



ANGLOPHONE WEST SCHOOL DISTRICT

DISTRICT EDUCATION COUNCIL MINUTES

Thursday, September, 25, 2014
Hartland Community School

Council Members Present:

- Sheila Gallagher – SD 01
- Norma Shaw – SD 02
- John Slipp – SD 03 – Vice Chair
- Miriam Grant – SD 04
- Andrew Corey – SD 05
- David Bowen – SD 06
- Ron Buck – SD 08
- Jane Buckley – SD 09 - Chair
- Donald Gould – SD 11
- Elizabeth Nason – SD 12
- Tim Nicholas – First Nations

Council Member Regrets:

- Kimberley Douglas – SD 10
- Mark Noël – SD 13
- Vacancy – SD 07

ASD-W Staff Present:

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

Guests:

- Angela James, Principal - Hartland Community School
- Heidi Bourgoïn, PSSC Chair - Hartland Community School
- Emma Little, Student Council Representative
- Aspen Murray, Student Council Representative

- Principal, Angela James, welcomed the District Education Council and guest to the Hartland Community School. Angela spoke about the school history and student involvement at Hartland Community School. Student Council Representatives, Emma Little and Aspen Murray, informed the District Education Council of the on-going activities at their school.
- Consensus was given by the District Education Council to elect a Vice Chair and Chair for a two-year term positions at the beginning of this meeting.
- The Election process began with Donald Gould nominating Jane Buckley as Chair. Ron Buck seconded this nomination and Jane Buckley accepted the nomination as a candidate for Chair for Anglophone West School District. Elizabeth Nason nominated Mark Noel as Chair. John Slipp seconded the nomination. Mark Noel was absent from the meeting but had left a letter indicating his acceptance of nomination for Chair or Vice Chair if nominated.
- Councilors began with casting their votes for Jane Buckley or Mark Noel as Chair. David McTimoney, Carol Clark-Caterini, Emma Little and Aspen Murray tabulated the votes and announced that there was a tie. Robert's Rules of Order was reviewed and Councilors cast their votes again with the results being another tie vote.

Motion

..... to recess the election until the next public meeting with the appointment of an Acting Chair for the interim.

Moved: John Slipp

Seconded: Elizabeth Nason

6 agree/5 oppose – M/C

- Jane accepted the Interim Chair position and began the meeting with the Call to Order.

I. Call to Order / Comments by the Interim Chair

- The District Education Council (DEC) Interim Chair, Jane Buckley called the meeting to order and welcomed everyone.

II. Approval of the Agenda

Motion

..... to postpone the discussion and formal report on the Closure of Schools – Policy ASD-W-EL7 until the October, 2014 meeting, in respect of a newly elected government where a Minister has not yet been appointed and to give this government an opportunity to be briefed.

Moved: John Slipp

Seconded: Sheila Gallagher

Motion Carried

Motion

..... to amend the recent motion that was approved regarding Policy ASD-W-EL7 appearing on the October public agenda in respect of the newly appointed government and that this item will be discussed at the October public meeting, regardless of the government updates.

Moved: Ron Buck

Seconded: Norma Shaw

8 agree/3 opposed – M/C

- David Bowen wanted the minutes to reflect that he opposed this motion.
- The agenda was approved with the removal of Policy ASD-W-EL7 – Closure of Schools for this meeting.

III. Approval of Minutes from Previous Meeting

- The June 5, 2014 minutes were approved by consensus with the amendment of removing John Slipp's name on page 6 of 7 as not being at the meeting when the previous PLEP presentation was given rather than David Bowen's name.

IV. Business Arising from the Minutes

- There was no new business arising from the minutes.

V. Correspondence – Outgoing and Incoming

- Jane Buckley read a letter from the Honorable Marie Claude-Blais announcing the names of the two new schools in the Town of Woodstock. **Meduxnekeag Consolidated School** will be replacing Southern Carleton Elementary School, Debec Elementary School and Woodstock Middle School. **Townsvie School** will be replacing Woodstock Centennial Elementary School and Woodstock Middle School.
- Jane Buckley announced a resignation letter that she received from James Kozlowski – sub district 7, due to a new role in his position where his employment requires him to now be more readily available. David Bowen has offered to reach out to schools of sub district 7 for the possibility of an interest of individuals who would like consideration for appointment as a member of the District Education Council. The Minister would make such an appointment.

VI. New Business

- a) Jane Buckley requested that the Councilors contact Carol Clark-Caterini within the next two days with the date, time and location of their PSSC Orientation Training Sessions.

b) Motion

..... to continue with the audio recordings of District Education Council meetings and replace the audio recorder.

Moved: Ron Buck

Seconded: David Bowen

Motion Carried

- c) The District Education Council 2013-2014 budget had been added to the DEC Portal and a review of this budget was reviewed by David McTimoney as part of the ASD-W-EL4 Budgeting/Forecasting Superintendent's Monitoring Report. The DEC budget for 2013-2014's opening balance was \$49,103.51 with \$21,988.03 as expenditures leaving \$27,115.48 returning to the global budget. Shawn has made a request to The Department of Education and Early Childhood Development for approval of an assigned DEC budget, as this budget is now lumped into a general budget. In addition, a proposed 2014-2015 District Education Council budget report was presented and saved on the DEC portal. This report projected additional travel cost to allow for school locations for public meetings. John Slipp thanked David McTimoney and Shawn Tracey for this very excellent detailed budget report and now the DEC can move forward.
- d) The calendar of locations and dates for The District Education Council public meetings is saved on Anglophone West School District website under District Education Council.

