



ANGLOPHONE WEST SCHOOL DISTRICT



## ANGLOPHONE WEST SCHOOL DISTRICT DISTRICT EDUCATION COUNCIL

Oromocto Education Centre

Public Meeting Minutes

March 30, 2023

### Council Members Present:

- Mark Thompson – Sub-district 2
- Candice Browne – Sub-district 3
- Tanya Cloutier – Sub-district 4
- Serena Bradford – Sub-district 5
- Paul MacIntosh – Sub-district 6
- Janet Dean – Sub-district 8
- Michael Mazerolle – Sub-district 9
- Jim Mills – Sub-district 11
- Wallace Carr – Sub-district 12, Vice Chairperson
- Thomas Geburt – Sub-district 13, Chairperson
- Hayden Sparkes – Student Representative

### Council Member Regrets:

- Tanya Adams – Sub-district 1
- Amgad Salem - Sub-district 7
- Chris Harquail – Sub-district 10
- David Perley – First Nations Councillor

### ASD-W District Staff Present:

- David McTimoney, Superintendent
- Shawn Tracey, Director of Finance and Administration
- Karen Morton, Director of Human Resources
- Dianne Kay, Director of Curriculum & Instruction
- Gina Dunnett, Director of Schools (OEC)
- Jennifer Read, Director of Communications
- Signe Williams, Literacy Subject Coordinator
- Jill Davidson, Literacy Subject Coordinator
- Linda Dempsey-Nicholson, Community Schools Engagement Coordinator - Operations
- Valerie Carmichael, Community Schools Engagement Coordinator
- Carol Clark-Caterini, Executive Assistant to the Superintendent & DEC

### Guest:

- Media (1)

### Call to Order:

- Thomas Geburt, Chairperson, called the public meeting to order at **6:48 PM** following a private Council session.

### Welcome & Comments by the Chairperson:

- Chairperson Geburt, on behalf of the Council, acknowledged that, with the exception of one, the land on which Anglophone West School District schools are located is the traditional unceded and unsurrendered territory of Wolastoqiyik (Maliseet). This territory is covered by the Treaties of Peace and Friendship which the Wolastoqiyik (Maliseet), Mi'kmaq, and Passamaquoddy peoples first signed with the British Crown in 1725. The treaties did not deal with surrender of lands and resources but in fact recognized Wolastoqey (Maliseet), Mi'kmaq, and Passamaquoddy title and established the rules for what was to be an ongoing relationship between nations.

### Introductions:

- Councillor Geburt acknowledged Councillor Mark Thompson as the newest appointed Councillor in Sub-district 2. Councillor Thompson was sworn-in at the working meeting in January 2023.
- The Superintendent introduced district office staff in attendance.
- Councillor Geburt welcomed the media representative from the Daily Gleaner in attendance.

### Consent Items:

#### Approval of the Agenda

- The agenda was previously reviewed by the Council. The Circle of Understanding presentation was removed as Councillor Perley was absent.

### MOTION:

..... to approve the agenda with the noted revision.

**MOVED BY:** Tanya Cloutier

**SECONDED BY:** Wallace Carr

**MOTION CARRIED**

### Approval of the Minutes – February 23, 2023

- The minutes were previously reviewed by the Council and approved by consensus.

#### **MOTION:**

..... to approve the minutes as distributed.

**MOVED BY: Paul MacIntosh                      SECONDED BY: Michael Mazerolle                      MOTION CARRIED**

#### **Business Arising from the Minutes:**

##### **Update on DEC Policy Review Process: Council - Staff Relations**

- The Chairperson reviewed that these policies were reviewed by the Council at a working meeting that was held on March 16, 2023. The Council did not indicate any substantive changes were required. The Chairperson indicated that he believed the current CSR1.3 policy was redundant and that all elements of this draft CSR policy were covered within the other CRS policies. The Chairperson revised grammar, format and content of these policies and proposed the following changes:
  - ASD-W-CSR1.3 policy be deleted.
  - ASD-W-CSR policies be re-numbered from CSR1.0 to CSR1.4.
  - Grammar and formatting changes to all CSR policies be accepted by Council.
  - Content changes to CSR1.4 be accepted.

#### **MOTION**

..... that Council confirms that all Governance Policies-Council Staff Relations have been reviewed and that Council accepts the revisions, deletions and re-numbering of the policies as outlined by the Chairperson.

**MOVED BY: Serena Bradford                      SECONDED BY: Jim Mills                      MOTION CARRIED**

##### **Update on DEC Policy Review Process: ASD-W-GP12 - Code of Conduct for Council Members**

- The Chairperson reviewed that the Code of Conduct policy was reviewed by the Council at a working meeting that was held on January 12, 2023. The Council did not indicate any substantive changes were required. The Chairperson revised grammar, and the format of this policy to align with other DEC policies.

