



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

**Thursday, June 11, 2015
Central New Brunswick Academy**

Council Members Present:

- Sheila Gallagher – SD 01
- John Slipp – SD 03
- Miriam Grant – SD 04
- 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:

- Norma Shaw – SD 02

ASD-W Staff Present:

- David McTimoney, Superintendent
- Carol Clark-Caterini, Executive Assistant to the Superintendent and DEC Secretary

Guests:

- Media (1)
- Barb Long, CNBA Principal
- Yvonne Caverhill, CNBA Vice Principal
- Bath Community Stakeholders
- PSSC, Lincoln Elementary Community School

I. Call to Order / Comments by the Chair

- The District Education Council (DEC) Chair, Mark Noël called the meeting to order at 6:30 p.m. and welcomed everyone to the public meeting at Central New Brunswick Academy in New Bandon.

II. Approval of the Agenda

- The agenda was approved by consensus as presented.

III. Approval of Minutes from Previous Meeting – May 21, 2015

- John Slipp requested Councilors to review the third bullet under New Business where it stated the new Quadruple Matrix Scoring Model was available for District Education Councilors to use, but not recommended as it takes away the autonomy and debate of the Councilors. Kim Douglass and Mark Noël remembered this recommendation being made at the previous meeting. John Slipp also questioned the time of the 75 minute bus ride from Millville to Nackawic. Shawn Tracey explained that this statement was made by Daniel Wishart, Acting Transportation Manager, with consideration given to all the stops that would need to be made from community to community. John Slipp asked if he had seconded or moved the motion to study the Millville Elementary School and the three Nackawic Schools as a cluster. Jane confirmed that she had moved the motion and that he had seconded the motion.
- Ron Buck reflected on the motion that was put forward at the last public meeting concerning a Sustainability Study on Burton Elementary School. The previous minutes did not contain the request to re-count the vote, which the DEC Chair had denied. This request will be added to the May minutes.
- With this change, the May 21st Minutes were approved by consensus.

IV. Presentation

- Barb Long, Principal spoke about Central New Brunswick Academy that was built in 2010 to house Middle and High School Students in the Boiestown and Doaktown areas. Barb had provided the District Education Council with a school tour before the meeting and a student presentation was presented at the public meeting.

The presentation included middle level students displaying their music and art talents as a result of a First Nation Grant. A music club was held during lunch time for students that were interested in learning Native Art and Drumming.

V. Business Arising from the Minutes

- **Policy ASD-W-GP10 – District Hiring Process** was conferred by the Review Committee; Mark Noël and Kimberly Douglass. Their results found Anglophone West School District Human Resource Department had followed the policy hiring process and files were found to be complete. Mark mentioned that one competition file was missing a job advertisement but the Human Resources Department was quickly able to provide and include that job posting. Kimberly further added that a couple of recommendations were made by the Review Committee to the Human Resources Department that may make their process easier. David Bowen asked if PSSC's were involved with the hiring process and employee evaluations. Mark responded that they reviewed the hiring process only and that they found the PSSC's to be involved with the handful of files that were checked.
- Jane Buckley asked if the Superintendent had forwarded a letter to the Minister of Education and Early Childhood Development listing the schools recommended for a Sustainability Study exemption during the 2015-16 school year. If so, Jane asked the reason given for the Burton Elementary School's exemption. David confirmed that he had prepared letters for the DEC Chair and that these letters were posted on the DEC Portal. The exemption letter for Burton Elementary School included the motion moved by John Slipp that mentioned Burton Elementary School only had a capacity of 63 students and the September 30th enrollment is sitting at 59. This school will likely always have a high functional capacity. John Slipp added that he moved this motion based on information provided by Elizabeth Nason. David read the letter that was forwarded on behalf of the District Education Council regarding the Burton Elementary School. Councilor Sheila Gallagher had asked if there was a number count kept for the first vote concerning the Burton Elementary School and discussion followed concerning the voting process.

