



# ASD-W

Anglophone School District West

## District Education Council – Superintendent Monitoring Report

<b>Policy Name and Number:</b>	ASD-W-EL8 Communication to the Council
<b>Reports Per Year:</b>	One
<b>Date of Report:</b>	October 24, 2024
<b>Policy Statement:</b>	With respect to providing information and recommendations to the Council, the Superintendent shall not fail to keep the Council informed.
<b>Report Filed By:</b>	David McTimoney, Superintendent
<b>Report Supported By:</b>	Paul MacIntosh, Director of Communications

### Superintendent Interpretation:

- Policy requires the superintendent to maintain open and effective communication with the District Education Council (DEC) by sharing information on all key matters related to the responsibilities of councilors as outlined in the *Education Act*. This information shall come in forms of data, sharing of trends, and internal and external changes to the education system.
- The superintendent will provide superintendent reports for each DEC policy listed under Executive Limitations and End Results, as well as any information that may alter a previously established DEC policy.
- The superintendent will provide for reports of media coverage to be shared with the DEC as well as any significant points of interest regarding the district.
- The superintendent will advise the DEC in a timely manner if there is anticipated or actual district non-compliance with any policy of the Council as well as advise if the DEC, itself, is not in compliance with the governance process or council/staff relations.

### Justification:

- In accordance with the *Education Act*, the duties of the superintendent include ensuring effective communication links, procedures and mechanisms are in place (Section 48(2)(h)).
- The District Education Council must align DEC policies with provincial policies, legislation, and regulations. (*Education Act*, Section 36.9(5)(a)). Therefore, any changes to provincial policies or regulation must be shared with Council in order for it to reflect on the impact to current DEC policy.
- Council members maintain communication links with Parent School Support Committees (*Education Act*, Section 36.9(5)(f)) within their sub-districts. This provides a link to the communities they serve.

- Awareness of significant media coverage allows Council to be informed of stories and topics which may affect public opinion and decision-making by government. Council members are better prepared for their role when they are informed of key issues affecting education.

#### **Compliance:**

- DEC reports are submitted following the Council's annual reporting cycle, unless adjusted by Council.
- Regular updates and reports are provided to Council through email on media coverage. This is a delegated responsibility of the Director of Communications.
- Significant events have been shared by the superintendent, including messages of interest sent to families. Email is the primary official mode of communication to allow for timely, consistent sharing of information.
- DEC is informed of changes to provincial policy when relevant to the work they do.
- Responsible communication between the superintendent and DEC occurs as needs arise regularly and in between formal Council meetings.
- The superintendent meets with the DEC chair four times per month...two preparation meetings, one DEC working session, and one DEC public session.
- There is a communications team (director, web content writer) that supports communications throughout ASD-W and the communities we serve. This includes the use of communication and technology tools such as a website, social media, and the voice/email/text message manager system called "School Messenger".
- A new operational Social Media policy was created and rolled out for the benefit of the district and school communities (see Communications Presentation in appendices).
- A monthly positive communication goes out system wide in the format of a newsletter titled "The Westway" (see Communications Presentation in appendices).
- The transition of our branding continues (see Communication Presentation in appendices).
- Media response is an important responsibility of the director of communications and the Superintendent.

#### **Appendices:**

- Education Act: Section 36.9(5)(a)(f): Authority and responsibilities of District Education Councils  
[E-1.12 - Education Act \(gnb.ca\)](#)
- Education Act: Section 48(2)(h): Duties of the Superintendent  
[E-1.12 - Education Act \(gnb.ca\)](#)

- ASD-W Communications Presentation
- June 27, 2024, DEC Minutes (evidence of DEC satisfaction of superintendent reporting for 23-24)

***I report compliance with ASD-W-EL8 – Communication to the Council***

*David McTimoney*





**ANGLOPHONE SCHOOL DISTRICT WEST  
DISTRICT EDUCATION COUNCIL  
Fredericton Education Centre  
Public Meeting Minutes  
June 27, 2024**

