



ASD-W
Anglophone School District West



**ANGLOPHONE WEST SCHOOL DISTRICT
DISTRICT EDUCATION COUNCIL
Fredericton Education Centre
1135 Prospect Street, Fredericton, NB
Public Meeting Minutes
February 20, 2025**

<p>Council Members Present:</p> <ul style="list-style-type: none"> • Tanya Cloutier – Sub-district 4 • Serena Bradford – Sub-district 5 • Ruth Eden – Sub-district 6 • Michael Mazerolle – Sub-district 9 • Jim Mills – Sub-district 11 • Wallace Carr – Sub-district 12, Vice Chairperson • Thomas Geburt – Sub-district 13, Chairperson • Luke Carson – Student Councillor <p>Council Member Regrets:</p> <ul style="list-style-type: none"> • Connor Brennan – Sub-district 2 • Candice Browse – Sub-district 3 • Janet Dean – Sub-district 8 • David Perley – First Nations Councillor <p>Council Vacancies:</p> <ul style="list-style-type: none"> • Sub-district 1 • Sub-district 7 • Sub-district 10 	<p>ASD-W District & School Staff Present:</p> <ul style="list-style-type: none"> • David McTimoney Superintendent • Kendra Hatheway, Executive Assistant to the Superintendent & District Education Council • Shawn Tracey – Director of Finance and Administration • Ross Campbell – Subject Coordinator Health and Physical Education • Gina Dunnett – Director of Schools, Oromocto Education Centre • Darla Day – Director of Schools, Fredericton Education Centre • Julie Kilcollins – Acting Director of Schools, Woodstock Education Centre • Jon Hoyt-Hallet – Director of Curriculum and Instruction • Paul MacIntosh – Director of Communications • Steve Bubar - IT Technology Support Specialist <p>District Staff Regrets:</p> <p>Members of the Public</p> <ul style="list-style-type: none"> • 0 Media • 2 Guests – Mr. Robin Andrews and Mr. Randall Leavitt
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- **Call to Order:**
- DEC Chairperson, Thomas Geburt, called the public meeting to order at **5:59 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 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 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.
- DEC Chairperson, Thomas Geburt welcomed everyone to the public District Education Council (DEC) meeting.
- DEC Chairperson, Thomas Geburt introduced the ASD-W Superintendent David McTimoney, who then introduced the ASD-W staff who were in attendance.
- DEC Chairperson, Thomas Geburt notified attendees of the vacancies in sub-districts 1, 7, & 10.
- DEC Chairperson, Thomas Geburt thanked the public for signing in and reminded everyone public comments and discussions would take place at the end of the meeting.

- **Review and Approval of the Agenda:**
- The agenda was reviewed by the Council

MOTION: I move that the Council approve the agenda.

MOVED BY: Ruth Eden **SECONDED BY:** Serena Bradford **MOTION CARRIED**

- **Review and Approval of Previous Public Meeting Minutes (January 23, 2025)**
- The minutes were previously reviewed by the Council and approved by consensus.
- ACTION:** Executive Assistant will ask the Director of Communications to post on the website.

MOTION: I move that the Council approve the January 23, 2025, Public Meeting Minutes.

