

ANGLOPHONE SOUTH SCHOOL DISTRICT (ASD-S)
DISTRICT EDUCATION COUNCIL
Minutes of Meeting – June 10, 2020

The District Education Council (DEC) for Anglophone South School District (ASD-S) met virtually on Wednesday, June 10, 2020. The following Council members and staff were in attendance:

Council Members:

Rob Fowler, Chair; Roger Nesbitt, Vice Chair; Wayne Spires, Dan O'Connor, Richard Malone, Heather Gillis, Justin Tinker

Regrets: Lory-Ann MacAskill, Kristen Murphy, Bernie Regenbogen, Larry Boudreau

ASD-S Staff:

Zoë Watson, Superintendent; Paul Smith, Director of Schools, Saint John Education Centre; Allan Davis, Director of Schools, Hampton Education Centre, Derek O'Brien, Director of Schools, St. Stephen Education Centre, John MacDonald, Director of Finance & Administration; Peter Smith, Director Education Support Services, Gary Hall, Director of Curriculum & Instruction, and Clare Murphy, Recording Secretary.

1. Call to Order/Welcome/Regrets

Mr. Fowler called the meeting to order at 7:00 pm.

2. Approvals

2.1 Approval of the Agenda

Mr. Fowler advised that Council would be removing item 5.2 (Superintendent Evaluation 2018-19 and Superintendent Evaluation Subcommittee 2019-2020), and item 6.2 (Schools not visited my DEC). He asked if there were no questions or concerns with the items being removed, that a motion be put forward to approve. Mr. Nesbitt moved that the agenda be approved with 5.2 and 6.2 being removed. Seconded by Mr. Spires. With Council in agreement, the motion carried.

2.2 Approval of Minutes

Mr. Fowler referred to the Minutes of the May 13, 2020 meeting and asked if there were no questions or concerns that a motion be put forward to approve. There being no questions or concerns, Mr. Spires moved that the Minutes be approved as presented. Seconded by Mr. Nesbitt. Motion carried.

3. Member's Notebook

Mr. O'Connor noted the Loch Lomond PSSC met virtually recently to review the School Supplies list after Principal Mr. Norton reached out to them. He mentioned that on the School Review email site there was an email from a member of the public thanking John MacDonald and Jessica Hanlon for their prompt responses during the Morna Policy 409 review and he wanted to extend his thanks as well. Also, a member of the public asked if the Morna transition plan had begun. Mrs. Watson clarified that the process has started and tours in small groups are being arranged.

Ms. Gillis wanted to commend teachers for their efforts in making virtual learning a success. She noted that her son had been in attendance at the school a couple of times this week and it was very positive. Protocols in schools for report cards are clearly outlined – a lot work was done - and it is appreciated.

Mr. Spires commented that Charlotte County had pictures of their graduates in local papers – and even some employers placed pictures of their employee/graduates to congratulate them. He offered his thanks and congratulations to all graduates.

4. Presentations

4.1 ENDS #6 – Access to Resources

Mrs. Watson advised Council that she would be reporting tonight on ENDS #7 on behalf of Jessica Hanlon, Director of Communications, who was unable to attend.

Mrs. Watson explained that staff updated the District Improvement Plan for Ends #6 & #7. The monitoring report was posted with Council's meeting materials for their review and forms part of these Minutes. Also posted were positive news stories from the last few months and a chart outlining many of the program information nights held at schools across the District.

Erica Lane, Community Schools Coordinator, provided Council with an overview and updates on the strategies under ENDS #6 - To coordinate and maximize access to resources to support children, youth & families. Strategies focused on providing families with information about available support resources (including an updated and enhanced ASD-S website) and working with schools, PSSCs and community to provide sessions to families.

4.2 ENDS #7– Effective Partnerships & Positive Communication

Mrs. Watson spoke about ENDS #7 and the focus on developing a communication strategy that reaches beyond traditional media, promoting and celebrating District success stories, and increasing community partnerships and connections with outside agencies.

Comments following the presentations included whether Council needed to do anything to keep the position of Director of Communications as it was initially special funding for only two years. Mrs. Watson advised that the position has been extended by the Department. DEC asked that a letter be written to the Minister to express the importance of the position. Comment was also made the news stories and celebrate items might be something to share with the Minister as well. Comment was made that the updated website looks great and the community resources now listed will make it easier for parents to do research.

Following the presentation, Mr. Nesbitt moved that the monitoring reports for ENDS #6 and #7 be accepted as exceeding expectations. Seconded by Mr. Spires. Motion carried.

Mr. Fowler thanked Mrs. Watson and Ms. Lane for their informative presentations.

5. Business Arising from Minutes

5.1 Policy Review – CSR #5 – (from January 2020)

Mr. Fowler advised that this policy deals with the evaluation process of the Superintendent. As a new process has been put in place, the policy needs to be re-drafted and suggested changes were noted. He explained that the process was approved in conjunction with Human Resources (provincial), DEC Chairs, Superintendents, and the DEC Manager and is aligned with governance. It will be used by all DEC's for consistency in the evaluation process across the Districts. This material was re-posted with Council's meeting materials for tonight along with the Appendix for the DEC Handbook.