<p><b>Council Members Present:</b></p> <ul style="list-style-type: none"> <li>• Tanya Adams – Sub-district 1</li> <li>• Connor Brennan – Sub-district 2</li> <li>• Candice Browse – Sub-district 3</li> <li>• Tanya Cloutier – Sub-district 4</li> <li>• Ruth Eden – Sub-district 6</li> <li>• Janet Dean – Sub-district 8</li> <li>• Chris Harquail – Sub-district 10</li> <li>• Thomas Geburt – Sub-district 13, Chairperson</li> <li>• Mya McAllister – Student Councillor</li> <li>• David Perley – First Nations Councillor</li> </ul> <p><b>Council Member Regrets:</b></p> <ul style="list-style-type: none"> <li>• Serena Bradford – Sub-district 5</li> <li>• Michael Mazerolle – Sub-district 9</li> <li>• Jim Mills – Sub-district 11</li> <li>• Wallace Carr – Sub-district 12, Vice Chairperson</li> </ul> <p><b>Council Vacancies:</b></p> <ul style="list-style-type: none"> <li>• Sub-district 7</li> </ul>	<p><b>ASD-W District &amp; School Staff Present:</b></p> <ul style="list-style-type: none"> <li>• David McTimoney, Superintendent</li> <li>• Gina Dunnett, Director of Schools, Oromocto Education Centre</li> <li>• Collin Tibbits, IT Support</li> </ul> <p><b>District Staff Regrets:</b></p> <ul style="list-style-type: none"> <li>• Carol Clark-Caterini, Executive Assistant to the Superintendent &amp; DEC</li> </ul> <p><b>Members of the Public</b></p> <ul style="list-style-type: none"> <li>• 1 Guests</li> <li>• 2 EECD Staff</li> </ul>
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- **Call to Order:**
  - Thomas Geburt, Chairperson, called the public meeting to order at **6:33 PM.**
- **Welcome & Comments by the Chairperson:**
  - Chairperson Geburt, on behalf of the Council, acknowledged that, with the exception of one, the land on which Anglophone School District West 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 the surrender of lands and resources but in fact recognized the Wolastoqey (Maliseet), Mi'kmaq, and Passamaquoddy title and established the rules for what was to be an ongoing relationship between nations.
- **Introductions:**
  - The Chairperson welcomed everyone to the public District Education Council (DEC) meeting. The Superintendent introduced district staff in attendance.
- **Consent Items:**

**Approval of the Agenda:**

  - The agenda was reviewed by the Council and approved by consensus.

**MOTION:**

..... to approve the agenda as presented.

**MOVED BY: Ruth Eden**

**SECONDED BY: Mya McAllister**

**MOTION CARRIED**

- **Approval of the Minutes – April 25, 2024:**

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

**MOTION:**

..... to approve the April 25, 2024, DEC minutes as presented.

**MOVED BY: Candice Browse**

**SECONDED BY: Ruth Eden**

**MOTION CARRIED**

- **Approval of the Minutes – May 9, 2024:**

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

**MOTION:**

..... to approve the May 9, 2024, DEC minutes as presented.

**MOVED BY: Tanya Cloutier**

**SECONDED BY: Candice Browse**

**MOTION CARRIED**

- **Approval of the Minutes – May 23, 2024:**

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

**MOTION:**

..... to approve the May 23, 2024, DEC minutes as presented.

**MOVED BY: Mya McAllister**

**SECONDED BY: Chris Harquail**

**MOTION CARRIED**

- **Business Arising from the Minutes:**

- There was no business to discuss from the previous month minutes.

- **Superintendent Monitoring Reports:**

- **Superintendent Report (1 of 1) - ASD-W-EL4: Budgeting and Forecasting:**

- The Superintendent presented the report *ASD-W-EL4: Budget and 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. ASD-W initial budget balance for the 2023-2024 school year was \$310,023,757.00. A financial surplus of \$590,680.00 remained on March 31, 2024, with \$500,000.00 of this surplus being allowed to carry forward for the 2024-2025 school year.
- The Superintendent presented the report *ASD-W-EL4: DEC Finance and Budget*, as per the Annual Planning Cycle. This report is presented twice per year and is posted publicly on the ASD-W website and the DEC Portal. The Council's initial budget balance for the 2023-2024 school year was \$50,000.00. A surplus of \$7,079.25 will be returned to the global budget.
- The Superintendent reported compliance of these policies and the Council was in agreement.

- **District Expenditure Plan for the 2024-2025 School Year:**

- The Superintendent presented the District Expenditure Plan for the 2024 – 2025 school year to the Council. This report reflected an opening balance of \$310,376,500.00 to serve as the global budget for the 2024 – 2025 fiscal year. The Superintendent reviewed individual budget lines and noted budget pressure points. The Council were asked to consider approving the 2024-2025 expenditure plan and the following motion was passed.

**MOTION:**

..... to approve the District Expenditure Plan for the 2024 – 2025 school year as presented to Council.

**MOVED BY: Mya McAllister**

**SECONDED BY: Candice Browse**

**MOTION CARRIED**

- **New Business:**

- **CSR 1.4 – Annual Summative Evaluation of the Superintendent:**

- The Chairperson stated that the evaluation of the Superintendent was discussed during the private meeting. The following motion was passed as a result of this discussion.

**MOTION:**

..... I move that the District Education Council (DEC) accepts that the Superintendent, David McTimoney is in compliance with DEC policies at this time and has exceeded beyond the reasonable interpretation. We have been particularly pleased with Mr. McTimoney's continued strong performance in support of the Council and the district staff and students. A more detailed assessment will be provided to him in our "evaluation letter".

