



**DISTRICT EDUCATION COUNCIL
Superintendent Monitoring Report**

POLICY NAME	Academic Support for Students Involved in the Potato Harvest		
POLICY NUMBER	ASD-W-ER7	Number of Reports per Year	1
Date of Report	November 24, 2016		
Date of Previous Report (s) This School Year	N/A		
Date of Future Report (s) This School Year	N/A		
Report Filed by:	David McTimoney, Superintendent		
Report Supported by:	Dianne Kay, Director of Curriculum and Instruction Jay Colpitts, Director of Schools – Woodstock Education Centre Dr. Anne Sénéchal, Principal – Carleton North High School		

- Policy states that the Anglophone West District Education Council (DEC) shall ensure the development of an academic support program for all students wishing to participate in the potato harvest. This "Potato Harvest Enhancement Plan" (PHEP) calls for a series of supports to be addressed by the Superintendent and his team.
- The PHEP is designed to support students from the Carleton County area (Grades 8-12) who wish to participate in the annual fall potato harvest during instructional time. Most of the students are of high school age and attend Carleton North High School. Parental permission is required for a student to participate.
- The PHEP is in its fifth year of existence and replaces the historic "Potato Break" that occurred for years (for all schools) in the Carleton County area. The PHEP allows for students to miss up to 15 days of school during the harvest, with the expectation that they attend on rainy days.
- Recognizing the importance of working with Potatoes New Brunswick and ensuring a collaborative, consultative process, the Superintendent wrote to the President and Executive Director of Potatoes NB, indicating his support for student workers in the harvest. The Superintendent asked the President to share a letter of support with farming families (Appendix A).

POLICY NAME**Academic Support for Students Involved in the Potato Harvest**

- Registration for the 2016-17 school year began in April 2016, and continued into September. A Parent Information Session was held on September 8th, 2016, with approximately 40 parents in attendance. The Principal placed an announcement on the school website regarding the program and made the registration form accessible on line and in print, at the school (Appendix B)

- Students registration in the PHEP is as follows:

School Year	Number of Participants
2016-17	53
2015-16	72
2014-15	74
2013-14	93
2012-13	112

- Some students have self-identified sharing placement to minimize their time away from school. The Administration team will explore this further. It will also be part of the focus group meetings.
- The school has a revised tracking system that accurately codes and reports student absences due to harvest.
- To support teachers with curriculum compacting for those students who miss regular days at school during the harvest, the District provided supply teacher days, to use flexibly in response to student needs. These supply teachers can work directly with the participating students or free-up the classroom teacher so that s/he can work directly with the participating students. This can occur before, during and after the harvest. Teachers are highlighting, as part of course outlines, that support is available to students. They are encouraging students to access the supports available and aim to get caught up by the November reporting period.
- The Director of Schools for the Woodstock Education Centre and the Director of Curriculum and Instruction are the leads for this initiative, and represent the Superintendent. The Administration team at the school is instrumental in the process. An initial meeting was held on September 20th, 2016.
- The Principal monitors student needs in consultation with all staff. The District will help the school with additional supports should the need arise.
- The Director of Schools, Director of Curriculum & Instruction and School Administration Team are scheduled to meet in December, 2016.
- A Student Focus Group session will be confirmed for January, 2017.
- Recommendations for the revision of DEC Policy ASD-W-ER7 are enclosed within this report and presented to DEC for consideration (Appendix C). The recommendations reflect the current circumstances and tweaks that have been made to improve PHEP since its inception.
- There is a continued commitment from the district team and school leadership and staff to make sure this initiative works.
- The District Education Council has shown a strong interest in the PHEP and had a sub-committee that sought feedback from the farmers through a survey. 20 farmers responded

and the sub-committee presented a summary of the results (Appendix D) and a committee report with recommendations (Appendix E) at the end of April, 2016.

- The Director of Curriculum and Instruction and the Superintendent have reviewed the recommendations and can report that some have been accomplished in part or in full. Further to this, the recommendations will remain a catalyst for conversation with students, farmers and staff.
- Effective monitoring will continue in collaboration with school administration.

