



**ANGLOPHONE WEST SCHOOL DISTRICT
DISTRICT EDUCATION COUNCIL
MINUTES
Thursday, September 22, 2016
Woodstock Education Centre**

Council Members Present:

- Andy Saunders – SD 02
- Miriam Grant – SD 04
- Andrew Corey – SD 05
- Stephanie Haslam – SD 06
- Sean Winslow – SD 08
- Jane Buckley – SD 09 – Vice Chair
- Kimberley Douglas – SD 10 - Chair
- Mark Noël – SD 13

Council Member Regrets:

- Sheila Gallagher – SD 01
- Wallace Carr – SD 12

ASD-W District Staff Present:

- David McTimoney, Superintendent
- Shawn Tracey, Director of Finance and Administration
- Jay Colpitts, Director of Schools, Woodstock Education Centre
- Carol Clark-Caterini, Executive Assistant to the Superintendent and DEC Secretary

Guests:

- Media (2)
- Members of the public (3)

Vacancies:

- Sub-district 03
- Sub-district 07
- Sub-district 11
- Vacant – First Nations
- Vacant – Student Representative

Call to Order / Comments by the Chair

- Kimberley Douglass, Chair called the meeting to order at 6:30 p.m. and she welcomed everyone to the public meeting at the Woodstock Education Centre.

Approval of the Agenda – September 22, 2016

- The agenda was approved with the removal of Student Leadership Conference Support and the addition of Travel Claim Protocol. In addition to this, a motion will be needed to move the meeting to an in-camera session after the public meeting. With these changes, the agenda was approved by consensus.

Approval of Minutes from Previous Meeting – August 25, 2016

- The minutes were approved with the addition of Stephanie Haslam, Sub-district 06 Councilor as being present at the meeting. The re-wording of the paragraph under Business Arising from the Minutes, was changed to read: letters had been written in June to the vacant sub-district Parent School Support Committee (PSSC) and First Nation Chiefs seeking their interest in submitting names of those interested in serving on the District Education Council. With these change the minutes were approved by consensus.

Business Arising from the Minutes

- The District Education Council Planning Cycle was reviewed and a motion was passed as follows:

Motion

.....that we make some changes to our planning cycle based on previous discussion. Delete from October 2016 but remain in June 2017 Policy CSR6, move Policy ER1 and ER4 from October 2016 to September 2016, move Policy ER6 from January 2017 to December 2016, move Policy ER7 from October 2016 to November 2016, delete the second report from the month of April, move Policy EL2 from January 2017 to March 2017, move Policy ER4 from September 2016 to October 2016, move Policy EL6 from September 2016 to January 2017, with others remaining the same, move Policy EL7 from September 2016 to January 2017, with others remaining the same, delete Policy EL8 from June 2017 and remain in

October 2016, and move the Parent School Support Committee from October 2016 to September 2016 to plan.

Moved: Mark Noël

Seconded: Andrew Corey

Motion Carried

- A revised Planning Cycle was provided for all Councilors and the revised schedule will also be included in *Policy ASD-W-GP6*. Chair Kimberley Douglass recommended that the policy binders be reviewed during a private meeting to ensure all Councilors have the most up-to-date policies.
- The District Education Council meeting schedule for 2016-2017 was reviewed. It was noted that one change needed to be made to reflect Tuesday, October 25th rather than Thursday, October 25th.

Motion

.....to approve the calendar pending the approval of later dates for the LHHS Catchment Study and PSSC Orientation Dates.

Moved: Miriam Grant

Seconded: Sean Winslow

Motion Carried

- **LHHS Implementation Plan** – Superintendent David McTimoney updated the public and Council of an implementation plan that had been prepared related to carrying out the recommendations made by Ernst & Young and DEC for the Leo Hayes High School. This plan will begin with three public meeting (October 13th - Nashwaak Valley Elementary School, November 9th - Keswick Valley Memorial School and November 28th at Leo Hayes High School) to allow the district to share information and to gather the public's feedback on the necessary boundary changes to offset the overcrowding at LHHS. All meetings will begin at 6:30 p.m. in the school gymnasium or theatre.
- David McTimoney will meet again with staff prior to the December 8th public DEC meeting where he will present his recommendations and provide a process for students grandfathered into the school. At the working meeting on January 12th, the Council will engage in discussion to work on the process of implementation that will be confirmed at the January 26th public meeting. During the months of February 2017 to June 2017, the district staff will work on carrying out the plan. Councilor Jane Buckley acknowledged that this was a good firm plan and consensus were given for the Superintendent to facilitate the public boundary meetings rather than the Council. The boundary changes will come into effect in September 2017.
- It was suggested that the January 26 public meeting location be changed to Fredericton Education Centre and the January 12th information meeting be changed to the Woodstock Education Centre.

