



ANGLOPHONE WEST SCHOOL DISTRICT

DISTRICT EDUCATION COUNCIL MINUTES

Thursday, June 5, 2014
Fredericton Education Centre

Council Members Present:

- Norma Shaw – SD 02
- John Slipp – SD 03 – Vice Chair
- Andrew Corey – SD 05
- David Bowen – SD 06
- James Kozlowski – SD 07
- Ron Buck – SD 08
- Jane Buckley – SD 09 - Chair
- Kimberley Douglas – SD 10
- Donald Gould – SD 11
- Elizabeth Nason – SD 12
- Mark Noël – SD 13

Council Member Regrets:

- Sheila Gallagher – SD 01
- Miriam Grant – SD 04
- Tim Nicholas – First Nation

ASD-W Staff Present:

- David McTimoney, Superintendent
- Catherine Blaney, Director of Education Support Services
- Shawn Tracey, Director of Finance and Administration
- Tanya Whitney, Senior Education Officer, FEC
- Carol Clark-Caterini, Executive Assistant to the Superintendent and DEC Secretary

Guests:

- Media (1)
- Public (2)

I. Call to Order / Comments by the Chair

The District Education Council (DEC) Chair, Jane Buckley called the meeting to order at 6:40 p.m. and welcomed everyone. Jane conveyed her regrets for not attending the May 29th meeting in Grand Falls and she expressed her gratitude to John Slipp for chairing the meeting on her behalf. During this past month, Jane attended a retirement celebration for the Fredericton Education Centre and the “What’s up Doc” presentation.

Jane also shared school news of Cambridge Narrows Community School receiving an additional \$7000.00 in grant dollars to bring their total grant funding for the school year to \$48,900.00. As well, Bliss Carmen Middle School students launched a helium balloon device mounted with cameras and a GPS had a balloon festival this past month and reports were made that their balloon was found in Westfield, NB, with lots of great footage.

II. Approval of the Agenda

The agenda was approved with the addition of the District Education Plan under the New Business section of the agenda.

III. Approval of Minutes from Previous Meeting

The minutes were approved with the correction under the Committee Reports section to say, "names were selected to be recommended to the Minister of Education and Early Childhood Development" rather than "names were selected."

IV. New Business

The Asset Protection Monitoring Report was prepared by the Director of Finance and Administration on behalf of the Superintendent. This report was provided to the members as a handout and posted on the DEC portal for members to view at their leisure. Shawn Tracey reviewed this report and identified ASD-W departments; *Facilities, (capital improvement plan, maintenance management, elevators, fire protection, control systems, play spaces, security systems, Health and Safety, water, indoor air quality, cathodic protection testing, asbestos management program, roof inspections, pressure vessels, commercial and domestic equipment and oil tanks), Human Resources; (Policy 701, CRC, training to staff (WHIMIS, Evacuation Procedures, etc.), and public disclosure act), Financial; (Policy 101-financial responsibilities, Policy 107-purchasing, Policy 407-community use of schools, Policy 127- school cafeterias, and school raised funds), Transportation; (operation of school buses governed by policies and regulations, driver qualifications and medical reports, rules of conduct, driver training, and radios installed on buses);* these are, being regularly monitored and followed. In addition, we are confident that we are in compliance with the Executive Limitations Governance Policies.

After this presentation, questions were asked by the DEC members. John asked if Shawn could identify any areas of weakness in ASD-W. Shawn's response was "no" to this question. David Bowen asked if play spaces were inspected and are there any reports to support this. Shawn identified the school custodian duties are to carefully examine all play structures on a daily basis, and then the maintenance repair men are given a regular monthly work order (PM) to also examine play structures/spaces and repair any areas of concern. Shawn confirmed for Mark that financial reporting periods are done on an annual basis and an audit report is prepared as requested by the government. In addition, Shawn reported that school buses are now purchased in bulk by the Province of NB as a way to save money.

The Expenditure Plan was prepared and presented by Shawn for the approval of \$208,934.70 budget for 2014-2015. Shawn explained that the process was different this year than in the past, as we had consulted with Ernst & Young through EECD, and it was recommended to now have nine buckets of money to break down by departments. Shawn identified areas to monitor closely are replacement costs with an average of 8.5 reported sick days for teachers per year as the formula for funding. The replacement cost for CUPE staff are funded on the average number of sick days in each classification. This Expenditure Plan is to maintain the same level of meeting and travel expenses, and projected heating and fuel cost as in 2013-2014. Budget strategies are based on needs, efficiencies and available funding with major stressors forwarded to the Department of Education and Early Childhood Development for consideration, as necessary.

The 2014-2015 Expenditure Plan is broken down by; staff salaries – 88% = \$184,188.722 and operations - 12% = \$24, 746.068. This approximate \$209M budget is then broken down by several groups and school allocations.

After this presentation, questions were then asked by the DEC members. John Slipp asked if the Synvoice communication system would be provided in the budget and if there will be any district operational changes. Shawn's response was that Synvoice was not included in the 2014-2015 budget as schools were given the 2013-2014 school year of free service by the district and there are no projected changes in the upcoming operations budgets.