Motion

.....to officially and publically accept this calendar of DEC meetings for the 2014-15 school year.

Moved: John Slipp

Seconded: Ron Buck

Motion Carried

- e) Conversations regarding Alternative Education will ensue in the future.
- f) A Policy Review Committee was established with David Bowen as Chair. David Bowen will contact DEC members to request their assistance with this committee.

VII. Superintendent's Report

- **ASD-W-EL1 – Emergency Superintendent Succession** - David reviewed the Senior Administration Team (SAT) names and titles, as reported in his Superintendent's Monitoring report, with two nominated successions should he be unable to assume his responsibilities as Superintendent. If Council would like to know the names of the two nominated successions, he is able to provide this information at an in-camera meeting. In addition, each Educational Director is asked to attend applicable DEC meetings throughout the year and they each have received a copy of the planning cycle. See the full Superintendent's Report for further details.
- **ASD-W-EL4 – Budgeting / Forecasting** – The Superintendents responsibility is to ensure that the budgeting will always be in good standings. Shawn Tracey, Director of Finance and Administration and Terri McKellar, Budget and Accounting Manager, both assisted with Appendices A - 2nd Quarter Report, B – Proposed DEC Budget, 2014-2015 fiscal year and C – DEC Budget, 2013-14 fiscal year. ASD-W has a plan in place where a school does not see a decline in budget dollars greater than 2.5%, beyond their associated enrollment number decline. Self-sustaining dollars has been shared with our 75 schools in the amount of \$723,156.43 in 2013-14. These funds have been deposited in carry-forward budgets and schools can use these funds as they see fit within the Purchasing Guidelines. Shawn provided a power point presentation that outlined cost and expenditures for the 2nd quarter report in the 2014-2015 fiscal year. Our projected balanced budget is \$209,452,697.00 which includes salaries, operations, and re-distributed budgets (instruction, ed. support services, student services, facilities, transportation, district operations and benefits). Principals are required to contact the DFA if they are thinking of changing a plan that is currently in place at their school, which would affect contracts/budget such as cafeterias. ASD-W has approximately 5 – 10 Community Reciprocal Agreements that we need to adhere to. David Bowen asked if Department 19 funds could be used to cover Synvoice cost in schools. Shawn answered that they can, but does a school want to use their self-sustaining dollars or are they expecting the district to assist with their self-sustaining funds. A school would have to ask David for the district's assistance, if needed. The district needs to reserve funds for major repairs and replacement cost of equipment. See the full Superintendent's Report for further details.

- **ASD-W-EL6 – Effective Use of Schools** – the Superintendent’s Monitoring Report was based on reports prepared by Philip Cliff, Facilities Manager and Shawn Tracey, DFA, that provide enrollment numbers and capacity ratings, among other things, for each of the 75 schools. This data can be found on the DEC Portal under Infrastructure Plan for 2014-2015. David reviewed this monitoring report with the Council and outlined that any anticipated implementations would need to be submitted to EECD by March 2015. A review of Geary Elementary was given and the reason behind a new school versus a repair was due to the building’s foundation deterioration to an unsafe level. Debec Elementary School and Southern Carleton Elementary School will close on Dec.19, 2014 and students will transfer to Meduxnekeag Consolidated School in January 2015.
- Woodstock Centennial School will close on Dec 19th and students will transfer to the new Townsview School in January 2015. Woodstock Middle School students will remain at their school for the 2014-2015 school year and prepare to close at the end of June 2015. Middle School Students will transfer to their new schools based on their address in September 2015. This will allow for the elementary students additional time (on their own) for this transition.
- Two modular classrooms have been added to each of; Liverpool Street School, Priestman Street Elementary School and Leo Hayes High School. These extensions have been deemed completely safe for students and staff to be housed in. David Bowen indicated that there were still construction workers on site working the first day of school. This Councilor asked if work could not be completed before students attended school. David McTimoney said that Principal’s need to identify this immediately to the district and that it was the responsibility of the Department of Education and Early Childhood Development to regulate that tender’s and deadlines are adhered to.
- The Hanwell Road community demographics will be researched by the Superintendent to give up to date information to DEC this year.
- See the full Superintendent Report for further details.
- John Slipp has informed the Council that Meduxenkeag School should be referenced as being located in the Town of Woodstock, and not Bedell, as a result of re-zoning in the community.

VIII. Committee Reports

- There were no committees to report.

IX. Public Comment

- There were no public comments.

X Closing Comments:

- The Interim DEC Chair, Jane Buckley thanked the Councilors for travelling to Hartland Community School. Jane also thanked the Hartland Community School PSSC Chair for attending the

DEC meeting and Jane acknowledged the School Principal, Angela James for being such a gracious hostess.

Date for Next Meeting: October 23, 2014 at Stanley High School, Stanley, NB

Adjournment: The meeting was adjourned at 8:50 p.m.


Jane Buckley Chairperson, DEC

October 23, 2014
Date


Carol Clark-Caterini, Secretary, DEC

October 23, 2014
Date