Mr. Nesbitt moved that Council adopt the changes to CSR #5 with the deletions and Appendix as presented. Seconded by Mr. Spires. Discussion then arose as to whether or not this policy should be tabled for the next DEC to revise/approve. Following discussion, motion carried. Mr. O'Connor and Ms. Gillis voted against the motion.

Suggestion was made that when approving each Executive Limitation and ENDS policies, Council categorize them as meet or exceeds expectations so that tabulation will be easier at the time of evaluation.

5.2 Superintendent Evaluation (2018-19) and Superintendent Evaluation Subcommittee (2019-2020)

Removed from Agenda.

6. New Business

6.1 Executive Limitations #8, #9, #11, #12 & 3.0

Mr. Fowler asked if there were any questions or concerns with the monitoring reports for EL #8 – Staff Compensation, EL #9 – Treatment of Media, Public, Stakeholders and Staff, EL #11 – Property Management, EL #12, Annual Reporting to the Public and EL 3.0 – Global Executive Constraints. All were posted for Council's review. There being no questions or comments, Mr. Tinker moved that the monitoring reports be approved as presented. Seconded by Mr. Nesbitt. Motion carried.

6.2 Schools Not Visited by DEC

Removed from Agenda.

6.3 Functional Capacity Report

Mr. MacDonald reviewed the Functional Capacity Report by Education Centre and highlighted the number of schools, enrolment, population decline/increase and average age of schools. He noted a few changes in the set up of the document and advised that next school year this report will include the Policy 409 data. Mr. O'Connor questioned how capacity is determined as he felt that the functional capacity of some schools appeared to be higher/lower than what would be expected. Mr. MacDonald explained the process.

6.4 Final Expenditure Plan 2019-2020 and Self Sustaining Funds Update

Mr. MacDonald reviewed the final Unaudited Budget Report (to March 31, 2020) which shows a small surplus position for year-end of \$216K. He went on to highlight a few key areas where ASD-S was able to decrease expected shortfalls as a result of schools being closed from mid-March. These areas included replacement costs for EAs, custodians, bus drivers and maintenance, as well as Information Technology expenses.

Following the presentation, Mr. Nesbitt moved that the Final Unaudited Budget Report be approved as presented. Seconded by Mr. Spires. Motion carried.

Mr. MacDonald then reviewed the status of self sustaining funds by Education Centre. He noted that some projects are marked as "pending" due to the closure of schools in mid-March, but they will be carried forward. The self sustaining funds have been used for several facilities projects.

7. Information Items

7.1 Superintendent's Report and Update

Mrs. Watson reviewed her report which had been posted with Council's meeting materials for their review.

She noted the death of EA Pam Murray at the end of March who was a long time employee of St. John the Baptist/King Edward and in April, another long-time employee, Mike Osborne, who was an EA at Westfield Elementary and President of Sub-local 13 of CUPE 2745. She asked for a moment of silence in their memory.

She highlighted several key areas from her report including the hard work of Administrators on developing graduation plans while respecting social distancing and Public Health guidelines; reopening of District Office and schools; complex needs students respite care; IT support in providing laptops/ipads to families without devices; work of curriculum coordinators in providing PL on-line; a National Inclusion Award for two elementary teachers from Hazen White-St. Francis and an EA at Champlain Heights; grade 7 immunization clinics hosted in gymnasiums, and a summary of counselling support provided to our students via telephone by ESS from April 1 – May 29.

7.2 Chair's Report and Update

Mr. Fowler noted that Mike Osborne had been a friend of his, and that he had loved his job – it was always about the kids. A “parade of cars” from Saint John to Westfield passed by the school in his honour and there were 200-300 cars in the line up.

Mr. Fowler wanted to acknowledge the phenomenal work of the Department of Education and Early Childhood, the Superintendent and the entire District over these last few months. He was impressed with the dedication, the hard work and planning that was required by all during the COVID 19 pandemic.

He noted that the Department of Education and Early Childhood has acknowledged the vacancy in Subdistrict 8 following the resignation of Linda Sherbo. We will now start the process to find a replacement.

7.3 Correspondence

All correspondence was posted for Council's review. Question was asked about the July 1st deadline for the 2020-21 District budget to be provided to the Department. The District has received the budget document from EECD but has not had an opportunity to develop the expenditure plan. Mr. Fowler noted that this had been discussed and because of the declaration of a state of emergency in the province, accommodations will be made.

8. Adjournment

Mr. Fowler thanked all who attended this evening's virtual Council meeting and reminded Council the next meeting will be held on Wednesday, August 19, 2020 beginning at 7:00 p.m. and will likely be a virtual meeting as well. There will be no meeting in July.

There being no further business the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Rob Fowler, Chair

Clare Murphy, Recording Secretary