



**ANGLOPHONE WEST SCHOOL DISTRICT
DISTRICT EDUCATION COUNCIL
MINUTES**

**Thursday, January 22, 2015
Bliss Carman Middle School**

Council Members Present:

Sheila Gallagher – SD 01
Norma Shaw – SD 02
John Slipp – SD 03
Miriam Grant – SD 04
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:

Andrew Corey – SD 05

ASD-W Staff Present:

- David McTimoney, Superintendent
- Carol Clark-Caterini, Executive Assistant to the Superintendent and DEC Secretary
- Donna McLaughlin, Subject Coordinator
- Jennifer Pauley, Subject Coordinator
- Erin Schriver, Subject Coordinator
- Tanya Whitney, Director of Schools
- Shawn Tracey, Director of Finance and Administration
- Leadership Students (18)

Guests:

Media (1)

I. Call to Order / Comments by the Chair

- Mark Noël welcomed everyone to the District Education Council meeting and thanked the staff of Bliss Carman Middle School for hosting the District Education Council.

II. Approval of the Agenda

- The January 22, 2015 agenda was approved with the Mathematics presentation being moved before the Superintendent's Reports. Also the addition of the Superintendent Evaluation was added under Committee Reports. With these changes the agenda was approved by consensus.

III. Approval of Minutes from Previous Meeting

- The Minutes were approved for December 11, 2014 as presented.

IV. Presentation

- Subject Coordinators, Donna McLaughlin, Jennifer Pauley and Erin Schriver provided a Mathematics presentation to the Committee. Committee members asked questions after this presentation; Jane Buckley asked for the 16 factor progress data to be provided to the Councilors. Dianne Kay will contact the EECD for this information. Don Gould asked who designed this program. Donna provided Mr. Gould with information on the program being generally designed by the Department of Education and Early Childhood Development. The committee would like to see the percentage of students that are exempted from this testing. A request was made by Councilors to be given access to the new teacher portal in order to access further data and statistics of schools in ASD-W. Dianne Kay will see if Councilors can be given access to the Teacher Portal Site. Mark Noël asked when we could expect studies from the ASD-E to show progress. An update was given by Dianne Kay that ASD-E was currently looking for key pertinent information that they need to share with other districts from this pilot project, so these steps are now in progress. One Councilor asked if there were any curriculum changes during the past 4 years in Middle School Math. There have been no changes made. David Bowen reminded the committee that he had asked back in

November 2014 why we were not sampling and now we are sampling in Math when we were told we would not be sampling any further. David McTimoney explained that we are phasing out the old assessment process and implementing a new assessment process for grade 6 and grade 10 Math. This is the last time we will see the grade 8 testing results. Next year we will see a pilot where grade 6 and 10 are phased in. In addition, when we talk about individual students, classroom teachers are assessing students all the time and using that assessment to inform their instruction. Sheila Gallagher commented that grades 6, 7, and 8 students are not always thinking about Math. David thanked the Math Team for their input tonight and we will follow-up with the Math results again in May 2015.

V. Business Arising from the Minutes

- There were no business arising from the December 11, 2014 Minutes.

VI. Correspondence – Outgoing and Incoming

- There was no Correspondence to discuss.

VII. New Business

- An update was given on the status of the Sustainability Studies in ASD-W. Public meeting #1 has been completed for all three schools (Bath Middle School, Coles Island School and Stanley High and Stanley Elementary Complex). The Coles Island School also has their second meeting completed. The Councillors had a discussion about the studies and questions and comments were given. Sheila Gallagher commented that the Bath Middle School functional capacity was 22.4% and Florenceville Middle School was 38.5%, why was Bath Middle School chosen and not Florenceville Middle School? David McTimoney explained that he looked at the 9 schools with student enrollment less than 100, the functional capacity (2 schools between 19-22% range) for each school, the cost ratio per student, class composition with Bath Middle School being a three story building with two classes (grades 6-7 and 7-8) and enrollment around 40 students. The end results are to be one of three things; maintains status quo, recommendation to Minister for investment, or school closure. A suggestion was made for Bath Middle School to transfer students to Florenceville Middle School or join Bath Elementary School to make a K-8 school. Jane asked if it was within their power to alter that study and stay within their timelines. David reviewed Policy 409 with the Councillors explaining that if a decision was made for a school closure, the Minister of Education has no more than 60 days and no less than 30 days to make his decision, based on their recommendations. Therefore a final date could be in April, 2015, to still be implemented for the next school year. A Sustainability Study does not have to be at the beginning of a school year, it can be done throughout the year. David McTimoney explained to the committee that if they were going down a different path and would like to alter the Sustainability Study on Bath Middle School, they can. Mark Noël referred to the Education Act 3.1 that states that the Minister of Education is to review the process, and that they would follow the process guidelines. So with this interpretation, Councillors decided to proceed with the following motion to broaden the scope of the Sustainability Study to include Bath Elementary School, for consideration of a K-8 school located in the village of Bath, NB.