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

- **Business Arising from the Minutes:**
- Currently there is no business arising from the minutes.
- **Superintendent Monitoring Reports:**
- **Superintendent Report – ASD-W-EL4: Budgeting/Forecasting (2 of 4) and (1 of 2)**
- The Superintendent presented the EL4 monitoring report on Budgeting/Forecasting.
- The Superintendent indicated the EL4 monitoring report is supported by Shawn Tracey, Director of Finance and Administration and Terri McKellar, Budget and Accounting Manager. The objective of this policy is to continually review the Anglophone West School District's financial health and confirm that the financial management staff follow Generally Accepted Accounting Principals and that any discrepancies are investigated during the reporting cycle.
- The Superintendent concluded his presentation on the EL4 monitoring report to Council and welcomed any questions.
- Shawn Tracey, the Director of Finance and Administration, confirmed with Councillor Carr that the Behavior Intervention Mentors (BIM) were in fact included in the Third Quarter Summary and that the Information Technology budget did surpass the forecasted budget.
- Councillor Mills inquired if there was improvement as it pertained to Unfilled Vacancies.
- The Superintendent indicated there was improvement pertaining to teacher vacancies; however, EA vacancies has proven to be a significant hardship. Further to this, he added that while there are 125 more individuals in EA positions, it also means there are 125 less individuals on the casual roster to fulfill these vacancies.
- The Superintendent explained the ongoing recruitment efforts of the Human Resources department and offered rationale surrounding the frequency and purpose of the opening and closing of job postings and the importance of vetting candidates properly. The Superintendent also mentioned the increased levels of scrutiny during the unfilled absence approval process.
- The Superintendent also provided details of the DEC Budget Summary, which currently shows a surplus of \$37,191.53.
- The Superintendent confirmed the ASD-W EL 4 report will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.
- ACTION:** The DEC agreed that the surplus from its operational budget should be spent on resources for schools; following the next report it was concluded that Physical Education would be a great area for the investment. This will be discussed March 13, 2025.

- **Superintendent Report - ASD-W ER 2.3 – Healthy Living**

- The Superintendent presented the monitor report ASD-W ER 2.3 Healthy Living.
- The Superintendent indicated the ER 2.3 Healthy Living Report is supported by Jon Hoyt-Hallett, Director of Curriculum and Instruction; Susan Young, Director of Data and Improvement; Ross Campbell, Subject Coordinator for Physical Education; and Personal Wellness K-12 (and Healthy Learners in Schools).

The Superintendent stated the objective of this policy is to ensure learning opportunities and programs are provided to support healthy living practices for all to benefit within the learning and working environment. The expectation is that students will demonstrate good mental health practices and have access to support services as needed. The responsibility further states, the importance of supporting academic growth, mental and physical health, and well-being.

- The personal wellness curriculum encompasses five main components: wellness, mental fitness, human growth and development, relationships, and career-connected learning.
- The Superintendent concluded his presentation of the ER 2.3 monitoring report to Council and welcomed any questions.
- DEC Chairperson Thomas Geburt asked the Councillors to consider spending the DEC Budget Surplus on the Healthy Living initiative (Physical Education) and felt it was important to discuss further at the March 13th, 2025, Working Meeting.
- A discussion took place pertaining to volunteers for the school breakfast/lunch program.
 - o Securing sufficient volunteers to support the program is a difficult task.
 - o Darla Day provided a brief overview of the requirements and criteria that a potential volunteer applicant must meet and stated this information can also be found on the ASD-W website.
- The Superintendent indicated the ASD-W-ER 2.3 report will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.

- **Leadership Presentation – Directors of Schools – Darla Day, Gina Dunnett and Julie Kilcollins**

- The Director of Schools for Oromocto Education Centre, Gina Dunnett, began the presentation by elaborating on the importance of school leadership and provided details comparing teacher and principal effects on student achievement.
- ASD-W currently has 152 administrator positions: 70 principals and 82 vice-principals. The number of vice-principals staffed within the school setting directly correlates to the number of teachers on staff and as per the collective agreement.
- The Council of Atlantic Ministers of Education and Training (CAMET) in partnership with Newfoundland and Labrador, New Brunswick, Nova Scotia Departments of Education and Early Childhood Development and the Prince Edward Island Department of Education and Lifelong Learning have created Leadership Standards which are growth models that describe the knowledge, skills, competencies, and values that reflect the highest ideals to be attained by current and future school-based administrators.
 - o The eight (8) standards of practice are:
 - Leading for Learning and Managing Change
 - Engaging Families and Communities
 - Shaping a Safe and Inclusive and Positive Learning Environment
 - Building the Leadership Potential of Others
 - Living the Vision of Learning
 - Demonstrating Professionalism
 - Promoting Health & Well-being
 - Managing School Operations and Resources
- NB LEAD is a leadership strategy that aims to establish a cohesive approach to support current and aspiring school leaders in the anglophone education sector in their professional leadership journey, opportunities include:
 - o Professional Learning Opportunities
 - o The Aspiring Leaders Program
 - o The NB Collective Leadership Network
 - o Release Days for Administrators

