



ANGLOPHONE WEST SCHOOL DISTRICT
DISTRICT EDUCATION COUNCIL

MINUTES

Thursday, March 17, 2016
Fredericton Education Centre

Council Members Present:

- Sheila Gallagher – SD 01
- Norma Shaw – SD 02
- 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

Council Member Regrets:

- Tim Nicholas – First Nations

ASD-W District Staff Present:

- David McTimoney, Superintendent
- Shawn Tracey, Director of Finance and Administration
- Tanya Whitney, Director of Schools
- Donna McLaughlin, Subject Coordinator
- Carol Clark-Caterini, Executive Assistant to the Superintendent and DEC Secretary

Guests:

- Media (1)
- Members of the public (3 people in total)
- FHS PSSC Chair
- Brian MacDonald, MLA (at opening)
- Lori Holland, Leadership Program (1)

Call to Order / Comments by the Chair

- The District Education Council (DEC) Chair, Mark Noël called the meeting to order at 6:38 p.m. and he welcomed everyone to the public meeting at the Fredericton Education Centre.

Approval of the Agenda – March 17, 2016

- The agenda was approved with the following additional items added under New Business; mental health conference in Ottawa, Syrian refugee update, trigger schools update, and teacher reduction update. In addition to this, under Correspondence, four letters from the Minister of Education and Early Childhood Development concerning the Sustainability Studies for Burton Elementary, Millville Elementary, McAdam Elementary and the three Nackawic schools were added. Councilor Ronald Buck moved that the agenda be approved with these additional items.

Approval of Minutes from Previous Meeting – January 28, 2016

- The minutes were approved after the correction in the spelling of Jane Buckley's name on page 4. Councilor Jane Buckley referenced the negative reflection made in the January minutes regarding the Burton Elementary School around the motion. However, her positive comments about the school were not reflected in the minutes. Revisions were not necessary, but noted that she had also made several positive comments about the good work that was being done at this school. Councilor John Slipp asked that on page 5 of the minutes, under public comments, the remarks concerning the Millville Elementary School not having a majority vote be removed from the minutes. Consensus were given to strike this opinion from the minutes. Councilor Donald Gould asked that on page 5, Policy ASD-W- EL4 move the heating and fuel reflection to the end of the sentence as it did not flow with the staffing discussion. **With these corrections the January 2016 minutes were approved by consensus.**

New Business

- There was no new business to report from the previous minutes.

Consent Items

- **ASD-W-EL2–Staff Treatment:** the Superintendent presented a report called **ASD-W-EL2 – Staff Treatment** as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. Councilor Donald Gould asked about the timeline of the on-line Policy Talk Sessions and What's on Your Mind Series being offered only from January to June and why not earlier. The Superintendent reported that an annual Administrator meeting is held at the start-up of the school year in August and if anyone had questions they could contact him at any time. These on-line sessions show approximately 30 participants but could be more as it is unknown the number of people in the room. This Councilor also asked the mandate of the Culture Committee. David explained the Culture Committee is comprised of directors, managers, principals, vice-principals and staff to assist in improving the life of the new district. Three years ago, three districts came together, with different cultures, to amalgamate to unite one district. Positive outcome to date, is the establishment of the ASD-W Vision, Mission, and Core Values and a strong Senior Administration Team. A question followed about the Cluster Liaison and

David explained that this is a collaborative group of school administrators from 70 schools that are grouped together based on their school size, grade level and locations. This group meet three times per year to field several different challenges and scenarios from their schools and talk strategically about the district.

- Councilor David Bowen asked about a breach in confidentiality at an appeal and how this would be handled. The Superintendent confirmed that a confidentiality waiver is signed at an appeal hearing to not discuss the content of the meeting in public. The Superintendent said that this sounded like an isolated situation and that he would be happy to discuss this matter with the Councilor in private if needed.