Motion

..... to broaden the scope of the Sustainability Study on Bath Middle School to include Bath Elementary School.

Moved: Sheila Gallagher

Seconded: Norma Shaw

Motion Carried

- John Slipp added that the Committee needed to consider the state of the Bath Middle School building with Bath Middle being the older of the two and the additional schools within a 9km radius. **The question was asked to Councillors with all in favour except Don Gould who requested that this be recorded.**
- David McTimoney will write a letter to the Bath Elementary School informing the school community of this decision. The District Education Council is scheduled to meet again in Bath on Feb 12, 2015 and we

will treat this meeting as meeting 1b to begin the process on Bath Middle School and Bath Elementary School.

- A call was made for the February 12th meeting to be changed from Sustainability Study Meeting #2 where Bath Middle School would be presenting to us, to us presenting to the public of Bath Elementary School as Public Meeting 1b. **All were in favour - 12, with one opposed (Donald Gould).**
- A request was made to have a school tour of Bath Elementary School before the meeting on Thursday, February 12, 2015.
- David Bowen requested to move the public DEC meeting location from Priestman Street School on Thursday, March 19, 2015 to another school or location off-site. Councillors agreed and a call was made to hold this meeting in another location than Priestman Street School. **All were in favour – 13.**
- Kimberley Douglass updated the committee on the Stanley Community presentations with one presenter requesting 20 minutes.
- David McTimoney provided an update on the new Townsview School in Woodstock being operational with Woodstock Centennial students and staff now moved in. After March break the new Meduxnekeag School will open with students and staff from Debec Elementary School and Southern Carleton Elementary Schools transferring over. At this time, ASD-W will then have three old, vacant buildings prior to March 31, 2015. With this, we have a requirement to declare these building as surplus and to be given back to the Province of New Brunswick.

Motion

.....to declare Southern Carleton Elementary School, Debec Elementary School, and Woodstock Centennial School as surplus schools and return to the Province of NB by March 31, 2015.

Moved: Don Gould

Seconded: Ron Buck

Motion Carried

- John Slipp expressed his concerns with closing these schools before we can confirm that the Meduxnekeag School will open after March Break and not be delayed further.

Motion

..... to declare Southern Carleton Elementary School, Debec Elementary School and Woodstock Centennial School as surplus schools after the opening of the Meduxnekeag School.

Moved: John Slipp

Seconded: Terry Pond

Motion Carried

VIII. Superintendent's Report

- **ASD-W-EL1 – Emergency Superintendent Succession** – The Superintendent presented his monitoring report on *DEC Policy ASD-W-EL1 - Emergency Superintendent Succession* as per the Annual Planning Cycle. This report is posted publically on the ASD-W website. David advised the Councilors that we have an excellent Senior Management Team who meets monthly and minutes are taken. This Senior Management Team knows their portfolios and responsibilities with confidence. If the Superintendent needed to be replaced for a period of time, an Acting Superintendent would require their Masters in Education. Of the five Directors in ASD-W, two Directors have been identified and agreed to step into this role. Due to this being a personal issue, at the DEC request, names can be provided in confidence.
- As a follow-up to David Bowen's request, David McTimoney recommended this DEC Policy be reported once per year rather than twice a year, as there were no changes.
- **ASD-W-EL2 – Staff Treatment** – The Superintendent presented his monitoring report on *DEC Policy ASD-W-EL2 – Staff Treatment* as per the Annual Planning Cycle. This report is posted publically on the ASD-W website. ASD-W consists of approximately 3000 employees who belong to five different collective bargaining and non-bargaining groups. The Superintendent shared the ASD-W-250-13 policy that was noted in a memo to staff. The Superintendent continue to provide "What's on Your Mind" and a "Policy Series" to Administrators. David spoke of the dedication from staff that has been given during this

amalgamation especially with the pilot project with report cards and the roll-out of Power School. A Councilor asked the number of times Administration would meet. David explained that meetings use to be once per month, but with costs, we now meet prior to school starting for two days of meetings at a lesser cost because of not needing replacement staff, 2 full Principal meetings per year and one Principal meeting per Centre with an additional report card meeting. Vice Principal meetings are held twice per year (once by Centre and one large group). The feedback received from Administration is that they would like to meet more often, but due to cost, and our staff visiting the schools more often, this arrangement is acceptable.

