



ANGLOPHONE WEST SCHOOL DISTRICT  
DISTRICT EDUCATION COUNCIL  
MINUTES

Thursday, March 23, 2017  
Fredericton Education Centre

**Council Members Present:**

- Andy Saunders – SD 02
- Heather Hogan – SD 03
- Miriam Grant – SD 04
- Stephanie Haslam – SD 06
- Terry Pond – SD 07
- Sean Winslow – SD 08
- Jane Buckley – SD 09 – Vice Chair
- Kimberley Douglas – SD 10 – Chair
- Faith Kennedy – SD 11
- Mark Noël – SD 13

**Council Member Regrets:**

- Sheila Gallagher – SD 01
- Andrew Corey – SD 05
- Wallace Carr – SD 12
- Darrah Beaver – First Nations

**ASD-W District Staff Present:**

- David McTimoney, Superintendent
- Shawn Tracey, Director of Finance and Administration
- Tanya Whitney, Director of Schools – OEC
- Karen Morton, Director of Human Resources
- Jason Humprey, Director of Communications
- Carol Clark-Caterini, Executive Assistant to the Superintendent and District Education Council

**Guests:**

- Media (1)
- Members of the public (3)

**Vacancies:**

- Vacant – Student Representative

**Call to Order / Comments by the Chair**

- Kimberley Douglass, Chairperson called the meeting to order at 6:40 PM. And she welcomed everyone to the public meeting at the Fredericton Education Centre. Kimberley also acknowledged that we were meeting on unceded Woolastook territory in recognition of our work with indigenous partners.

**Approval of the Agenda - March 23, 2017**

- The agenda was approved with the addition under “*Business Arising from the Minutes*”, a report on the naming of the Carleton North High School Theatre and a brief update on the Kingsclear Consolidated School Sustainability Study. Under “*New Business*”, the addition of the Leo Hayes High School and under “*Committee Reports*”, the addition of the Policy Committee report on travel. Under Correspondence, the Gagetown Community School PSSC, the Hubbard Avenue Elementary School PSSC and the Meduxnekeag School PSSC was added. With these changes, the agenda was approved by consensus.

**Approval of Minutes from Previous Meeting – February 23, 2017**

- The February 23, 2017 minutes were approved by consensus.

**Business Arising from the Minutes:**

**District Education Council Spring Symposium**

- May 5<sup>th</sup> – 7<sup>th</sup>, the District Education Council Symposium will be held in Saint John, NB. The theme of this year’s Symposium is “*Successes through Policy*”. Anglophone West School District will present on the Potato Harvest Policy. **ACTION:** The Superintendent had offered to prepare a power point presentation on the Potato Harvest Policy and the returning Councilors, with a knowledge of this policy, were encouraged to participate in the presentation.

**10 Year Education Plan Survey**

- The Chairperson provided a report of 30 schools in ASD-W that had confirmed they had provided their Parent School Support Committees (PSSC) with the survey. Although, some schools may have forwarded the survey but had not responded to Carol. The District Education Council did participate in the survey.

**Carleton North High School Theatre**

- Councilor Andy Saunders from Sub-district 2 made the committee aware of a community meeting that will be held at the Carleton North High School on Tuesday, March 28<sup>th</sup>. This purpose of meeting follows the naming policy outlined in ASD-W- GP8: Communication.



### **Kingsclear Consolidated School – Sustainability Study**

- The Superintendent provided an update on the Kingsclear Consolidated School with the first meeting being completed. The second meeting will be held on **Tuesday, April 4<sup>th</sup> at 6:30 PM** where the public will present to the Council. A registration process is in place, and the public is encouraged to participate. The Superintendent will communicate a reminder message to the school community and a public comment section has been added to the website. The Superintendent had asked the Council to think about scheduling a working session between public meeting #2 and the final outcome meeting #3 on May 4<sup>th</sup>. **ACTION:** The District Education Council will confirm the date of the additional Sustainability Study Working Meeting at the April 6<sup>th</sup> Information Session.

### **New Business:**

#### **Leo Hayes High School**

- Councilor Jane Buckley had asked to have priority #1 of The Capital Improvement Project for a technical wing added to the Leo Hayes High School (LHHS) placed on the agenda tonight as a \$25,000 commitment had been given for an additional study of this project. A study has already been completed at a cost of \$50,000.00 which is unclear what this second study will include for this P3 (three party partnership with a mortgage on the property that we are paying back to the third property) building. Recent announcements have included the Petitcodiac High School new technical wing, which had not been a request of that Council. It was asked if the additional \$25,000 for LHHS will be used to study the purchase of the existing building or to extend the lease through discussions with the building owner prior to any structural addition.
- On March 11<sup>th</sup>, the Superintendent wrote to the Council confirming that \$25,000.00 had been given by the Province to study options to purchase the existing building or to extend the lease as outlined in the lease agreement. Confirmation was given that the LHHS had a 25 year lease and that the Province was nearing the 20<sup>th</sup> year of this contract. Conversations are now being had as a first step in the natural process of moving forward with plans for this building. This money will be used to study during the 2017-18 school year, work will be done on education specifications and a business case will be prepared and presented. A Memorandum of Executive Council (MEC) is a very formal process that civil service would use to formally advise cabinet.
- Shawn Tracey, Director of Finance and Administration explained to the Councilor that education specifications were a general specification (design and future state of LHHS) of what was needed for a new technical wing.
- Councilor Heather Hogan asked if other P3 schools in the Province had been given an addition. The Superintendent added that LHHS being a P3 school has added a level of complexity. It was noted that any construction work done to a building was done after the building was owned by the Province. However, by keeping this number one project on the District Education Council agenda, will keep moving this project forward.
- Councilor Jane Buckley thanked the Council for their support and the positive comments she heard from around the table tonight. This discussion has helped her to make a decision to not go ahead with a Policy 409 motion tonight.
- The Superintendent added that the Minister had also written to the Parent School Support Committee (PSSC), who are actively working on an addition to the school, identifying the \$25,000 for the additional study and that the building is on their radar.
- In May 2017, a Capital Improvement List is to be submitted to the Minister of Education and Early Childhood Development. In addition to the LHHS construction, a commitment had been made for a new school in the Hanwell area as a DEC priority (#2).