Appendices:

- A – Superintendent Letter to Parents/Guardians of Farming Families through Potatoes NB
- B – Potato Harvest Registration Form
- C – DEC Policy ASD-W-ER7 with Recommendations from District/School Leadership
- D – DEC Sub-Committee Summary of Results from Farmer Survey
- E – DEC Sub-Committee Final Report with Recommendations

Superintendent's Signature: _____

DEC Chair Signature: _____

Date: _____

McTimoney, David (ASD-W)

From: McTimoney, David (ASD-W)
Sent: Wednesday, September 21, 2016 3:27 PM
To: mhemphill@potatoesnb.com; shawnpaget@gmail.com
Cc: Colpitts, Jay (ASD-W); Kay, Dianne (ASD-W); Sénéchal, Dr. Anne (ASD-W)
Subject: Letter & Policy
Attachments: Letter - Potato Enhancement 2016.pdf

Hello Matt and Shawn,

With the potato harvest soon upon us, it is that time of year where I traditionally touch base with you as per the agreement made by Potatoes NB and the school system four years ago when the move was made from the potato break to the potato enhancement program.

The District Education Council Policy surrounding the potato enhancement program is found on our website, as DEC Policy ASD-W-ER7. The direct link is:

<http://web1.nbed.nb.ca/sites/ASD-W/DEC/Policies/Forms/AllItems.aspx?RootFolder=%2Fsites%2FASD%2DW%2FDEC%2FPolicies%2FGovernance%20Policies%20%2D%20Ends%20Results&FolderCTID=0x0120003BFFA4F6EEC75149B3228AFD7E25F393&View={29C97986-2F1D-41EF-B5B8-00F986068B88}>

You will see on the second page that there are a number of items that require the commitment of ASD-W staff and me. Among these is a letter to farming families that I am to send to you, with the hopes that you will send it along through your channels to the families. This is separate to any correspondence that goes through the school. I have attached this letter. The letter renews support for the program.

There may be some small revisions made to the policy this year, but nothing that changes the overall concept of the potato enhancement program.

If the electronic letter is satisfactory, then please feel free to forward it along or print it and pass it along. If you would like for me to have a number of copies made and mailed to your address, I can do this as well. Anne Senechal also posts it to the Carleton North High School website.

If you have any questions or concerns, never hesitate to get in touch with Directors Jay Colpitts or Dianne Kay or Carleton North Principal Anne Senechal. They are cc'ed here.

All the best for a good season,

David

*David McTimoney
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ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.asd-w.nbed.nb.ca

September 19, 2016

Dear Parents/Guardians of Farming Families,

Anglophone West School District (ASD-W) is a large, public school district comprising of 69 schools, 1700 teachers and approximately 23 000 students. We cover one third of the province in geography, ranging from Chipman/Minto/Cambridge-Narrows all the way to Edmundston, along the St. John River Valley. We also branch out as far as Boiestown/Doaktown and Harvey/McAdam. As you can appreciate, we serve many communities that are unique in a variety of ways.

Among these communities are those of Carleton County, known, among many things, for its commitment to farming. Steeped in tradition of these farming communities is the inclusion of youth in the annual potato harvest.

ASD-W respects the impact that many students from Carleton County have on the harvest. Balancing this respect with our mandate for public education, we continue to support students in Grades 9 to 12 who participate in the potato harvest through our Potato Harvest Enhancement Program. In its fifth year of existence, this is a program that allows for a student to participate in the harvest while, at the same time, maintain his/her studies. A number of strategies and resources are put in place to support interested students before, during and after the harvest.

There is a registration process and information can be gained from Carleton North High School. While the typical program is designed for high school students, some exceptions can be discussed for Grade 8 participants.

The District Education Council (DEC) monitors the progress of the Potato Harvest Enhancement Program through DEC Policy (ASD-W-ER7). I report formally to DEC once per year. Recognizing the importance of working with Potatoes New Brunswick and ensuring a collaborative consultative process, I write to the President/Chair and Executive Director annually, renewing my support of the student workers. As an organization, they are free to share this letter with farming families.