- **ASD-W-ER6–Quality High School Programs:** the Superintendent presented a report called **ASD-W-ER6 – Quality High School Programs** as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. An excel spreadsheet included as an appendix outlined the various trade courses offered amongst the 19 ASD-W High Schools. Councilor Ron Buck asked what skilled trades were offered at Leo Hayes High School. The Superintendent outlined the various skilled trades and life skills offered. He also confirmed that students from the Leo Hayes High School were bused to Fredericton High School for skilled trades. Councilor John Slipp asked if all High Schools were assigned Guidance Counsellors. The Superintendent confirmed that all high schools were assigned a Guidance Counselor based on the ratio of 1.0 FTE for every 500 students. As such, some schools may not have full-time Counselor and only a portion of the teacher’s assignment would be Guidance. An inquiry was made about the Mental Health initiative in ASD-W and the status of this initiative. Dianne Kay, Director of Curriculum and Instruction responded that this was a three year initiative which began with the engagement of all staff from within our schools and eventually will include all students. Mental Health meetings continue to be on-going amongst schools and a meeting is scheduled with three schools as early as next month. In addition to this, on April 18th a Professional Development Day has been allocated to positive mental health and a positive working environment as a result of a District Education Council requests. Thirteen modules have been developed with topics and resources available at the schools. This living document is also posted on the district portal as a reference tool for employees.
- Councilor John Slipp had requested to include Mental Health with the Quality High School Program Report for future presentations.
- Councilor Donald Gould reported that 5% of students partake in the NBTAP and more students need to be encouraged to get involved. Dianne Kay reported of a National event that takes place annually and high schools were encouraged and aware of this initiative.

- **ASD-W-ER5-Healthy Living, Nutrition and Physical Activity** - the Superintendent presented a report called **ASD-W-ER5–Healthy Living, Nutrition and Physical Activity** as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. Councilor Donald Gould asked for additional information about the silent spin bikes offered in our schools. The Superintendent responded that these bikes are used to promote physical opportunity and to engage / focus students. The cost of a bike is approximately \$550.00. Councilor Sheila Gallagher added that a recent CBC story was shown about spin bikes now being used in schools. Councilor Mark Noël added that these bikes have also been used at Universities. Feedback has been positive as they assist students with focusing in class and behavior issues.

- **School Cafeteria Update** – Councilor Donald Gould asked the status of the replacement cafeteria services. The Superintendent confirmed that one company had recently declined as it was not feasible for them. As a result, this decision has effected four schools; Keswick Valley Memorial School, Woodstock High School, Sunbury West School and Harvey High School. Shawn Tracey, Director of Finance and Administration, reported that a district wide RFP is currently being developed for next year. This document will need to be in place by the end of April 2016 for the start-up of the 2016-17 school year. Councilor Donald Gould recommended that the Provincial Policy be followed when a new company is secured.

- **Curriculum Presentation - Literacy for Primary Grades** presentation was provided by Subject Coordinators Kim Stewart and Jill Davidson. Handouts were provided and this presentation spoke about the different stages of reading. Packages were shared with K-2 teachers and administrators that included activities and articles about Literacy. Councilors were given a 5 minute exercise to write about their reading content during the past 24 hours. The various reading materials listed would not have been used 10-15 years ago such as an I-pad, phone or computer. The Literacy at a Glance document was posted to the DEC Portal for Councilors to review. Literacy support that had been lost needed to be supported in other ways. This level of support is different than what the student would have received in previous years. ASD-W has three Literacy Subject Coordinators; Kim Stewart–Grades K-5 and Jill Davidson–Grades 6-12 in the Oromocto and Fredericton area. Coordinator Sarah Mahar covers Grades K-12 in the Woodstock area. Literacy also promotes that positive mental health is improved from reading books and current issues. Students see themselves in these books and can identify.

- **ASD-W-EL4 (3 of 4): Budget / Forecasting** – the Superintendent presented a report called **ASD-W-EL4–Budget / Forecasting** as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. Changes noted from the last report was an increase in supply days but a decrease in fuel costs. A financial report was shown with a projected **surplus of \$362,477.00**. Councilor John Slipp asked about the efficiencies found in busing costs and how this was

found. A review of routes and storage locations was prepared by Acting Transportation Manager Daniel Wishart. An increase cost has been shown with the cost of trauma informed schools and our response with additional FTE. Additional FTE was also needed with the increase of international students and 3.5 FTE for the Syrian newcomers to accommodate team teaching and an additional class that had exceeded the allowed class size. It was noted that remaining budgets in excess of \$100,000.00 needs to be returned to the general budget. March 31st is the cut-off date for spending. The Superintendent advised that principals know that if they are in a financial hardship or of they have a neat idea for their school, they can ask the district for additional funding if they do not have these funds in their school budgets.