Shawn further explained that Teachers collect 15 sick days per year.

David Bowen asked why a photocopier was delivered to one of his schools that he represents with no instructions given on how to use this new piece of equipment. Shawn explained that the Government initiated a cost saving measure that involved the research of printer costs in NB. It was determined that impression cost (photocopier) was much cheaper than printer cost, so we no longer have a printer budget for replacement toner and repairs. The lease cost of copiers and the cost per impression, overall should be less and a significant savings across the district. Konica Minolta is the company provider and instructional manuals are provided by them. A replacement manual can be provided to school that are missing a book. Schools also had an input on where photocopiers were to be placed due to the sensitive nature of copying.

Jane read the Education Act and identified July 1st as the deadline to approve the Expenditure Plan. The DEC members then proceeded to make a motion to approve the Expenditure Plan as they would not be meeting before this deadline.

Motion

.....to approve the Expenditure Plan as presented by Shawn Tracey, Director of Finance and Administration.

Moved: David Bowen

Seconded: Ron Buck

Motion Carried

Mark Noël requested that the government inform us in a timely manner of any changes and budget freezes during the 2014-2015 school year.

The Superintendent provided the members with a First Nation Enhancement report that he had prepared and was seeking their approval before submitting this report to the Minister of Education. David expanded on the First Nation communities in ASD-W.

ASD-W has six First Nation Communities, and all agreements had been signed on June 30, 2013 with a one year extension until June 2014 and a request for an extension that is still pending. The First Nation education is the responsibility of the Federal Government, and their funding is provided by Aboriginal Affairs. 50% of the tuition is turned back to the District to support Enhancement Initiatives for students of that community. A decision was made by consensus for the Enhancement Committees to consist of; Superintendent, First Nation Chief, Senior Education

Officers, First Nation - Subject Coordinators, Director of Finance and Administration, School Principal and Community Members, as a part of this committee. This committee meets one to three times per year, to review projects, staffing, salaries, etc. Madawaska First Nation is the smallest community, with only 6 students attending our schools. Tobique First Nation is the largest community with a large portion of their funding being invested in Elephant Thoughts. This committee meets for one full meeting and one executive meeting. Woodstock First Nation has one formal meeting per year, and they are seeking literacy and numeracy support for the 2014-2015 school year. Kingsclear First Nation has one formal meeting per year. Saint Mary's First Nation has one meeting per year. Oromocto First Nation has not had any meetings this year. The largest part of the First Nation budget supports Enhancement employee salaries. Student enrollment is an important part of this process as funding is provided and based on 544 students in ASD-W. This budget is a department 19 account with a surplus balance of \$1.5M but we need to take into account the commitments not included to date.

After this review of the First Nation Enhancement Program, questions were asked. Mark asked if the First Nation Support Workers were Educational Assistants and if the new Federal Education Plan was to increase funding per student, does this mean First Nations tuitions would also increase? David responded to these questions with First Nation Support Workers are not the same as Educational Assistants and yes, the tuition would also need to align with the funding provided by the Federal Government. In addition, three of the six First Nation communities have their own schools, Tobique First Nation, Kingsclear First Nation and St. Mary's First Nation. The members were in consensus to approve the First Nation report for David to forward this report to the Minister of Education for the 2013-2014 school year.

V. Business Arising from the Minutes

There was no business to report from the previous minutes.

VI. Correspondence – Outgoing and Incoming

Jane Buckley responded to a letter that was received from the Fredericton High School PSSC Chair. Jane shared the contents of her letter with the DEC members concerning the Fredericton High School upgrade requests. From the last public DEC meeting, the building upgrade requests were referred to Phillip Cliff, Facilities Manager for consideration. David McTimoney read a response from Phillip Cliff identifying 110000 sq. meters of roof has been repaired, the back storage room in the theatre will be replaced, the removal of carpet was to prevent mold, and a blue tarp was temporarily installed to allow a pre-planned evening function to continue. \$ 5.264 M has been assigned for major capital improvements with \$ 1.24M spent on Fredericton High School. The upcoming plans are to replace a ventilation system, continue to repair roof, and window upgrades.

Mark Noël asked the Superintendent how concerned he is with the amount of major repairs that need to be done. David McTimoney replied that we can identify the concerns and refer them along to the Department of Education and Early Childhood Development for approval and funding.

John Slipp commented that he would like to provide a positive response to the parents and PSSC Committees from the District Education Council as there seems to be a lack of communication between the school parents and the work that has been done to date.

VII. New Business

Jane showed a Provincial Education Plan for 2013-2016 that was provided to her by an e-mail and it is on the EECDC website for members to access. Mark wanted to go on record as being upset with our government decisions.

VIII. Superintendent's Report

David McTimoney reported that the Superintendent report was not as lengthy as his usual reports as a report was given one week ago. David reported that during the past week he had visited schools in the Perth Andover area and worked with David Bowen and the Priestman PSSC group concerning their school. Next week will be exams, grad celebrations, and graduation ceremonies. Friday, June 20th will be a half day of classes for students.