#### **MOTION**

..... that Council confirms that Governance Process GP12 has been reviewed previously and that formatting and grammar corrections have been incorporated into the document and this Council accepts the revised document for publication.

**MOVED BY: Tanya Cloutier                      SECONDED BY: Candice Browse                      MOTION CARRIED**

#### **Presentations:**

##### **Curriculum & Program Presentation - S. Williams and J. Davidson**

- Subject Coordinators, Jill Davidson and Signe Williams modeled a lesson that is used with children to improve their listening and writing skills. The children's book, "I Hope" by Monique Gray Smith was read by Signe to the Council followed by Jill requesting the Council to complete a sentence that begins with I Hope as shared in the story book. The Council shared their writings that included "I hope for world peace", "I hope for grandchildren's success in life", and so on.
- Jill informed the Council that every Grade 3-6 classroom teacher will receive this book. It was noted that this resource is also saved on ASD-W electronic resource site for teachers.

##### **Community Schools – V. Carmichael (Engagement) and L. Dempsey-Nicholson (Operations)**

- Valerie began her presentation with a review of the Community Engagement Coordinator's role. Schools supported by the Community Schools Team are Perth Andover Middle School, Andover Elementary School, Meduxnekeag Consolidated School, Townsview School, Lincoln Elementary Community School, Geary Elementary Community School, and Cambridge-Narrows Community School.
- Chairperson Geburt inquired about the other community schools, such as Kingsclear Community School, in ASD-W and if they were supported by Community Engagement Coordinators. Valerie explained that there was a short period of time (Approximately 2-years), previous to amalgamation in 2012, when schools could apply to receive provincial funding as a community school. Only the schools previously mentioned had been confirmed.



- It was noted that even if a school name includes the word “community”, this does not include them to be eligible for this funding for a staff person.
- Linda explained to Council that her role as a Community Engagement Operations Coordinator is working at the district office level compared to Valerie’s work that is performed at the school level.
- Linda’s presentation outlined the three major functions of the Operations Coordinator to be Community Use of Schools (school rentals and custodial fees), Regional Development Corporation and Community Projects that have financially supported 10 projects at 7 ASD-W schools (Andover Elementary School, Barkers Point Elementary School, Bliss Carman Middle School, Forest Hill Elementary School, Harvey High School, Nackawic High School, and Perth-Andover Middle School), and food security with 51 schools that access free breakfast foods for students through the Food Procurement Program. The remaining 19 ASD-W schools will be added as soon transportation constraints can be resolved.
- Councillor Carr inquired about Jobs Unlimited involvement and the schools they supported. Linda responded that currently 3 city schools (Royal Road Elementary School, Gibson Neill Memorial Elementary School and Connaught Street Elementary School) were provided student lunches by Jobs Unlimited Cafeteria Services that is located in the City of Fredericton. It is anticipated that in the fall of 2023 an additional city school will be added to Jobs Unlimited Cafeteria Services.

**Circle of Understanding – Councillor Perley:**

- This presentation was postponed due to the absence of Councillor Perley.

**Superintendent Report:**

**Superintendent Report (1 of 1)-ASD-W-EL2: Staff Treatment**

- The Superintendent presented the report *ASD-W-EL2: Staff Treatment*, as per the Annual Planning Cycle. This report is presented one time per year and is posted publicly on the ASD-W website and the DEC Portal. Following the Superintendent’s presentation, he reported to be in-compliance with policy ASD-W-EL2. **ACTION:** Chairperson Geburt requested the signature boxes be removed from the Superintendent’s reports as compliance is stated in the policy.
- Councillor Mills inquired if the name of an employee, who had a serious charge against them, is ever publicly released. The Director of Human Resources responded that on July 1, 2021, Section 31 of the Education Act, regarding a serious misconduct had been changed that would allow for information to be released to the public. Staff members are required to report an incident where they are in trouble with the law. It is the districts obligation to report this with the Registrar and if it was founded it may be added to a public list. At this time, a volunteer from another school district has been identified as having a serious charge. As well, the registrar may revoke a teacher’s license, depending on the charges.