VI. Committee Reports

- Jane Buckley reported that the Minister's Excellence in Teaching Award Committee had made a decision which will be passed along to the Minister before the deadline of June 30th for the successful candidates chosen. Write-ups will be provided for the three successful candidates.
- Sheila Gallagher announced that there was nothing to report at this time from the Potato Harvest Committee. David Bowen and Sheila Gallagher have been speaking about this committee and will consult with the Superintendent in the near future.

VII. Correspondence – Outgoing and Incoming

- Correspondence from Assiniboine Avenue School Parent School Support Committee Chair was received concerning the lack of staff and consistency with staff which has an impact on students. David McTimoney informed the Committee that the FTE (*full time equivalent*) process for staffing has been completed for the 2015-2016 school year. This year the allotment of teaching positions were given with a reduction of 59.4 FTE. As a result of this, a reassignment of staff was necessary. The new school year will have fewer Literacy, Numeracy and other leads with these teachers reassigned to schools.
- Councilor Donald Gould asked about the new staffing model that is being used and the reduction of School Support Workers. David McTimoney advised that a decline in Support Staff is due to the reduction in enrollment numbers and not funding. Last year ASD-W was allotted 495 Educational Assistants, and the district topped-up with additional staff to employ 500 Educational Assistants. Elizabeth Nason asked when staffing Educational Assistants, if schools should be considered that are flagged with higher need students rather than enrollment. Schools are to identify and report their needs to the District Education Support Services Team. Parent School Support Committees are asked to voice their concerns with their School Principal and if a

Principal does not understand the staffing allotment given to their school and the staffing process, they should contact their Director of Schools. David added that we continue to work to meet the need of students through the classroom teacher, professional learning, administration, and district staff.

- Correspondence from the Community of Bath was read by Mark Noël where a request had been made to add an item to the agenda to discuss delaying the transition of students to the Bath School by one additional year. John Slipp had asked David McTimoney to review the sustainability study process and the steps taken to date. John also requested to seek clarification from the Minister of Education and Early Childhood Development on the interior work that needed to be completed by September 2015 as there were concerns of Major Capital Renovations causing delays with construction at the Bath School. David McTimoney updated the Council with the recent commitment of Josh Nowlan, Senior Project Manager, Department of Education and Early Childhood Development, to this project. Josh Nowlan and Philip Cliff, Facilities Manager, continue to work closely to ensure construction will be completed by the upcoming school year. A conversation followed about the possibility of the school not being ready by the date provided. David McTimoney reviewed the Sustainability Study process and to delay this move is beyond the scope of the District Education Council and the Superintendent; this decision would have to be from the Minister of Education and Early Childhood Development. John Slipp requested that the Chair and Superintendent contact the Minister of Education and Early Childhood Development with this requests and the role of the Council. A discussion followed between Councilors

Motion

..... I move that that the closing date of Bath Elementary School be moved until September 2016.

Moved: David Bowen

Seconded: Sheila Gallagher

Motion: N/C

Clarification was given that this motion was to read that we were recommending to the Minister of Education and Early Childhood Development as we cannot make the decision to delay the opening of Bath School.

Amended

..... we are recommending to the Minister that the closing date of Bath Elementary School be September 2016 and that the appropriate renovations and expansions be completed by September 2016.

Moved: Ron Buck

Seconded: Sheila Gallagher

Motion Carried

A roll-call vote was requested with a majority vote given to approve the motion to make a recommendation to the Minister of Education and Early Childhood Development to delay the move at the Bath School and that the appropriate renovations and expansions be completed by September 2016.

- Mark Noël reported that correspondence had been received from the Minister of Education and Early Childhood Development with approval to close the Bath Elementary School.
- Mark Noël reported that recommended exemption letters had been forwarded to the Minister of Education and Early Childhood Development on behalf of the District Education Council for the identified schools from the trigger lists.

- A request was made by Donald Gould for the Superintendent to review the McAdam High School exemption letter. This letter was read by the Superintendent and a recommendation was made by Donald for the wording to be changed in the letter to reflect “may” address the functional capacity trigger instead of “would”.