Motion:

.....I would move that the Superintendent, David McTimoney, conduct three public presentations on the Leo Hayes High School catchment area as presented by Ernst & Young.

Moved: Mark Noël

Seconded: Jane Buckley

Motion Carried

Amendment

.....I move that the January 26th public meeting be held in Fredericton and the information meeting on January 12th be held in Woodstock.

Moved: Mark Noël

Seconded: Miriam Grant

Motion Carried

- Councilor Mark Noël recommended that PSSC meetings and public consultation meetings not be included in the DEC meeting schedule in case of a storm day or change, as this calendar needs to be approved by a motion.
- **South Side Schools** – the Superintendent reported that the Ernst & Young report is near completed. On Monday October 24th a public meeting will be held at the Fredericton High School, Tom Morrison Theatre at 6:30 p.m. to inform the public of the study results. Liverpool Street Elementary School, Forest Hill Elementary School, Bliss Carman Middle School, Montgomery Street Elementary School, New Maryland Elementary School, Priestman Street Elementary School, George Street Middle School, Connaught Street Elementary School, Garden Creek Elementary School, and Kingsclear Consolidated are all incorporated in this study which also includes the conversation about the potential for a new school in the Hanwell area.

New Business

- **PSSC Training** – an orientation will be held at the Gibson Neill Memorial Elementary School in Fredericton on October 20th at 6:30 p.m. and facilitated by Councilor Jane Buckley. The Woodstock and area PSSC training will be held at Carleton North High School on October 25th at 6:30 p.m. and facilitated by Councilor Andy Saunders. Carol will contact the schools in both the Canterbury and Nackawic areas to make them aware of both dates as they are centrally located and can attend either location. In addition to this, if others are interested in these PSSC training sessions, and are unable to attend, another meeting can be held with their District Education Council representative. The Superintendent will send a message to all Principals making them aware of these training dates. Councilors have been asked to contact their schools to make the Principal aware of another meeting if needed.
- **District Demographics Presentation** – David updated his 2012 ASD-W demographics presentation to the current 2016 structure. A total of nine Anglophone districts merged into four. Five Francophone districts merged into three. ASD-W currently has 69 schools, down from 76 schools in 2012 at the time of amalgamation. District Education Councilors are assigned five to seven schools, each, to represent. Transportation mileage is over 30 000 km per day with 264 employed bus drivers. Therefore, an additional eight building (maintenance shops and district office) are in our care. Fifty-two schools were built prior to 1980 and \$60.5 M is estimated for 481 projects from the Capital Improvement Project database. ASD-W employs 138.8 custodial staff to clean our buildings and 15 schools are assigned contracted cleaners. Maintenance personnel consist of 32 employees. The 2016-2017 global budget is \$209 966 040 with an additional \$1.641 M added after June 2016 for Syrian new-comers. In addition to this, ASD-W has just under \$2M from self-sustaining dollars (school rentals, International funds, etc.). Currently we have 2861 permanent employees and 1000 casual employees employed by ASD-W.
- **10 Year Education Plan** – Councilor Jane Buckley requested that this topic be added to the agenda as it is an important discussion and it needed to be mentioned that ASD-W had made changes to the Numeracy and Literacy reporting and assessment process. It was noted that higher skills were expected in both areas and that we needed to focus on Literacy and Numeracy Mentors. In addition to this, a plan of action was not shown for a student who did not meet the requirements in the new-year moving forward. Councilor Mark Noël asked if any changes would be coming from the district or school implementations. The Superintendent responded that the 10 Year Education Plan was left opened with the actions noted but that the Department of Education and Early Childhood Development, districts and schools will work together to develop annual implementation plans moving forward. Councilor Andy Saunders asked about the measurements used to implement projects. Andy asked if the public and Council would be provided with a progress update. The Superintendent reported that Provincial Assessment Reports were provided annually and that we would continue this reporting. A 10 Year Plan overview will be considered in November with the Superintendent Report ASD-W-ER2 – Academic Excellence. It was also discussed that grade 2 reading assessments were done but that the grade 2 writing assessment were not. A curriculum presentation can be provided to Councilors to answer any questions that they may have.

- **Travel Claim Protocol** – with several new Councilors to the District Education Council, Councilor Jane Buckley moved the following motion:

Motion:

.....I move that the District Education Council protocol will follow that of Provincial Policy on travel, specifically regarding District Education Council related meetings and invitations, until a formal policy is approved by the Council. Notwithstanding that regular meeting travel is covered automatically and other travel needs to be approved by the Chair,

- Clarification was provided that travel expenses needed to be pre-approved by the Chair. The Chairperson will use the following checklists as a guide. If expenses are outside the scope of this checklists, it will come back to the Council for approval.