**Superintendent Report (3 of 4)-ASD-W-EL4: Budget / Forecasting (4<sup>th</sup> Quarter Report)**

- The Superintendent presented the report *ASD-W-EL4: Budget / Forecasting*, as per the Annual Planning Cycle. This report is presented four times per year and is posted publicly on the ASD-W website and the DEC Portal. Following the Superintendent’s presentation, he reported to be in-compliance with policy ASD-W-EL4.
- The Chairperson requested to know why program expenses had increased when budgeted. He also commented on the expected deficit in the Student Services budget line as expected. The Director of Finance and Administration responded to the reason for the increased programs budget.
- Vice Chairperson Carr inquired if salaries were included under the Information Technology Services budget line. Shawn replied that this budget line is for IT equipment only and that salaries were included in the global salaries’ projection.

**New Business:**

**Excellence in Education Awards**

- The Superintendent reported that an inquiry has been submitted to the Assistant Deputy Minister on when this ceremony will occur. It is expected to receive a response soon, and at that time the Chairperson will update the sub-committee of the duties.

**Mission, Vision and Core Values Update**

- The Superintendent showed the current Mission Vision and Core Values poster. He went on to say that at the time when this poster was created, we were early into being an amalgamated school district. Therefore, it is now time to re-visit this statement with input from various stakeholders. The Director of Communications will chair a sub-committee that is comprised of district staff, Councillor Chris Harquail and Councillor Candice Browse.

**Student Representative on DEC Replacement Update**

- A recruitment poster for a new Student Representative to serve on the Council has been circulated amongst 19 ASD-W high schools. Friday, April 28<sup>th</sup> is the deadline for students to apply. Councillors will review the applications in May and subsequently submit a recommendation(s) to the Minister for appointment in June.



### Capital Improvements and Major Capital Construction Discussion

- The 2023-2024 Stable Departmental Infrastructure Priorities (SDIP) lists were reviewed. This list includes major projects that have been identified for schools across the Province of New Brunswick. It was noted that ASD-W has 5 projects identified in order of Rationalization for the Carleton Area K-8 school, Replacement of George Street Middle School, Rationalization of Forest Hill / Liverpool Street Schools, Oromocto K-8 rationalization and Oromocto High School mid-life upgrade. The Council were advised by the Superintendent that in May 2023, they do not need to think about these schools as they have already been added to the SDIP and should eventually be funded.
- Major Capital Construction projects exceed \$1M.
- The Chairperson reminded Councillors to review the 2024-2025 Capital Planning memorandum. A deadline of May 31, 2023 was given to submit ASD-W Major Capital projects and a delayed deadline of September 30, 2023 for Capital Improvement projects. The SDIP and Quadruple Bottom Line (QBL) reports were shown and included in the February 2023 minutes as attachments. **ACTION:** At the first public meeting in September 2023, Capital Improvement projects will need to be added to the agenda with a decision and motion on the submission.

### Property Proposal for Centreville Community School

- The Director of Finance and Administration presented a parcel of land at the Centreville Community School site that had been requested to be released to the community to develop an apartment complex and daycare. This triangle parcel of land does not interfere with the school flow of traffic or playground area. A discussion about declaring this parcel of land as surplus for the community to access followed.

#### MOTION:

..... that we declare the triangle parcel of land as surplus at the Centreville Community School.

**MOVED BY: Tanya Cloutier                      SECONDED BY: Paul MacIntosh                      MOTION CARRIED**

- Chairperson Geburt will prepare a response letter to the District of Carleton North informing them that this triangle piece of land has been declared as surplus by the District Education Council.

#### Correspondence:

- A letter had been forwarded by the Chairperson on behalf of the Council regarding their input into Draft Policy 322: Inclusive and Equitable Education. An email response thanking the Council was received on 17 March 2023.
- A letter has been received from the Director of Educational Facilities and Pupil Transportation on 29 March 2023 concerning 2024-25 Capital Planning.

#### Committee Reports:

##### Council of Student Leaders – Councillor Sparkes:

- Councillor Sparks informed Councillors of the upcoming Student Leaders meetings on April 3<sup>rd</sup> & 4<sup>th</sup> that will be held at Kingswood Centre/Radisson Hotel in Fredericton. During this third Student Leaders meeting, data will be collected that will complete an action item from the previous meeting regarding diversity and inclusion in schools.
- A reminder of the vacant DEC Councillor position will be given during the Student leadership meeting in April.

#### Public Comments:

- There were no public comments.

#### Closing Comments:

- Chairperson Geburt reminded everyone of the public and working meetings in April. Councillor Sparkes motioned to adjourn, seconded by Councillor MacIntosh.

**Date of Next Public Meeting: Thursday, April 27, 2023, Devon Middle School, 621 Dobie Street, Fredericton**

**Adjournment:** The meeting was adjourned at **8:48 PM**.



Thomas Geburt, Chairperson

27 April 2023

Date



Carol Clark-Caterini, Executive Assistant  
to the Superintendent & DEC

April 27, 2023

Date