- Directors of Schools are frontline support for Principals and Vice-Principals; school leadership support is provided by:
 - o Conducting regular meetings (in-person and virtual)
 - o Hosting an annual Provincial Principal's Conference
 - o Support of individuals growth process
 - o Support and coaching day-to-day and,
 - o Suggesting teachers consider enrolling in the Principal Leadership Program.
- Directors of Schools plan to meet Priority 3 on the District Plan by meeting 75% of school plan goals as identified in their 2024/2025 school plan by June 2025.
- The NBTA projects 2/3 of current school-based administrators provincially will no longer be in the role within 5 years. ASD-W projections indicate that 45% are likely to retire in 5 years.
- Given these statistics, it is crucial the Directors of Schools continually identify educators who have the potential to be great administrators and promote the Leadership Development Program to become a school administrator.
- **New Business:**
- **Review of DEC Policy GP 11 – DEC Chairperson Thomas Geburt**
- After the annual review of DEC Policy GP 11, Council passed a motion to align the policy with the digital claims procedures adopted by the Department of Education and Early Childhood Development, with the realization that some Councillors will need to continue to use the traditional expense form until the issues in FUSION are resolved.

MOTION: I move that Governance Process 11 – Travel Expenses be amended, as suggested by the Chairperson, to bring it in line with the revised digital claims procedures adopted by the Department of Education and Early Childhood Development noting that some Councillors will need to continue with the current analog procedure until the identified issues with the FUSION programme have been resolved.

MOVED BY: Ruth Eden **SECONDED BY:** Tanya Cloutier **MOTION CARRIED**

- **DEC Symposium Update – DEC Chairperson Thomas Geburt:**
- The District Education Councils' Spring Symposium is scheduled for the 30th and 31st of May 2025, at the Fredericton Inn.
- DEC Chairperson Thomas Geburt displayed the agenda which offered details of the event, including discussion topics and planned presentations.
- DEC Chairperson Thomas Geburt indicated six to eight PSSC Chairs from each ASD district will be invited to participate in the event. PSSC nominations can be made until April 30th, 2025, at which time chosen attendees will be drawn.
- Symposium attendance is expected to be approximately 100 persons.
- **Minister's Forum Update - DEC Chairperson Thomas Geburt:**
- DEC Chairperson Thomas Geburt provided attendees with an update on the recent Minister's Forum which included:
 - o ADM, Dr. Tiffany Bastin, who spoke of the progress on Long-Term Recommendations.
 - o ADM, Dr. Tiffany Bastin also discussed the development of the 2026 Education Plan.
 - o Nicole Gervais provided updates on the Canada/New Brunswick Early Learning and Childcare Agreement.
 - o The District Education Councils questioned and discussed the following topics with the Minister of Education:
 - Equitable Funding Allocation
 - Teacher and Personnel Recruitment & Retention efforts
 - First Nations Engagement & Reconciliation
 - Infrastructure Development and Growth Management
 - Provincial Memorial Guidelines

