



ANGLOPHONE WEST SCHOOL DISTRICT

DISTRICT EDUCATION COUNCIL MINUTES

Thursday, April 23, 2015
St. Mary's Academy, Edmundston, N.B.

Council Members Present:

- Sheila Gallagher – SD 01
- Norma Shaw – SD 02
- John Slipp – SD 03
- Miriam Grant – SD 04
- Andrew Corey – SD 05
- David Bowen – SD 06
- Terry Pond – SD 07
- Ron Buck – SD 08
- Kimberley Douglas – SD 10 – Vice Chair
- Donald Gould – SD 11
- Elizabeth Nason – SD 12
- Mark Noël – SD 13 - Chair

Council Member Regrets:

- Jane Buckley – SD 09
- Tim Nicholas – First Nations

ASD-W Staff Present:

- David McTimoney, Superintendent
- Carol Clark-Caterini, Executive Assistant to the Superintendent and DEC Secretary
- Shawn Tracey, Director of Finance and Administration
- Philip Cliff, Facilities Manager
- Daniel Wishart, Acting Transportation Manager
- Julie Michaud, Principal
- Heather Dexter, Acting Vice Principal

Guests:

- Community Members

I. Call to Order / Comments by the Chair

- The District Education Council (DEC) Chair, Mark Noël called the meeting to order at 6:35 p.m. and welcomed everyone to the public meeting.

II. Approval of the Agenda

- The agenda was approved with a recommendation to add a bullet called "Business Arising from the Minutes" after "Approval of the Minutes", remove "The Policy Committee" from the "Committee Reports" and under "New Business – Sustainability Studies" add ASD-W-EL7-Closure of Schools. With these changes, the agenda was approved by consensus.

III. Approval of Minutes from Previous Meeting

- Donald Gould requested an update on the motion from the March 19, 2015 meeting for an infrastructure plan on the Stanley Complex. This request will be provided by the Superintendent later in the meeting. John Slipp asked if he had seconded a motion to change the name of policy ASD-W-EL7-Closure of Schools. David Bowen confirmed that he had seconded the motion as he had asked to withdraw from his motion. The minutes were approved without changes.

IV. Business Arising from the Minutes

- The Superintendent, David McTimoney responded to Donald Gould's request with an update on a draft Infrastructure Plan that serves as ideas for Stanley High and Stanley Elementary Schools. This draft plan includes thoughts on the main office location, a window looking into the office, phone lines, Administrator office locations, and a possible satellite office located in the Elementary area. As formal approval has not been given by the Minister of Education and Early Childhood Development, this plan continues to remain in draft format. If the District Education Council's recommendations are approved, at that time, our Facilities Department will meet with School Administration and proceed with talking further about needs for the Infrastructure Plan.

- David Bowen representing the Policy and Planning Committee updated the Councilors on the status of the revised ASD-W-GP11-Travel Policy. This policy is currently under review with the Province of New Brunswick Policy and Planning Department.
- David Bowen asked for an update on the motion that he had brought forward at a previous public meeting regarding the fire safety at Woodstock High School. Mark Noël confirmed that this discussion will take place at the public meeting in Geary on May 21st with Mr. Tony Weber from the Department of Education and Early Childhood Development.

V. Correspondence – Outgoing and Incoming

- A letter from the Woodstock Rotary Club concerning the naming of the new Woodstock High School Theatre was reviewed. A letter from the Woodstock High School Parent School Support Committee concerning the process followed in the naming of the Woodstock High School Theatre was also reviewed and acknowledged as also being received. The Woodstock High School PSSC support the proposal.

Motion

.....I move that the Council accept the recommendations of the Woodstock High School PSSC and Woodstock Rotary Club to name the Woodstock High School Theatre the “WHS McCain Community Theatre” in recognition of the McCain foundation contributions to the project.

Moved: John Slipp

Seconded: Sheila Gallagher

Motion Carried

- Councilor David Bowen requested that his objection be noted as he felt the process was not followed. David Bowen asked if a public meeting was held. John Slipp confirmed that the PSSC had followed the process by holding a public meeting. Mark Noël clarified that the naming of a school or area of a school falls under the District Education Council Policy 409 where there is to be consultation with the District Education Council and Parent School Support Group regarding naming rights.

Motion

.....recommend to the Policy Committee to review this policy as there has been inconsistencies in the past on the naming of facilities, and recommendations be given to the District Education Council to address any types of incidents in the future, and to clarify for all School Administration the steps necessary to take when naming part of a facility.