### **Superintendent Monitoring Report:**

- The Superintendent recognized four ASD-W Directors in attendance; Tanya Whitney, Director of the Oromocto Education Centre, Shawn Tracey, Director of Finance and Administration, Karen Morton, Director of Human Resources and Jason Humprey, Director of Communications.
- **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 presented once per year and is also posted publically on the ASD-W website. Currently we have just over 2900 permanent employees that are included in five different bargaining units and one division of management and non-union. As of March 2017, ASD-W also employs 1200 casual employees. Good relationships are maintained with all union groups and a formal process is in place for grievances. Grievances are tracked by ASD-W. Operational Policies are in place within our district and are available to the public and staff. Several appendices are included in this report.



- **ASD-W-EL4: Budget** - the Superintendent presented a report called *ASD-W-EL4: Budget* as per the Annual Planning Cycle. This report is presented four times per year and is also posted publically on the ASD-W website. This report showed a projected surplus of \$17,361.00 (January 31, 2017) and the DFA and Superintendent continue to monitor the areas of concern closely. The district will continue to follow the revenue sharing model with self-sustaining dollars. These dollars are shared with 69 schools and can carry forward from fiscal year to fiscal year. The final financial year-end amount is normally determined towards the end of April and will be reported in June 2017.
- **Capital Improvement Projects and Major Capital Construction Projects** was added to the agenda to get the Council thinking about their recommendations to the Province in the month of May 2017. Any project over one million dollars is considered a Major Capital Construction Project.
- Councillor Mark Noël noted a letter from Hubbard Avenue Elementary School requesting a student drop-off zone and renovation to the inside and outside (storage area) bathroom areas. **ACTION:** The Superintendent will turn this letter over to the Facilities team to include in their work. The Facilities team will be asked to present to the DEC at a working session in May prior to the May public Meeting.

**Committee Reports:**

- The Policy Committee was asked to work on a District Education Travel Policy. **ACTION:** This committee will meet and report back to the Council at the April Public Meeting.
- The Governance Model Committee is expected to report at the working meeting in April.

**Correspondence:**

- A letter from the Hubbard Avenue Elementary School PSSC requesting a drop off zone upgrade.
- A letter from the Gagetown School PSSC expressing an interest in offering the French Second Language Program at their school. **ACTION:** the Superintendent will reply on behalf of the Council that their correspondence had been received and that this request is an operational matter that the Superintendent will address and not the District Education Council.
- A letter from the Meduxnekeag Consolidated School PSSC was read by Councillor Heather Hogan thanking the DEC for the thoughtful booklets that they received. It was noted that the Council had provided all 69 PSSC groups with a small token of appreciation for their hard work with ASD-W schools.

**Public Comments:**

- Leo Hayes High School PSSC representatives requested that the Council keep their request for a new technical wing as a priority on the capital budget as this school is operating at a 98% capacity. The overcrowding issue is stressful for students and staff within the building and a technical wing falls under the 10 Year Education Plan and the Inclusion Policy.

**Closing Comments:**

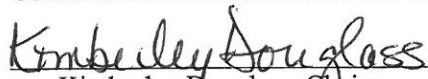
- Chairperson Kimberley Douglass thanked the public for attending tonight's meeting and she thanked the district office staff for their attendance and their assistance with tonight's presentations.


**Date for Next Public Meeting:**

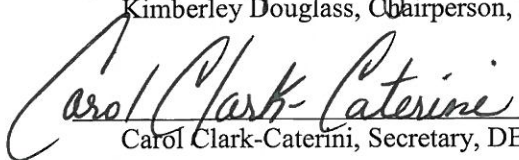
- April 4<sup>th</sup> at 6:30 PM – Meeting # 2 Kingsclear Consolidated School Sustainability Study
- April 20<sup>th</sup> at 6:30 PM – Public Meeting at the Fredericton Education Council

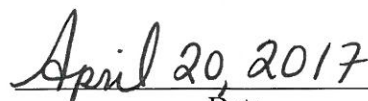
**Adjournment**

- Councillor Mark Noël motioned to adjourn the public meeting at **7:45 p.m.**

  
 Kimberley Douglass, Chairperson, DEC

  
 Date

  
 Carol Clark-Caterini, Secretary, DEC

  
 Date