- Honorable Claire Johnson, Minister of Education and Early Childhood Development, recognized the breadth of topics discussed throughout the forum and underscored the collective responsibility to address the following key priorities such as:
 - Expansion of the breakfast program and the introduction of “pay-what-you-can” lunch.
 - Developing and implementing the new 2026 education plan.
 - Focus on classroom composition and absenteeism and making strides in teacher retention and recruitment.
 - The Minister also highlighted the critical role of the District Education Councils (DECs), naming them community ambassadors who understand the unique needs of parents, educators, and support teams at the local level while encouraging everyone to make future forums as productive and effective as possible. She stated collaboration will lead to meaningful progress for New Brunswick’s education system.
- **Capital Projects Update (Saint Mary’s Academy Extension Planning Committee) DEC Chairperson Thomas Geburt:**
 - DEC Chairperson Thomas Geburt along with the assistance of Shawn Tracey, the Director of Finance and Administration, provided a brief overview of the planned expansion at Saint Mary’s Academy in Edmundston, NB.
 - DEC Chairperson Thomas Geburt displayed a floor plan image of the first and second floors, an ariel view of the property, and briefly discussed the goals of this new space along with the potential construction challenges posed by the rocky and sloped landscape in this region.
 - **Update on PSSC Formation Exceptions – DEC Chairperson Thomas Geburt:**
 - The Council agreed at the DEC Public Meeting on September 19th, 2024, that ASD-W Parent School Support Committees (PSSC) that consist of less than 6 members or more than 12 members must request a Formation Exemption from the DEC to form a PSSC outside of the traditional parameters set in Section 32(2) of the Education Act.
 - The approval process includes the following steps:
 - Request from school is submitted to the Superintendent.
 - Superintendent submits request, with any comment on suitability, to the DEC Chairperson.
 - DEC Chairperson will consult with the Councillor of the Sub-district involved and provide the Superintendent with a decision.
 - The Superintendent will relay the decision to the requesting school administration.
 - The Chairperson will record all requests and advise all Council members at the next DEC meeting.
 - To date, only two schools have requested exemptions, one for less than six members (Lincoln Elementary) and one for more than 12 members (Liverpool Elementary).
 - Councillor Mills indicated that one of the schools in his area did not have the requisite numbers and that he would advise them of the requirement to seek approval through the Superintendent.
 - **Update on Consultations on School Hours and Busing – Superintendent David McTimoney**
 - The Superintendent indicated the consultants at Porter O’Brien have provided him with a draft copy of the report.
 - While conversations have already begun, another meeting is scheduled next week to assess the findings of the report.
 - Draft plans will be created. A final look for red flags on the draft plans will be solicited from bus drivers, parents, and staff.
 - Ahead of implementing the plan, the Superintendent will provide an update to politicians and the DEC.
 - The Superintendent would like to make the plan public by mid-April.
 - **Update on Flagpole Site, Selection, and Procurement of Flags – DEC Chairperson Thomas Geburt**
 - The Superintendent and the Director of Finance and Administration are scheduled to meet in the middle of March to discuss a short-term and long-term plan.
 - The Superintendent hopes to provide the DEC with an update at the Private meeting in March.
 - The provincial government is expected to review and update the existing flag protocols.

- **EECD Provincial Policy 206 Revisions – Superintendent David McTimoney**
- The Superintendent stated that educational leave remuneration was once 70% of the teacher salary. A change in the Collective Agreement increased the remuneration to 80% of their salary.
- EECD would like to revise the provincial policy to state teachers who work as supply teachers or work in contracted teaching positions while on educational leave will be able to collect their educational leave and their salary in tandem but not receive a greater benefit than their current salary when at 100%.

- **Update DEC Committee List – DEC Chairperson Thomas Geburt**
- DEC Chairperson Thomas Geburt provided the Council with an updated list of Council Committees and the Councillors on each committee.
- DEC Chairperson Thomas Geburt indicated this list would be updated regularly.

- **Correspondence:**
- DEC Chairperson Thomas Geburt updated Council regarding a recent letter sent to the Minister as it pertains to the Sub-district 10 DEC Councillor vacancy.

- **Public Comments:**
- DEC Chair Thomas Geburt asked the public if they had any questions, comments, or concerns.
- **No questions.**

- **Closing Comments:** Thanks was offered for attending this evening.

- **Date of Next Working Meeting:** Thursday, March 13, 2025, at the Woodstock Education Centre 138 Chapel Street, Woodstock, NB E7M 1H3
- **Date of Next Public Meeting:** Thursday, March 27, 2025, Public Meeting at the Fredericton Education Centre 1135 Prospect Street, Fredericton, NB E3B 3B9

Chairperson Geburt called for a motion to adjourn the meeting.

MOVED BY: Tanya Cloutier **SECONDED BY:** Ruth Eden **MOTION CARRIED**


- **Adjournment:** The meeting was adjourned at 8:41 PM.



 Thomas Geburt, Chairperson

27 March 2025

 Date



 Kendra Hatheway, Executive Assistant
 to the Superintendent & DEC

March 27, 2025

 Date