Moved: John Slipp

Seconded: Sheila Gallagher

Motion Carried

VI. New Business

- The Sustainability Study Executive Summary was presented by the Superintendent, David McTimoney. On October 23rd a public meeting was held where the District Education Council voted on engaging a Sustainability Study of Bath Middle School. Shortly thereafter, a letter was written to the Minister of Education and Early Childhood Development declaring the study.
- Formal communication was made with the Parent(s)/Guardian(s) of the Bath schools. On December 11th a Public Meeting # 1 was held at Bath Middle School outlining facts. In January 2015, a letter was written to the Minister of Education and Early Childhood Development indicating that Bath Elementary School would be included in this study. Public Meeting # 1b was held at Bath Elementary School in February. Public Meeting #2 was held on April 9th for Bath Elementary and Bath Middle Schools. David indicated that, should the Council vote to close, the Minister of Education and Early Childhood Development had no less than 30 days and no more than 60 days to make his decision based on the recommendations made by the District Education Council.
- Several questions were asked by the District Education Council, such as, clarification on the Bath Enrollment “What If’s” document. David reviewed the enrollment numbers, while noting infant to school age student enrollment. Ron Buck asked the thought put into the safety of combining the two schools. David added that the Facilities Department had started planning with two stages of improvements at an estimated cost of \$60,000.00

– \$130,000.00. The Department of Education and Early Childhood Development would assist financially towards these improvements. John Slipp commented on the excellent presentations provided by the Community of Bath. These presentations were very informative and engaging.

- Donald Gould recommended that the Council delay their decision as they needed to take their time with this study and make the right decision for students. Donald recently learned that ASD-E voted to keep Dorchester School opened to allow additional time for a transition to another school. Donald referred to the Bath Sustainability Study as being similar in nature as the Elementary School was only given this news in February and here we are in April making a decision that will only save \$122,000.00 by closing a school. Ron Buck concluded that this was not anything new in February/March as we started this discussion earlier in October 2014. In addition, to delay this decision, we will be faced with the same decision again. The community wants to keep students in the Bath community and if we should choose to consolidate the two schools we need to make a decision and move forward with step 1 of the construction improvements recommended. The Council agreed that the Superintendent reports were very informative and helpful with making a decision for this study.
- The Major Capital Projects Lists and the Process was confirmed as being something that can be used as a way to make future renovations to the Bath School. David McTimoney added that in May a priority list will be submitted to The Department of Education and Early Childhood Development from the District Education Council. David Bowen added that the Major Capital List had only one item completed recently and not all important items on the list, such as washrooms, were completed.

Motion

.....I move that the ASD-W DEC recommend to the Minister of Education and Early Childhood Development a closure of Bath Elementary School with the students moving next door to Bath Middle School, forming a K-8 school, while still maintaining the Early Childhood site and programs.

Moved: Norma Shaw

Seconded: Elizabeth Nason

Motion Carried

- Donald Gould acknowledged a recent e-mail that was received from the Bath Parent School Support Committee and by making a quick decision is not the best idea.

VII. Superintendent's Report

- **ASD-W-EL6-Effective Use of Schools** – the Superintendent's presented a report called **ASD-W-EL6 –Effective Use of Schools** as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. David reported that thirteen modular classrooms will be returned to the Province of New Brunswick and that we have been working on student enrollment calculations for the 2015-2016 school year. In addition we have been working on a Hanwell Road study. A Functional Capacity and Enrollment report was shown and this report was posted on the District Education Council Portal for sorting. Triggers to consider are the functional capacity that is less than 30% and enrollment numbers less than 100 students. The 2014-2015 official enrollment numbers were given with a decline of 270 students in ASD-W. The French Immersion Enrollment was reviewed with fall enrollment projections declining.
- David Bowen asked why we would need a modular classroom at a brand new elementary school and at Leo Hayes High School that is within close proximity. David McTimoney answered that at the time of this construction, an Educational Specification document was followed in the planning of these two schools. Since then, there has been a big spike in the growth of this community. Calculations were based on enrollment at that time and allowance for slight increase in population.
- David Bowen referenced that it had taken a long time for the modular at Priestman Street School to be up and running at the beginning of this school year.
- A study at Leo Hayes High Schools has been awarded to a contractor in the amount of \$50,000.00. The contracted company will submit their report to the Department of Education and Early Childhood Development which will be shared with district staff and the District Education Council.
- David McTimoney reported that he had attended a recent PSSC Meeting at Gibson Neill Memorial Elementary School as they had a number of concerns, most notably lack of space.
- **ASD-W-ER3 – School Culture** – the Superintendent presented a report called **ASD-W-ER3–School Culture** as per the Annual Planning Cycle. This report is posted publically on the ASD-W website and is reported once a year in

April. David McTimoney referenced the Community Schools Program and Liaison which serves 9 official community schools in ASD-W that have received over \$170,000.00 in grants. A District Positive Learning Plan and District School Improvement Plan are both in place. The new Power School program that we now use to track student data under particular categories continues to be implemented. The Superintendent recently attended the Turnaround Achievements for students in our district from Oromocto and Fredericton.