With the fall season now upon us, the timing is right for me to reconfirm my support and the assistance of ASD-W staff with respect to the annual Potato Harvest Enhancement Program. Working together, I am confident our students will be successful with their school and farming experiences.

Sincerely

David McTimoney
Superintendent



Potato Harvest Registration Form

Student Name: _____ (Surname) _____ (First Name)

School: _____ Grade: _____
 I have a computer at home I do not have a computer at home

Parent / Guardian Name: _____

Parent / Guardian Address: _____

Home Phone #: _____ E-mail: _____

As per Policy 1.6 – ASD-W is pleased to provide support for High School students who have been granted parental permission to participate in the Fall Potato Harvest Enhancement Program. Twelve (12) days shall be granted to these students to be absent from school, with the expectation that they attend school on rainy days. (Three additional days may be granted in exceptional circumstances).

I (parent) _____ give permission for (student) _____ to work the Potato Harvest. *I understand that my son/daughter will be required to complete the academic work missed as a result of working the harvest. I also give permission for my son/daughter's name and contact information to be given to Potatoes New Brunswick so that they may facilitate and confirm student work placement.*

I (student) plan on working for: _____ (farmer/farm name)
 Farmer's e-mail address: _____ Farmer's phone number: _____
 Anticipated work start date: _____ Anticipated number of work days: _____


ASD-W Potato Harvest – Computer Equipment Loaner Form

How will the computer be used by the student to enhance learning? <input type="checkbox"/> PHEP Support <input type="checkbox"/> CNHS Virtual School			
Subject Area(s) for use:	All	Sponsoring Teacher:	PHEP

Conditions – The computer equipment identified is being provide by Anglophone West School District as a technology support for the above named student and this equipment will remain the property of Anglophone West School District at all times. If the school feels that the student is unable to effectively utilize the equipment, or if the student has demonstrated that they cannot properly care for the equipment, then the school will request that the equipment be immediately returned to the school. Both the student and the parent/guardian have been made aware of Department of Education Acceptable Use Policy 311 and realize that this policy must be followed when using the computer at school or at home (if applicable). The equipment described below cannot be sold, rented, consigned, modified, or disposed.

Signature of Student:	Signature of Parent/Guardian:	Date:
X	X	X

For Office Use Only				
Equipment Description:	Manufacturer/Model:	Manufacturer Serial Number:	DOE Asset No.:	Pickup Date:
Notebook Computer				
Approximate Value of Equipment \$800		Comments: includes tote bag and AC adapter		

 Anglophone West School District		GOVERNANCE POLICIES
Policy Type	Ends Results	
Policy Name	Academic Support for Students (Grades 8-12) Involved in Potato Harvest (with parental permission)	
Policy Number	ASD-W-ER7 EDITS / UPDATES FOR CONSIDERATION April 2016 (Previously submitted November 2015)	
Effective Date: September 20, 2012	Revised: October 23, 2014, August 27, 2015	

Policy:

The District Education Council shall ensure the development of an academic support program for all students wishing to participate in the potato harvest. The program will ensure that all eight (8) bullets in the “Enhancement Plan” (see attached Appendix A) are addressed by the Superintendent, Director of Schools of the Woodstock Education Centre, and the education team of Subject Coordinators. **Suggestion for Consideration – last line – “are addressed by the Superintendent, Director of Schools of the Woodstock Education Centre, Director of Curriculum & Instruction for ASD-W, and Subject Coordinators, if applicable.**

MONITORING:

Method(s)	Frequency	Month
• Superintendent Report	• 2 times per year (has changed to 1 time per year)	• October (November) • April
Appendices	Letter	
Academic Support for Students (Grades 8-12) Involved in Potato Harvest (with parental permission)	A	

Academic Support for Students (Grades 8-12) Involved in Potato Harvest (with parental permission)

Preface

Anglophone West School District is pleased to provide support for school students (Gr. 8-12) who have parental permission to participate in the fall harvest. Twelve (12) days shall be granted to these students to be absent from school, with the expectation that they attend on rainy days. (Three (3) additional days may be granted in exceptional circumstances.)