VIII. New Business

- The Superintendent recommended that now would be a good time to establish a Naming Committee for the Bath and Stanley Schools as per Policy 409, section 6.3. As per the policy, the Naming Committee will consist of 1 District Education Councilor, 1 name submitted by the Minister of Education and Early Childhood Development, 1 name submitted by the Superintendent and 1 parent/community representative.
- The Superintendent provided an update of letters being written to the Minister of Education and Early Childhood Development with the District Education Council recommendations for the new Sustainability Studies for the 2015-2016 school year. A recommendation was made to start with a collaboration of meeting dates and a proposed 2015-2016 schedule had been prepared and will be discussed at the planning meeting in August 2015.

Motion

..... I move that we establish a naming committee for Stanley and that our DEC representative be Kimberly Douglass for that area.

Moved: John Slipp

Seconded: Donald Gould

Motion Carried

Motion

..... I move that a Bath Naming Committee be struck for that area.

Moved: David Bowen

Seconded: Sheila Gallagher

Motion Carried

Motion

..... I would like to make a motion to bring another new item to new business to the floor.

Moved: Jane Buckley

Seconded: David Bowen

Motion Carried

A discussion followed about adding a new business item to the floor for a motion to study the Burton Elementary School. A motion to bring a new item to the floor was approved by a roll call vote.

Motion

..... I put a motion on the floor that we do a sustainability study on Burton Elementary School.

Moved: Jane Buckley

Seconded: David Bowen

Motion Carried

- Jane explained that her reasons for bringing this motion forward was based on the proximity of the Burton Elementary School to the Town of Oromocto, the student population and the functional capacity of the school. John Slipp reminded the Committee that another letter would need to be written to the Minister of Education

and Early Childhood Development with another recommendation on the Burton Elementary School, showing a lack of professionalism. Councilor Elizabeth Nason asked about fairness as this item had already been addressed at the last public meeting where a decision had been made and that this school was added to the list of 2015-2016 recommended schools for exemption. David Bowen added that this school was on a list for many upgrades and a Sustainability Study could be beneficial. David Bowen wanted to clarify that on the previous vote there were comments made about the vote not being accurate. A roll call vote was requested by Jane Buckley with an outcome of 7 to 5 in favor of studying the Burton Elementary School.

IX. Superintendent Reports

- **ASD-W-EL5 – Asset Protection:** this report was presented at the previous public meeting; however, *Appendix A* was missing from the report due to technical difficulties. Since then, this report with the appendix had been posted to the District Education Council Portal for review. Councilors agreed that they were able to access the report and that the Superintendent did not need to review this report again.
- **ASD-W-ER2 – Academic Excellence:** the Superintendent presented a report called **ASD-W-ER2 – Academic Excellence** as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. Dianne Kay, Director of Curriculum and Instruction assisted with this report that outlines the District Improvement Plan, School Improvement Plan, Provincial Achievement results, Academic Excellence, the implementation of Power School and piloting of a new K-8 report card in ASD-W during the 2014-15 school year. A Summary Report for ASD-W-ER2, Update on Math and Numeracy initiatives, and the Middle Level Math Goals for School Improvement Plans were included as supporting appendices.
- **ASD-W-EL4 – Budgeting and Forecasting:** the Superintendent presented a report called **ASD-W-EL4 – Budgeting and Forecasting** as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. The Final Adjusted Results for 2014-2015 showed a \$3391.00 surplus as a result of \$421,000.00 transferred from The Department of Education and Early Childhood Development to cover natural gas charges. Projections for replacement cost, fuel and heating expenses continue to be monitored with the 2015-2016 budget that was provided on June 4, 2015 in the amount of **\$210,923,500.00**. It is the obligation of the District Education Council to approve this budget prior to June 30, 2015. However, with this limited time, a recommendation was made to request an extension beyond June 30, 2015 from the Minister of Education and Early Childhood Development. The Superintendent requested that we have the capacity to share the 2015-2016 financials with schools before the next coming school year as this information is needed for planning.

Motion

..... to ask the Minister for an extension to approve the budget until the first public meeting.

Moved: David Bowen

Seconded: Ron Buck

Motion Carried

Amended

..... to move that we amend the original motion to include that it will be held by August 13th and the District operate with a draft copy until then.