- **ASD-W-EL4 – Budgeting/Forecasting (3rd Quarter Report)** – The Superintendent presented his monitoring report on *DEC Policy ASD-W-EL4 – Budgeting/Forecasting* as per the Annual Planning Cycle. This report is posted publically on the ASD-W website. This report shows ASD-W balance for this school year as 1.7 M as a deficit with the given budget. ASD-W worked with The Department of Education and Early Childhood Development and we knew that there were some pressures and needs that we needed assistance with in order to balance the budget. Shawn Tracey informed the Councilors that the Department of Education and Early Childhood Development will cover heating and replacement costs with a journal entry at the end of this fiscal year to offset this deficit. ASD-W was given a 209 M budget but a change was made in the 2014-2015 school year with the replacement costs calculation changing to only 8 days for most CUPE positions. Heating is 25% higher than last year (fuel and natural gas). The November 30th financials show a 1.736 M shortfall. A Councilor asked if we were saving money on bus fuel now with the lower fuel costs. Shawn responded that we were, but not a drastic amount. The billing is provided from vehicle management, where there is a delay in reports, based on mileages reported on paper. Shawn was asked if benefit issues were going to be a challenge for us going forward. Shawn made the Councilors aware that every district is in the same position as the same funding level was given. A project is currently in place where a study is being done on absenteeism. Replacement cost is the largest part of the budget and 13% covers everything else (maintenance, fuel, etc.).
- David Bowen reminded everyone that the previous government asked that spending be stopped three weeks before the end of the fiscal year. His Schools and Parent School Support Committees lost money because of this freeze. David McTimoney reported that this directive comes from EECD and that there has been no mention of a spending freeze this year, so far. In addition, our Budget and Accounting Manager forwarded a memo to all schools as in the past with spending deadlines to follow.
- John Slipp suggested that we begin talking about finances earlier and schools be provided with their budgets from the Department sooner in the school year. David McTimoney responded that ASD-W has already asked for our 2015-2016 FTE from the Department as we begin the process of staffing. David McTimoney stated that Shawn Tracey does an excellent job with providing financial reports and keeping us informed. Some groups such as the Student Support Services which includes the Talk with Me, Speech Language Pathologists, Social Workers and EAL Tutoring, came to ASD-W with a financial surplus which is included in our budget deficit. If we were to use these dollars now, then we will see our deficit grow.
- **ASD-W-ER6 – Quality High School Program** - The Superintendent presented his monitoring report on *DEC Policy ASD-W-ER6 – Quality High School Program* as per the Annual Planning Cycle. This report is posted publically on the ASD-W website. ASD-W is comprised with 19 high schools and 2080 potential graduates in June 2015. We currently have the three largest high schools in NB with FHS (1909 students), LHHS (1747 students), and OHS (1106 students). All High School students participate in the English Language Proficiency Assessment. ASD-W also has five K-12 schools.
- The NB Health Council wellness surveys provided feedback on school experiences in various areas. The dropout rate in ASD-W is 1.9%. There are 258 registrations for on-line courses, French Exemptions have risen to 54, course changes from French Immersion to English are down this year from last and approximately 19 schools offer vocational studies. Take our Kids to Work day reported a 90% participation.
- Guidance Counsellors and Resource Teachers are located in all High Schools. Nurse Practitioners are also located in many High Schools to assist with sexual health issues.

- Dianne Kay was credited for the preparation of Appendix A. Ron Buck asked if schools were offering enrichment classes. Dianne Kay informed the District Education Council that many schools have a variety of enrichment opportunities and we have Subject Leads for Literacy and Math enrichment.
- Kimberley Douglass asked the on-line course success. David McTimoney will speak with Bryan Facey, Subject Coordinator – Technology and Skilled Trades. A Councilor commented that a couple of high schools did not appear to offer vocational courses. David McTimoney explained that some schools may not have the interests or class numbers to have this subject taught but that a student can make a requests for an elective being offered at another school.

Motion

.....to accept these reports as presented by the Superintendent.

Motion: Jane Buckley

Seconded: Ron Buck

Motion Carried

IX. Committee Reports

- Jane Buckley commented that the Superintendent Evaluation Committee (Jane Buckley, Ron Buck and John Slipp) have met on three occasions with their process near completion. A request was made for an external party to be hired for assistance with the completion of this Evaluation.

Motion

.....to hire and approve any associated expense of an external party to work on the Superintendent’s Evaluation.

Motion: Jane Buckley

Seconded: Ron Buck

Motion Carried

X. Public Comment

- A Leadership Student commented that as a Teacher in this District, she is very pleased to see the District Education Council involvement and steps taken to accept the reality and outcomes given with today’s evolving world.

XI. Closing Comments:

- Don Gould asked why we did not have a school tour of Bliss Carman Middle School. David McTimoney responded that the school was prepared to provide us with a school tour, however due to some councilor commitments; we did not have enough time before the meeting began.
- Mark thanked everyone for their attendance at tonight’s meeting and adjourned the meeting.

Date for Next Meeting: Thursday, February 19th – Townsview Middle School

Adjournment: The meeting was adjourned at 9:02 p.m.

Mark Noël, Chairperson, DEC

Date

Carol Clark-Caterini, Secretary, DEC

Date