Support

1. Recognizing the importance of working with Potatoes NB; ensuring a collaborative consult process, a letter from the Superintendent indicating support of the student workers will be sent to farming families via the President of Potatoes NB.
2. Participating students will register with the school in June and early September. (Form will be sent home to parents with letter of support from the Superintendent.)
3. The Student Support Services Team will provide curriculum compacting support to teachers with harvest workers in their classes. (The registration form will flag these students and teachers for support.) **Suggestion for consideration of change:** The school administrative assistant will use the registration form to set alerts in PowerSchool. This will assist teachers and the school staff, including Education Support Services staff, in the monitoring of students participating in the potato harvest program. A special PHEP attendance code will also be used in PowerSchool to monitor, track attendance and generate reports.
4. Curriculum compacting and/or differentiated instruction will begin for these students the first week of school. The purpose is to ensure these students are “ahead” before they leave to work the harvest. **Suggestion for consideration of change:** Planning with school staff for the transition of registered students in the PHEP program, to and from the harvest, will occur as part of school-based meetings with staff under the direction of the School Principal. These meetings will occur in the Spring and Fall. Additional meetings would be scheduled, as required.
5. The Superintendent, Director of Schools of the Woodstock Education Centre, and Subject Coordinators will meet with the school administration to ensure this support is in place **before** students leave to work the harvest. **Suggestion for consideration of change:** The Director of Schools of the Woodstock Education Centre and Director of Curriculum & Instruction for ASD-W will meet minimally bi-annually with school administration to ensure support is in place for students participating in the PHEP program (pre- and post- harvest).
6. On rainy days, when student workers return, supply teachers will be called in to provide tutoring support in small groups or in classes. Tutoring support will remain in place for all student workers first semester. Any further support needed will be reviewed at that times, in collaboration with parents. **Suggestion for consideration of change:** On rainy days, when student workers return, supply teachers may be called in to provide support in small groups or in classes. Academic support will remain in place for all student workers first semester, as required. Additional support needed will be reviewed in collaboration with the Director of

Schools of the Woodstock Education Centre, the Director of Curriculum & Instruction for ASD-W, and school administration.

7. With the recent changes to “High School Graduation Requirements” announced in the Legislature, students may be able to apply their harvest work toward a relevant dimension of this requirement. We do not yet know if this will be an actual “credit”. The requirement speaks to community volunteer work. Anglophone West School District will continue to encourage the Department of Education and Early Childhood Development to see this curriculum credit developed. **Suggestion for consideration of change: Not applicable at this time. There have not been any changes to the High School Graduation Requirements to date. If changes occur to High School Graduation Requirements they will be reviewed in light of this program.**
8. The District Education Council will provide support in future years for this initiative by ensuring the preface of this document becomes an Anglophone West School District “Ends Policy”. As such, it will require the Superintendent to monitor the enhancement provided to participating students. Monitoring reports are presented to the DEC on a regular basis ensuring there is compliance.