District Education Council Draft Policies

- Sexual Orientation and Gender Identity Policy

Motion

.....to defer this policy until the April meeting.

Moved: Ronald Buck

Seconded: John Slipp

Motion Carried

- DEC Training Policy

Motion

.....to approve this policy.

Moved: John Slipp

Seconded: Norma Shaw

Motion Defeated

- Discussion was had about this policy and Councilor Donald Gould suggested that amendments be made to section 4.3 of this policy to give additional time (1 year) for new Councilors.

Motion

.....to amend this policy.

Moved: John Slipp

Seconded:

Motion Defeated

- Consensus was given to reject this policy and ask that Mark contact Stacey Brown with recommendations to look at this policy closer.

Motion

..... to defer this policy to another meeting.

Moved: Sheila Gallagher

Seconded: Kimberley Douglass

Motion Carried

- DEC Travel Policy

Motion

....the DEC rejects the DEC Travel policy.

Moved: Jane Buckley

Seconded: Sheila Gallagher

Motion Carried

- Clarification was given that this policy was created by Stacey Brown and she had passed her information along to the DEC Policy Committee to continue the work. There is no current travel policy and the DEC follows the Provincial Guidelines set for Government employees.

Capital Improvement Projects and Major Capital Construction

- The Superintendent advised the District Education Council to begin considerations for the Capital Improvement Projects and Major Capital Construction as their recommendations need to be submitted to the Department of Education and Early Childhood Development in May 2016. The DEC Calendar was reviewed noting two working sessions prior to the public meeting in May. This discussion will be included in both working and private sessions in the months of April and May 2016. The Facilities Department have begun preparing a list and this document will be posted to the DEC portal for review.

Conference on Mental Health in Ottawa

- This conference will be held on April 7th and 8th in Ottawa. Councilor Shelia Gallagher and Councilor Kimberley Douglass expressed an interest in attending. The early bird registration had been missed. The Chair requested that a motion be carried for this requests. Travel can be arranged through Carol at the district office.

Motion

.....to approve expenses for Kimberley Douglass and Sheila Gallagher to attend the Mental Health Conference in Ottawa.

Moved: John Slipp

Seconded: Andrew Corey

Motion Carried

Syrian Refugees

- David Bowen requested a report showing the influx of Syrian Refugee students that now attend ASD-W schools. A reference was made to Leo Hayes High School space limitations and the need for additional resources from schools. Councilor Bowen would like to see a plan on how ASD-W will accommodate the additional students and a plan moving forward.
- The Superintendent reported 133 students from Syria that will be attending an ASD-W school as of tomorrow. Most of these children are attending a Fredericton school but we also have 4 students attending a Chipman School and 3 students attending schools in the Town of Nackawic. The Superintendent agreed to provide a report for the upcoming public meeting in April. In addition to this, the Superintendent advised the Council that if Principals were coming to them with financial needs, they are to bring their needs to the Superintendent. Our new students need to feel welcomed and staff need to be equipped with the tools to support these students.

Motion

....a report come back from the Superintendent that includes a detailed list of the numbers, where they are allocated within our school system, how the resources are being handled, the allocation of these resources, where the funding is coming from to help the resources within our system and some type of a future plan going forward with these resources.

Moved: David Bowen

Seconded: John Slipp

Motion Carried

Trigger Schools Update

- Councilor Donald Gould referenced two schools that were included in the recent Sustainability Studies that did not have the functional capacity to house 100 students.

Motion

... any schools in the Province of NB whose infrastructure cannot support a student enrollment of 100 or greater be triggered for a Policy 409 Sustainability Study on functional capacity only.

Moved: Donald Gould

Seconded: Elizabeth Nason

Motion Carried

- Councilor John Slipp asked for this motion be clarified. Councilor Donald Gould confirmed that he was requesting a letter be sent to the Minister of Education and Early Childhood Development with this requests. A discussion followed and Councilor Ronald Buck had concerns with this motion as some schools could be a two room schoolhouse with very few students.