- David Bowen asked that with the number of storm days this year and some activities being cancelled due to this, that the track and field activities not be cancelled this year. David McTimoney read the correspondence of his instruction to Principals regarding the year end activities. Phys Ed Track Meetings are permitted.
- John Slipp had recently requested behavior management data that was provided to the media from RTIPPA. This information was pulled from the new Power School Program. However, a reminder was given that our schools need to have consistent practices of what is logged into the system and what is not being logged into the system. One school had approximately 200 entries, but they were using this for their own data collection source as another school may not be tracking every conversation with a student throughout the day. Power School is meeting our expectations but not all reports have been generated as we continue to provide input to the programmers. The "Tell Them From Me" survey was tracked and reports were given to our Data and Accountability Supervisor, Gina Dunnett. This position and the work of Gina Dunnett is such an asset to our District and began with amalgamation in 2012.
- **ASD-W-ER7 – Potato Harvest** - the Superintendent presented a report called **ASD-W-ER7–Potato Harvest** as per the Annual Planning Cycle. This report is posted publicly on the ASD-W website. The program began in 2012 with most students being from the Carleton North High School. This is now the third year of existence that allows up to 15 days of school missed to work with local farmers during the harvest. Registrations are reported to be down this year from the previous two years for various reasons. A Focus Group Session report was presented with feedback from students. Sheila Gallagher asked about the possibility of a letter being sent from the Superintendent to the John Caldwell High School and Tobique Valley High School students extending an invitation to participate in this program. David added that he mostly sees students from the Carleton North High School participating in this program due to the geographical locations. Norma Shaw acknowledged the hard work of teachers and administrators of schools where students were involved with the Potato Harvest Program to remain current in their academic studies. The students that had also participated in the Potato Harvest Program should be commended for their hard work and efforts.
- John Slipp suggested asking local farmers for their input and involvement in this program. Three farmers were in attendance and David McTimoney has agreed to action this request to approach local farmers for their ideas and input for this program.
- Schedule A of this document refers to the wording "recent"which may need to be re-worded as this policy had been established in 2012.
- **ASD-W-GP10–District Hiring Process** - David has offered for the DEC Chair, Vice Chair and any Councilors that are interested to visit our office and audit the hiring files in Human Resources. Plans are in place for this to happen in May. Donald Gould asked if an evaluation of this policy had occurred. Mark Noël confirmed that this will be done within the upcoming two weeks.

VIII. Committee Reports

- ASD-W-EL7 – Policy 409 section 6.6.1 needed to align with section 6.6.4. Therefore this policy was revised.

Motion

.....to adopt the adopted policy as amended.

Moved: David Bowen

Seconded Sheila Gallagher

Motion Carried

- A request was made for Carol to update the District Education Council Portal with the changed policy and update binders.

IX. Public Comment


- A request was made by the public regarding the consolidation of the two schools and if clarification on the motion could be given. Mark Noël confirmed the motion and noted that the Capital Improvement Projects was not mentioned in the motion.
- A request to know how students and teachers will be able to successfully learn and work in a building that will be under construction. David McTimoney responded that this was his responsibility to answer this question with a commitment to continue to work on the plans for this motion. However, we will need to wait for the Minister's recommendation.
- Rebekah Darrah thanked the Council for listening to them and consideration of their need for space in this plan.

X Closing Comments:

- Mark thanked everyone for their commitment, input and attendance. The Sustainability Study requires two types of public meetings, one for the engagement of the public and one for the District Education Council. Mark provided an explanation of what happened tonight, the District Education Council voted to move the Bath Elementary School to Bath Middle School along with the Early Years Program. It is up to the discretion of the Chair to choose a method on how the voting is conducted, with either a show of hands or ballots. The District Education Council has voted, we have a result and we will go from here with the process.

XI. Date for Next Meeting: May 21, 2015 at the Geary Elementary Community School

XII. Adjournment: the meeting was adjourned at 9:13 p.m.



 Mark Noël, Chairperson, DEC

May 21, 2015

 Date



 Carol Clark-Caterini, Secretary, DEC

May 22, 2015

 Date