Narrows Community School and that the elementary students living north of the intersection 10 and 105 be transferred to the Chipman Elementary School.**

**Moved: Ron Buck**

**Seconded: David Bowen**

**Motion Carried**

- The Superintendents Interpretation: the motion as stated was...  
.....that the Anglophone West School District Education Council recommends to the Minister of Education and Early Childhood Development that the Coles Island School be closed effective at the end of this year, June 30, 2015. Further to this that those elementary students that live south (Coles Island side of intersection 105 and 10) go to Cambridge Narrows Community School and that the elementary students that live north of that intersection (those along route 10 and the adjoining roads off or route 10) go to Chipman Elementary School.
- Don Gould asked if Councilors were convinced that this motion was the best for the students of Coles Island School. John Slipp thanked Don for doing such good work as a District Education Councilor and for working so hard for his community. The Chair added that we as Councilors do not make this decision easily. The question was asked for a show of hands for those in favor of the motion; the motion was passed with a majority vote.
- The Superintendent presented the Executive Report for the Stanley Elementary School and Stanley High School. John Slipp asked if there were any options outside of Policy 409 to receive the same

end. David added that prior to this procedure, the question was asked of the Policy and Planning Division at the Department of Education and Early Childhood Development and the interpretation of this circumstance was to follow Policy 409 guidelines for consideration of the consolidation of the Stanley Schools. David reviewed the finance document provided for the Stanley Schools and he explained for administration 1.0 FTE is needed for every 275 students. With the Stanley Schools now, .8 is assigned for administration and 1.2 is assigned to teaching. The Principal determines the breakdown of assignments at the school level. Don Gould referenced that in 1992, when the two schools combined, they were promised that they would remain as two schools. Don expressed concerns from other K-12 schools in our District that problems could arise such as; scheduling, administration demands, and inappropriate behaviors of older students with younger students. Ron Buck confirmed that if we change the configuration of the two Stanley School, we would have the same students travelling on the same bus, entering the same doors, and continuing with the same teaching staff that is in place. The Superintendent confirmed that this was correct and that we would follow the annual process from the FTE funding formula provided by the Province. The formula used is 1.1 elementary teachers for every class, 1.2 middle school teachers for every class and high school with a little more complicated formula based on enrollment. Kim Douglass stated that the commitment shown from the community with their involvement in this study was evident and even though the savings may seem minimal we need to think overall of what we are doing and what responsibility we have to our students.

### **Motion**

**..... to maintain the status quo for the Stanley Complex.**

**Moved: Don Gould**

**Seconded: Norma Shaw**

**Motion Defeated**

- The question was asked for a show of hands for those in favor of the motion; the motion was not passed with a majority vote.

### **Motion**

**..... I move to merge the two schools to one administration.**

**Moved: Jane Buckley**

**Seconded: David Bowen**

**Motion Carried**

- The question was asked for a show of hands for those in favor of the motion; the motion was passed with a majority vote. The Superintendent added that an additional change would be one phone line instead of two and one Administrative Assistant instead of two.
- The Superintendents Interpretation: in terms of policy 409  
..... to merge the two schools together as one school with one administration.

### **Motion**

**..... to recommend to the Minister of Education and Early Childhood Development that there be consideration given for infrastructure changes and financial support, if this is necessary, in the amalgamation of these two schools.**

**Moved: Kim Douglass**

**Seconded: Elizabeth Nason**

**Motion Carried**

- The Chair confirmed the motion that we send along a letter requesting financial support if there are infrastructure changes that are necessary.

**Motion**

**.....to amend the motion to include a plan, by our next public meeting, from our Facilities Department within our District to outline the infrastructure plans for the Stanley Complex and that a letter is sent to the Minister for additional funds for the infrastructure at the Stanley Complex, if necessary.**

**Moved: David Bowen**

**Seconded: John Slipp**

**Motion Carried**

- The question was asked for those in favor of the motion; the motion was passed with a majority vote.

**VIII. New Business**

- A Motion was needed to move the Superintendent's Report ASD-W-EL6 to the April Public Meeting from March.

**Motion**

**..... to move the Superintendent's Report ASD-W-EL6 to April.**

**Moved: Jane Buckley**

**Seconded: John Slipp**

**Motion Carried**

- Discussion has begun for Capital Improvements Projects and Major Capital Improvement Projects in March 2015. Shawn will confirm with Tony Weber at EECD the criteria used, in the decision making process, so that DEC recommendations can be followed.

**Motion**

**..... I move that a public presentation of the Woodstock High Fire Safety Project, which was approved by the Minister of Education last December, this project was not put forth by this District Education Council, and I feel that this Council should have at least the information that why this project was put forth and for the public information as well.**

- David Bowen provided further clarification to this motion.

**..... that a public presentation of the Woodstock High Fire Safety Project be made to the Education Council to explain the rationale that made it to number one on our lists when this was not a project that was put forth by the District Education Council last year.**

**Moved: David Bowen**

**Seconded Jane Buckley**

**Motion Carried**

- The question was asked for a show of hands of those in favor of the motion and to request Mr. Weber to provide a presentation; the motion was passed with a majority vote.

**IX. Public Comment**

- There were no public comments.

**X. Closing Comments**

- **Date for Next Meeting:** Sustainability Study Meeting 2 at Bath Middle School on April 9, 2015
- The meeting was adjourned at **9:16 p.m.**

\_\_\_\_\_  
Mark Noël, Chairperson, DEC

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Date

\_\_\_\_\_  
Carol Clark-Caterini, Secretary, DEC

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Date