**MOVED BY:** Chirs Harquail

**SECONDED BY:** Candice Browse

**MOTION CARRIED**

- **Naming of Culinary Arts Lab at Hanwell Park Academy:**

- The Chairperson stated that a request had been received from the Parent School Support Committee from Hanwell Park Academy requesting to name the Culinary Tech Lab, Plourde's Kitchen after Principal Pierre Plourde for his involvement and dedication to ensuring success of this program. In accordance with Provincial Policy 409, Section 6.3.1, the Council discussed the request to name a room at Hanwell Park Academy and the following motion was passed.

**MOTION:**

..... I move that the Culinary Tech Lab at Hanwell Park Academy be named "Plourde's Kitchen" in honour of the school's first principal who will retire this year.

**MOVED BY:** Ruth Eden

**SECONDED BY:** Chris Harquail

**MOTION CARRIED**

- **Naming of New School on Cuffman Street:**

- The Chairperson acknowledged the new name for the 70<sup>th</sup> school in ASD-W to be Cuffman Street Elementary. This school is scheduled to open in September 2024 and is expected to take enrolment pressures off the neighbouring grade K-5 school, Gibson-Neill Memorial Elementary School.

- **Education Specifications – Liverpool Street Elementary School / Forest Hill Elementary School:**

- Mr. Fournier was in attendance from the Department of Education and Early Childhood Development (EECD) to present a document called Education Specifications for the new Liverpool/Forest Hill school. Following the presentation, the following motion was passed by Council.

**MOTION:**

..... I move that we accept the Education Specifications for the New Forest Hill / Liverpool K-5 School as presented.

**MOVED BY:** Ruth Eden

**SECONDED BY:** Tanya Cloutier

**MOTION CARRIED**

- **Proposed DEC Meeting Schedule for the 2024-25 School Year:**

- The Council was presented with a schedule of meetings for the new school year. This schedule includes ten public meetings and six working meetings.

- **Review of School Districts and Sub-districts Regulation – Education Act:**

- The Chairperson informed the Council of the opportunity to provide input on the provincial draft regulations of EECD. A discussion was had, and the following motion was carried.

**MOTION:**

..... I motion that we approve the revised subdistrict regulations.

**MOVED BY:** Mya McAllister

**SECONDED BY:** Chris Harquail

**MOTION CARRIED**

• **Instructional Start & End Times for 2024-25:**

- The Superintendent provide an update on the new instructional start & end times for the 2024-25 school year. As well, he informed the Council that consultation will be organized during the new school year regarding scheduling in the Fredericton and Oromocto Education Centre schools as these elementary schools have a half day on Wednesday afternoon (Fredericton) and Friday Afternoon (Oromocto).
- A spreadsheet of all school bell schedules was shared with Council and saved on the DEC Portal.

• **Minister's Forum:**

- The Chairperson acknowledged that this meeting was held on May 27, 2024, in Fredericton.

• **Electric School Buses:**

- The Superintendent informed the Council that a presentation will occur in the fall on electric school buses.

• **Governor-General: Building a Safe & Respectful Digital World:**

- The theme of the session was to stress the importance of creating a respectful digital world.

• **Term of Office for District Education Council:**

- Correspondence received from EECD and confirmed terms will expire in 2026.

• **Correspondence:**

- Letter from Minister Appointing Councillor for Sub-district 2 was received on May 27, 2024.
- Letter to Minister re Recommendation for Student Councillor Appointment, was sent on May 27, 2024.
- Letter to Director of Transportation & Facilities re Major Capital Project Priorities for 2025-26 was sent on May 28, 2024
- Correspondence with Director of Transportation & Facilities re Intentions for Nashwaaksis Memorial School was sent on May 30, 2024.
- Letter from Minister regarding an Interim Response on Closure of Oromocto/Burton Schools & Sustainability Study was received on June 6, 2024.
- Letter from Director of Transportation & Facilities acknowledging receipt of Capital Projects was received on June 13, 2024.

• **Public Comments:**

- A member of the public shared his appreciation of the Council for their dedication and work in education.

• **Closing Comments:**

- The Chairperson thanked everyone for attending the public DEC meeting.
- The Chairperson acknowledged the work and support of Carol Clark Caterini, Executive Assistant to the Superintendent and District Education Council. Carol will be retiring in August 2024.

- **Date of Next Public Meetings:** Thursday, September 19, 2024, at the Garden Creek Elementary School.

**MOTION:**

..... I move to adjourn the meeting.

**MOVED BY:** Mya McAllister

**SECONDED BY:** Ruth Eden

**MOTION CARRIED**

- **Adjournment:** The meeting was adjourned at 8:05 PM.

*Thomas Geburt*

Thomas Geburt, Chairperson

*19 Sept 2024*

Date

*Gina Dunnett*

Gina Dunnett, Director of Schools - OEC

*Sept 16 / 24*

Date