*AWSD DEC POTATO HARVEST PROGRAM FARMER FEEDBACK SURVEY
RESULTS SUMMARY*

1. 30 FARMERS WERE IDENTIFIED AS PARTICIPATING FARMERS WHO SHOULD RECEIVE SURVEYS. ANY OF THE LARGER CORPORATE OR MCCAIN RELATED FARMING OPERATIONS WERE NOT INCLUDED.
2. 15/20 FARMERS HAVE PARTICIPATED IN THE SCHOOL DISTRICT POTATO HARVEST PROGRAM FOR 6 OR MORE YEARS.
3. 18/20 PLAN TO CONTINUE TO PARTICIPATE IN THE PROGRAM.
4. ALL BUT ONE OF THE FARMERS EMPLOYEES LESS THAN 25 PEOPLE ON THEIR FARM. 7 OF THE FARMS OPERATE WITH LESS THAN 7 EMPLOYEES.
5. ON AVERAGE APPROXIMATELY 20% OF THE FARMERS EMPLOYEES ARE STUDENTS PARTICIPATING IN THIS POTATO HARVEST PROGRAM.
6. THE MAJORITY OF THE PARTICIPATING STUDENTS HAVE BEEN IN GRADES 10 & 11 WHILE WORKING ON THE FARM AND MOST OF THESE STUDENTS HAVE BEEN 16 YEARS OF AGE OR OLDER.
7. 5 OF THE PARTICIPATING FARMERS EMPLOYED THEIR OWN CHILDREN AS STUDENTS PARTICIPATING IN THIS PROGRAM.
8. MORE THAN HALF OF THE PARTICIPATING STUDENTS WORKED MORE THAN 10 DAYS ON THE FARM AS PART OF THIS PROGRAM AND MOST WORKED MORE THAN 100 HOURS.
9. MOST OF THE STUDENTS WORKED ON POTATO HARVESTERS OR ON OTHER FARM EQUIPMENT. MORE THAN 1/3 OF THE STUDENTS SPENT SOME TIME DRIVING HEAVY EQUIPMENT ON THE FARM.
10. JUST OVER 60% OF THE FARMERS BELIEVE THIS PROGRAM IS ACHIEVING THE LABOUR GOALS THE PROGRAM WAS SET OUT TO ACHIEVE BUT ALMOST 40% DO NOT AGREE.

- 11.75% OF THE PARTICIPATING FARMERS RECRUITED THEIR STUDENTS BY WORD OF MOUTH. 15% COLLABORATED WITH POTATOES NB, 10% RECRUITED THROUGH THE SCHOOL AND 45% EMPLOYED OTHER METHODS INCLUDING RECRUITING RETURNING STUDENTS, THROUGH FAMILY AND FRIENDS AND SOME FARMERS HAVE HAD PARENTS OF STUDENTS APPROACH THEM TO ASK ABOUT AVAILABLE JOBS.
- 12.60% OF THE STUDENTS WORKING ON THESE FARMS WORKED AS PART OF A REGULARLY SCHEDULED SHIFT ROTATION WHILE THE OTHER 40% DID NOT.
- 13.MORE THAN 70% OF THE FARMERS LEARNED EITHER LIMITED OR MODERATE INFORMATION ABOUT THE STUDENT EMPLOYEES ACADEMIC CIRCUMSTANCES, ENABLING THEM TO HAVE ENOUGH INFORMATION TO DETERMINE IF THERE WERE ANY ACADEMIC CONCERNS JUST OVER 30% OF THE TIME.
- 14.ONLY 4 OF 18 FARMERS FELT THAT THE STUDENTS WORKING ON THEIR FARMS MAY HAVE MISSED CLASSES DURING THE HARVEST PERIOD WHILE NOT WORKING ON THE FARM.
- 15.15% OF RESPONDENTS FELT THAT A GREATER EFFORT SHOULD BE MADE TO ENSURE THE SAFETY OF PARTICIPATING STUDENTS.
- 16.90% OF RESPONDENTS FELT THAT THERE SHOULD BE MORE TRAINING OFFERED TO PARTICIPATING STUDENTS IN FIRST AID, FARM SAFETY AND FOR OPERATING EQUIPMENT.
- 17.THE NUMBER OF FARMERS WHO FELT THAT SOME OF THEIR STUDENT EMPLOYEES SHOULD HAVE BEEN TRAINED TO OPERATE FARM EQUIPMENT. IT IS JUST OVER HALF WITH ALMOST AS MANY WHO FEEL IT IS NOT NECESSARY.