1.0 Requirements for Reimbursement

Council members must be able to demonstrate that the travel was appropriate and relevant to the DEC mandate.

1.1 Use the following guidelines to determine if travel qualifies for reimbursement:

- o The member must be attending a meeting or event in an official capacity on behalf of the DEC.
- o The member should be representing the DEC with an active role such as participating in a meeting, making a speech, or delivering a presentation.
- o Travel must be directly related to the work of the DEC. The event or activity must be connected to the mandate of the DEC under the *Education Act*, regulations, or to goals and ends established by the DEC in its policies.
- o Travel may be claimed for meetings and work undertaken in partnership with the Department of Education and Early Childhood.
- o Travel to be reimbursed by the Council of DEC Chairs must be preapproved by the DEC Manager.
- o Travel and expenses related to professional development for DEC members must be preapproved.
- o DEC members must have preapproval for travel expenses outside of the District. This does not apply to DEC Chairs working in their capacity to collaborate with EECD, the Council of DEC Chairs and other jurisdictions.

1.2 Council members must ensure expenses are modest and in line with GNB Travel Policy AD-2801.

Members must be able to justify their choice of accommodations and length of stay.

Moved: Jane Buckley

Seconded: Mark Noël

Motion Carried

Superintendent Monitoring Report

- **ASD-W-EL1: Mission Statement** - the Superintendent presented a report called *ASD-W-EL1: Mission Statement* as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. *Excited. Involved. Prepared* is the most recently developed mission statement for ASD-W. A laminated poster showing the Mission, Vision and Core Values was shown and available upon request. The Mission, Vision and Core Values are referenced often and posters are visible within all schools. The District Improvement Plan is followed and schools have a School Improvement Plan that is prepared by School Administration with the assistance of our Data and Accountability Supervisor. The Superintendent announced a new position called Alignment Champion that was provided to each district by the Department of Education and Early Childhood Development. In ASD-W, Gina Dunnett has accepted the role of Alignment Champion and Susan Young has accepted the role of Supervisor of Data and Accountability.
- **ASD-W-ER4: Vision/Beliefs** - the Superintendent presented a report called *ASD-W-ER4: Vision/Beliefs* as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. Our Vision

Statement is: *All individuals engaged within our system are empowered to assist in building resilient, confident and contributing members of our communities.*

- **ASD-W-EL1: Emergency Superintendent Succession** - the Superintendent presented a report called *ASD-W-EL1: Emergency Superintendent Succession* as per the Annual Planning Cycle. This report is also posted publically on the ASD-W website. The Superintendent, acknowledged the strong Senior Admin Team (SAT) with whom he communicates daily and attends formal monthly meetings. The Superintendent recognized five Educational Directors that would be very capable of stepping into his role if needed, however, two individuals have been approached and have accepted this responsibility, if needed. The Superintendent recommended that an acting Superintendent be no longer than a 6 month period without a competition.
- Councillor Mark Noël asked if every person in our system was expected to attend a Professional Development Day. The Superintendent confirmed that it is the expectation for all employees to attend these sessions and if an employee repeatedly did not participate, we would look into the matter.
- Councillor Mark Noël asked the Chair if professional development would be something the Council could explore in the near future. This request will be discussed at a future meeting. Councillor Sean Winslow asked what topics are discussed during professional development days. The Superintendent replied that topics range based on the facilitator and the time of year, such as; NBTA (*Council days*) set by the NBTA membership and staff, School Improvement Plans (SIP) are discussed in January and the 10 Year Ed Plan discussed in October. Every three years, a key note speaker is invited to speak and this is an opportunity to collaborate with co-workers.

Correspondence

- Communication has occurred with the Department of Education and Early Childhood Development asking if the names had been selected for the Council vacancies and a letter has been forwarded to the Chipman Forest Avenue Parent School Support Committee Chair formally approving the naming of the soccer field "Bernard Sisk Field".

Public Comments

- Hanwell Road Councillor, Mr. Darren McKenzie introduced himself and asked if a time had been set for the Southside Schools Ernst & Young Presentation. David confirmed that Monday, October 24th at 6:30 p.m. at the Tom Morrison Theatre of Fredericton High School.

Closing Comments

- Chair Kimberley Douglass thanked everyone for attending

Date for Next Public Meeting - Thursday, October 27th, 6:30 p.m. at the Fredericton Education Centre

Motion

..... to move to an in-camera meeting.

Moved: Mark Noël

Seconded: Sean Winslow

Motion Moved

Adjournment - The public meeting was motioned to adjourn at 7:57 p.m. by Counsellor Miriam Grant.

Kimberley Douglass
 Kimberley Douglass, Chairperson, DEC

Oct 27, 2016
 Date

Carol Clark-Caterini
 Carol Clark-Caterini, Secretary, DEC

Oct 27, 2016
 Date