An update was given by the Superintendent on the new Woodstock schools. With the most recent focus on the transition of playground equipment. The transition to the new school schedule has been placed on ASD-W website, and the next step is to meet with non-teaching employees, to understand and determine staffing in new schools. The suggested names for the new schools have been submitted to the Minister of Education and Early Childhood Development on May 8th and we should wait another week before inquiring on the chosen names.

The Superintendent provided the District Education Council with a handout of the 2013-2014 DEC budget summary report with an opening balance of \$49,000.00 and a final balance of \$27,000.00. David had also reported that he had informed the Minister of a request to retain and carry forward 1% of their allocated budget rather than the allowed \$100,000.00 as per the motion made during May 29, 2014 public DEC meeting.

The Superintendent thanked the committee for the work involved with selecting three names for submission to the Minister of Education for the Teacher Excellence Award and that their submission had been forwarded.

IX. Committee Reports

Kimberly Douglas reported that the Superintendent Review Committee has made progress. This committee plans to meet on two more occasions followed by a prepared report and meeting with the Superintendent in August or early September 2014.

Catherine Blaney reported on the work completed by the PLEP Committee. Feedback from 75 PLEP plans was collected by Catherine and is available. A variety of feedback was coming back to her, and schools are working hard around the Positive Learning Environment Plan topic. PLEP is a plan to support positive behavioral in our system. Monitoring and feedback will be provided to schools before January 2015 to support them.

An opportunity was given to members to ask any questions and offer their comments. Donald Gould asked if the template shown should be reversed, and this was noted. Ron Buck felt that this

was a good report. Don commented that PSSC groups are already doing this and this will put us all on the same page. The members had given their Consensus.

John Slipp was not at the meeting when the previous PLEP presentation was given and requested another presentation be given. John Slipp also requested that the Mental Health Policy be incorporated with the PLEP. Ron Buck felt that this should be ready for this school year and no further delays were needed. Kimberley Douglass agreed not to delay the PLEP report for future discussion on mental health. It was suggested that mental health be added to the agenda at the DEC retreat.

Motion

.....to move forward with the PLEP document presented by the PLEP Committee.

Moved: Kimberley Douglass

Seconded: Donald Gould

Motion Carried

John Slipp asked what the priority was to have this approved now, other than to present to Principals in August. David McTimoney explained that the long term planning and moving forward was needed. This also complies with policy, it is good work, and it is an appropriate time to roll out in August 2014. All members were in favor, with John's vote as opposed.

The DEC Chair informed the members that Stacey Brown, EECD was putting together modules on the roles of the DEC and PSSC committees. The DEC members were asked if anyone would like to submit their name to participate with this project. David Brown submitted his name as a participant and Jane thanked him.

X. Public Comment

Mrs. Jenny Scott, a concerned parent and advocate for a new school on the Hanwell Road area addressed the DEC members as to why she felt this was needed. Mrs. Scott is a 5 year resident of the Hanwell Road area, located just outside of Fredericton boundaries, spoke on the need for a school in her community that would support the 496 students that are bused every day to attend school in the city. Mrs. Scott referenced that her children were on a school bus for 2 hours per day and with the increase in traffic on this road in the mornings, she felt that it was not safe. However, if a parent decides to send their child to another school that is not assigned to this area (George Street Middle School and Priestman Street Elementary School are the zoned schools), then it is the responsibility of the parents to provide transportation for their child to attend another school. Mrs. Scott had provided information on the Hanwell Road area residence paying a higher tax base than Grand Bay or the New Maryland area. Mrs. Scott feels that New Maryland is a smaller area and they have an elementary school and the assigned schools for the Hanwell area students are over-crowded, along with Liverpool Street School. Mrs. Scott realizes that taking 300 students out of Priestman Street School would have an impact, but she feels strongly that students should be kept in their own community. Mrs. Scott spoke of other concerned parents in her area fear the middle school transition of having their children attend George Street Middle School, a downtown school, with no green space, and the access to play ball outside. In closing, Mrs. Scott identified

the growth in her community, and that she is a parent that will continue to research and lobby for a school in her area. Mrs. Scott enjoys the schools that her children currently attend and she will continue to be present and active in her children schools.

The DEC Chair acknowledged Mrs. Scott's concerns and responded that the committee can only make a recommendation to The Department of Education and Early Childhood Development and it would be the department's decision for a new school to be built in the Hanwell Road Community if such a recommendation is made.

X Closing Comments:

The DEC Chair reminded everyone of a DEC retreat during the month of August, and requested the members to e-mail Carol with their available dates and agenda items. During this meeting, the Spring Symposium feedback can be discussed along with scheduling the 2014-2015 DEC meeting dates. Jane encouraged members to continue to enhance the learning of the students, and to have a safe and happy summer.

Date for Next Meeting: August 2014 – DEC Retreat

Adjournment: The meeting was adjourned at 9:05 p.m.


Jane Buckley, Chairperson, DEC


Date


Carol Clark-Caterini, Secretary, DEC


Date