- 18.1 RESPONDENT WAS NOT PREPARED TO SHARE ADDITIONAL INFORMATION FROM THEIR FARM OPERATION IN REGARDS TO THEIR STUDENT EMPLOYEES WHILE 8 FARMERS FELT THAT THEY MIGHT BE ABLE TO SHARE SOME ADDITIONAL INFORMATION WITH THE REMAINING 11 BEING ENTHUSIASTIC ABOUT THE VALUE OF SHARING MORE INFORMATION. 84% ARE PREPARED TO SHARE THE NAMES OF THE PARTICIPATING STUDENTS AND THE DATES THAT THESE EMPLOYEES WORKED ON THEIR FARM.
19. THE NUMBER OF FARMERS WHO RECOGNIZED BENEFITS TO THE STUDENTS FROM THE LAPTOP AND/OR ON LINE SUPPORT PROGRAMS WAS ONLY 40% WITH THE OTHER 60% NOT SEEING THIS BENEFIT.
20. 17/20 FARMERS WOULD WELCOME DEC AND/OR DISTRICT REPRESENTATIVES ON THEIR FARM TO LEARN MORE AND TO DISCUSS THE VALUES AND CHALLENGES WITH THIS PROGRAM.

RECOMMENDATIONS

ANGLOPHONE WEST SCHOOL DISTRICT EDUCATION COUNCIL

POTATO HARVEST PROGRAM COMMITTEE REPORT

THURSDAY, APRIL 28, 2016

ON THURSDAY, MAY 21, 2015 THE AWSDEC MANDATED A COMMITTEE TO CONSULT WITH FARMERS PARTICIPATING IN THE DISTRICT POTATO HARVEST PROGRAM AND TO THEN REPORT BACK TO THE DEC WITH ITS FINDINGS AND RECOMMENDATIONS.

ON NOVEMBER 19, 2015 THE DISTRICT INVITED FARMERS FOR LUNCH AND TO DISCUSS THEIR EXPERIENCE WITH THE POTATO HARVEST PROGRAM. A PROGRAM REVIEW MEETING INVOLVING DISTRICT STAFF AND THE CARLETON NORTH HIGH SCHOOL PRINCIPAL OCCURRED EARLIER THE SAME DAY.

ON FEBRUARY 22, 2016 THIS COMMITTEE MET AT CARLETON NORTH HIGH SCHOOL IN PRIVATE TO DISCUSS NEXT STEPS AND LATER WITH A SMALL GROUP OF FARMERS TO SEEK THE FARMERS INPUT INTO THE CONSULTATION PROCESS. (Please see attachments of notes taken at this meeting.)

ON MARCH 31, 2016 THE COMMITTEE MET, PREPARED & SENT A SURVEY OUT TO 30 FARMERS BY POST MAIL, EMAIL AND WEBLINK.

BETWEEN MARCH 31, 2016 AND APRIL 14 SEVERAL PHONE CALLS WERE MADE TO MANY OF THE FARMERS ENCOURAGING THEM TO PARTICIPATE IN THE SURVEY.

AS OF WEDNESDAY, APRIL 20, 2016 20/30 FARMERS RESPONDED TO OUR REQUEST FOR FEEDBACK.

PLEASE FIND ATTACHED A SUMMARY OF THE SURVEY RESULTS.

Gallagher, Sheila (ASD-W-DEC)



[Street Address, City, ST ZIP Code]

[Telephone]

[Email]

April 28, 2016[Click to select a date]

Recommendations for the Potato Enhancement Program:

We recommend training opportunities be made available to participating students in the areas of first-aid, farm safety, and equipment operating.

Recruitment: We recommend that the administration from Carleton North work in collaboration with the farmers and potatoes NB to more accurately promote student employment.

We recommend that the school administration collect the names and dates worked of each participating student and parent before and after they complete the harvest schedule.

We recommend that communication should start in May to invite all students to register for the Fall Harvest Program. The School then in turn shares this information with the farmers. To accomplish this the school must keep a current register of farmer information.

In order to collect the feedback from participating students we recommend the school facilitate an exit survey for them.

We recommend that the district investigate ways to model the program similar to the Co-Op Program while retaining student employment.

-Recommendations were made following feedback from farmers when DEC members sent out questionnaires in April of 2016.

John Slipp, Sheila Gallagher, Mariam Grant, Norma Shaw