Moved: John Slipp

Seconded: None

Motion Defeated

- **ASD-W-EL8 – Communication to Council:** the Superintendent presented a report called **ASD-W-EL8 – Communication to Council** as per the Annual Planning Cycle. This report is also posted publically on the

ASD-W website. The Superintendent is committed to include the District Education Council by e-mail and phone conversations concerning media stories, staff appointments, and relevant operations of the District.

- **ASD-W-CSR6 – Evaluation of the Superintendent:** Jane reported that there was nothing more to report with this policy. The Evaluation Committee had met and will now meet in the near future with the Superintendent and Human Resources. A solid document will be established.
- **FN Enhancement Reports:** Tuition Enhancement Agreements between First Nation Communities, the Province, and ASD-W allow 50% of tuition funds to be reinvested to support First Nation students that live on-reserves and attend public schools. Anglophone West School District encompass 6 First Nation Communities (Madawaska, Tobique, Woodstock, Kingsclear, St. Mary’s and Oromocto First Nations). Enhancement reports show the make-up of the committee, enhancement staff, initiatives, finances, and enrollment. A new 5 year agreement for 2015-2020 is now in the process of being signed and one community has signed the agreement. As of June 30th we do not follow the terms of the agreement until it is signed.
- **Hanwell Catchment Study:** David reminded the Committee that this was not a sustainability study that he would be discussing, but just ideas that were put to paper. This project was launched by Council as a result of a community member that piqued the interest of the DEC in August. Currently there are 578 students that are on a bus for approximately 28 minutes. The feeder schools are Priestman Street School (247 students), George Street Middle School (129 students) and Fredericton High School (184 students). Catchment area maps were reviewed and possible scenarios were discussed.

Motion

..... to establish a committee to look at the Hanwell Road scenario and come back to the Council with a recommendation.

Moved: Jane Buckley

Seconded: David Bowen

Motion Carried

The Committee selected was David Bowen, Mark Noël, Terry Pond, and Andrew Corey.

IX. Public Comment

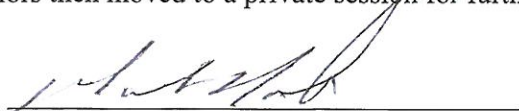
- Lindsay Farrell, PSSC Chair from Lincoln Elementary School thanked the District Education Council for her opportunity to attend the recent Spring Symposium on May 29th and 30th in Moncton, N.B. Lindsay indicated that she had walked away with lots of information and an e-mail list had since been established amongst the PSSC Chairs for support. Lindsay requested consideration be given for a Parent School Support Committee Spring Symposium. Lindsay had made a request to see the policy used for the 2015-2016 staffing ratio that was used, and she expressed that Lincoln Elementary Community School is a wonderful school but additional Educational Assistants, Guidance Councilors and Resource Staff were needed to support students. Lindsay would like to see staffing based on the student needs and not enrollment size and that their school had recently seen reductions in staff.
- Karen Guest, Bath PSSC, thanked the District Education Council for passing a motion to contact the Minister of Education and Early Childhood Development with a request to consider delaying the move at Bath School. Karen reminded the Council that their committee was not asking for the work to stop but that the school would be ready and safe before elementary children was moved. A request was made for the Superintendent to prepare a formal, written letter on behalf of the District Education Council requesting consideration be given to delay the move at Bath School.

X. Closing Comments:

- Mark Noël thanked everyone for coming to the public meeting.

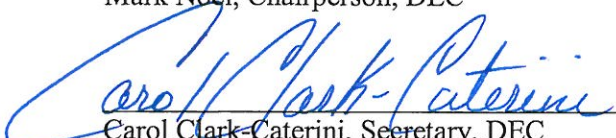
XI. Date for Next Public Meeting: TBA

XII. Adjournment: The meeting was adjourned at 9:15 p.m. with a move by John Slipp to adjourn the meeting. Councilors then moved to a private session for further discussions.



Mark Noël, Chairperson, DEC

Oct 8 2015
Date



Carol Clark-Caterini, Secretary, DEC

Oct 8, 2015
Date