Teacher Reduction Update

- Councilor Ronald Buck referenced a recent newspaper article about teacher cuts announced again for this coming year. Councilor Buck expressed concerns with this announcement as our schools are stressed with the additional Syrian refugee students, Inclusion, and the 10 Year Plan to name a few to be considered. Councilor Buck requested that the Superintendent provide a report showing the number of students on an IEP's, SEP's and Behavior Plan in the 70 ASD-W schools. This report was needed for the upcoming working meeting on April 14th for discussion and added to the April Public Meeting. The Superintendent reported that no official FTE allotment has been given to date.

Committee Reports

- Councilor Jane Buckley reported on behalf of the Leo Hayes High School (LHHS) Catchment Area Committee. This committee is comprised of Councilors Jane Buckley, Kimberley Douglass, Ronald Buck and Terry Pond. This committee reviewed the recent Ernst & Young report and they were prepared to make recommendations concerning the catchment areas moving forward. Jane reported that all grade levels on the Fredericton Northside would need to be reviewed and LHHS was lacking a technical wing as requested by the LHHS PSSC. A letter from Fredericton High School (FHS) had also been

received with concerns of changes that would affect their school. A recommendation on changes to the catchment areas was prepared and a request was made to defer this discussion to the April working Session. Councilor John Slipp requested that the committee provide the Council with the mandate of their committee.

- The Superintendent announced the establishment of two new committees. The Bath Naming Committee represented by Councilor Norma Shaw and the Stanley Naming Committee represented by Councilor Kimberley Douglass. Meetings are to take place next week and the deadline for submission of names is April 18th.
- Councilor David Bowen reported on behalf of the Policy Committee with recent information from correspondence he had received from Mark Noël indicating that he will no longer be able to continue as part of this committee. David then thanked Councilor Sheila Gallagher for stepping-up as his replacement.
- David Bowen thanked each committee member for their part in the Sexual Assault Policy.

Correspondence – Outgoing and Incoming

- The Superintendent reported of a three page letter that was posted to the DEC Portal regarding the 10 Year Education Plan. \$8.4 M was earmarked for the implementation of the Education Plan. The announcement target is summer of 2016.
- LHHS PSSC Technical Wing Requests
- Letters from the Minister of Education and Early Childhood Development – Received information on the Sustainability Studies recommendations for Burton Elementary, McAdam Elementary and the three Nackawic Schools.
- Letters from the Minister of Education and Early Childhood Development – Received information on the Sustainability Studies recommendations for closure of the Millville Elementary School.

Public Comment

- Darren McKenzie, Priestman Street Elementary School, PSSC, expressed concerns about the absence of the School Librarian and the effects this was having on the School Library. The Superintendent confirmed that the Library was never closed as teachers could still take the children to the Library. However, the ability to sign-out a book was not available. In the event of a long-term absence we would secure a replacement employee.
- Jeannie St. Armand, Fredericton High School, PSSC, had sent recently correspondence regarding Policy 711 and their request for exemption. Also, questions were asked regarding the recommendations from the Ernst & Young study about the expansion on LHHS expansion to the school and the effect this would have on FHS. Lastly, with concerns to the Infrastructure Submission by the Hanwell Committee and possible approval to present at the April Public Meeting.

Closing Comments:

- Mark Noël thanked everyone for attending the meeting and the announced the next public meeting will be held on April 28th in Woodstock.

Date for Next Public Meeting:

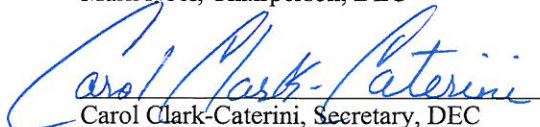
- Thursday, April 28, 2016 at the Woodstock Education Centre

Adjournment:

- The meeting was adjourned at 9:41 p.m. moved by Councilor Miriam Grant to adjourn.


Mark Noël, Chairperson, DEC


Date


Carol Clark-Caterini, Secretary, DEC


Date