



ASD-W
Anglophone School District West



**ANGLOPHONE WEST SCHOOL DISTRICT
DISTRICT EDUCATION COUNCIL
Fredericton Education Centre
1135 Prospect Street, Fredericton, NB
Public Meeting Minutes
March 27, 2025**

Council Members Present:

- Connor Brennan – Sub-district 2
- Candice Browse – Sub-district 3
- Tanya Cloutier – Sub-district 4
- Ruth Eden – Sub-district 6
- Janet Dean – Sub-district 8
- Michael Mazerolle – Sub-district 9
- Wallace Carr – Sub-district 12, Vice Chairperson
- Thomas Geburt – Sub-district 13, Chairperson
- Luke Carson – Student Councillor

Council Member Regrets:

- Serena Bradford – Sub-district 5
- Jim Mills – Sub-district 11
- David Perley – First Nations Councillor

Council Vacancies:

- Sub-district 1
- Sub-district 7
- Sub-district 10

ASD-W District & School Staff Present:

- David McTimoney Superintendent
- Kendra Hatheway, Executive Assistant to the Superintendent & District Education Council
- Shawn Tracey, Director of Finance & Administration
- Gina Dunnett, Director of Schools Oromocto Ed. Centre
- Karen Kozak, Manager, Human Resource Services
- Paul MacIntosh, Director of Communication
- Kendra Broad, Director of Education Support Services
- Suzanne Larsen, Acting ESS Subject Coordinator – Positive Learning Environment and Partial Day Strategies
- Collin Tibbits - IT Technology Support Specialist

District Staff Regrets:

- Karen Morton, Director of Human Resources

Members of the Public

- 0 Media
- 2 Guests – Mr. Robin Andrews and 1 unknown individual

Call to Order:

- DEC Chairperson, Thomas Geburt, called the public meeting to order at **6:44 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 unsundered 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.
- Thomas Geburt welcomed everyone to the public District Education Council (DEC) meeting and stated that while two DEC Council members were absent, a quorum was present with 9 members in attendance.
- Thomas Geburt reminded attendees of the vacancies in sub-districts 1, 7, & 10.
- Thomas Geburt introduced ASD-W Superintendent David McTimoney, who then introduced ASD-W staff who were in attendance.
- 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: Michael Mazerolle **SECONDED BY:** Candice Browse **MOTION CARRIED**

- **Review and Approval of Previous Public Meeting Minutes (February 20, 2025)**
- The minutes were reviewed by the Council and approved by consensus.
- ACTION:** The Executive Assistant will ask the Director of Communications to post on the ASD-W website.

MOTION: I move that the Council approve the February 20, 2025, Public Meeting Minutes.

MOVED BY: Tanya Cloutier **SECONDED BY:** Ruth Eden **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 (3 of 4)**
- 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 report quarterly updates to the District Education Council.
- The Superintendent concluded his presentation on the EL4 monitoring report to Council and welcomed any questions.
- DEC Councillor Wallace Carr noted the Department of Education and Early Childhood acknowledged the need for more EA staff and agreed to cover the associated costs. Councillor Carr then asked if the current number of EA's would serve as the benchmark for next years requirements. The Superintendent requested feedback from the Director of Education Support Services (ESS), Kendra Broad, who weighed in by stating the key factors reviewed before determining if the schools request for an Education Assistant (EA) is corroborated include:
 - What areas of support are needed?
 - Are we considering the individual need of the student? Safety? Medical?
 - Is the assistance requested truly the work of an EA?
 - Can the curriculum be adjusted if the request is for student academic support?
- The Superintendent confirmed that the province is reviewing funding and preparing provincial budgets in March and April.
- The Superintendent confirmed the ASD-W EL4 report will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.
- **Superintendent Report - ASD-W EL 2 – Staff Treatment**
- The Superintendent presented the monitoring report ASD-W EL 2 Staff Treatment.
- The Superintendent indicated the EL 2 Staff Treatment Report is supported by Karen Morton, Director of Human Resources (DHR), Karen Kozak, Manager, Human Resource Services and Julia Woodhouse, Administrative Assistant to the DHR.

- The Superintendent stated the objective of this policy is to ensure that dealings by the Employer with staff and volunteers are fair, dignified, and respectful. The Superintendent, upon request and in confidence, will share with the Council any recommendations or findings of significant incidents of unfair or undignified employer dealings with staff or volunteers as found through internal and external reviews. The Superintendent will ensure that personnel rules are clarified and communicated with staff so that they understand their rights. The Superintendent will also ensure that designates will follow negotiated collective agreements in good faith and work towards finding resolution informally or formally through a grievance process.
- The Superintendent discussed the 5 bargaining units and the legislation that needs to be adhered to within the Education Act.
- The Superintendent offered a synopsis of the provincial adjudication cases, those carried forward from previous years, and the current year referrals. Mr. McTimoney included the number of grievances that have been withdrawn or settled and openly spoke of Provincial Policy 701 which is applicable to all government employees.
- The Superintendent concluded his presentation of the ASD-W EL2 monitoring report to Council and welcomed any questions.
- DEC Chairperson Thomas Geburt inquired if the number of grievances were in-line with previous years. The Superintendent indicated the numbers are up a little bit over last year and felt it was important to note that the Department of Education (EECD) has assumed responsibility of Policy 701 which is defined as serious professional misconduct and is currently under revision for alignment with legislation. EECD assesses complaints, if a complaint meets prima facie an investigation follows with the final report shared with the Superintendent. If the complaint is in fact founded, a meeting with the employee and their union representative to listen to their side of the story would be the next step, which is followed by the rendering of discipline as required. If the employee is not satisfied with the discipline rendered, they have the opportunity to file a grievance, further adding the process can be rather long. Karen Kozak also stated the duty to report serious professional misconduct has contributed to the increase in the number of cases.
- The Superintendent shared brief examples of serious professional misconduct such as physical abuse of students, disrespectful treatment and abusive language in front of their peers, which can result in long standing emotional or physical injury.
- The Superintendent indicated the ASD-W EL2 report will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.
- **Leadership Presentation – Kendra Broad, Director of Education Support Service (ESS) and Suzanne Larsen, Acting ESS Subject Coordinator**
- The Director of Education Support Service, Kendra Broad accompanied by Suzanne Larsen, Acting ESS Subject Coordinator, presented “Partial Day Plans – Where We Have Been and Where We Are Going” to the Council and other attendees.
- The interim strategy of the Partial Day Plan (PDP) was to help students succeed (mental health and behavioral challenges) which adheres to Policy 322 (Inclusive Education) and Policy 703 (Positive Learning and Working Environment). It is not meant to be punitive and differs from suspension.
- A partial day is defined as any planned reduction in the instructional school day which is warranted under these circumstances:
 - o In response to a student’s mental health needs which needs to be documented by a medical or mental health professional.
 - o A short-term response when the student is in danger of injuring themselves or others, or as recommended by a Violent Threat Risk Assessment (VTRA)
 - o A short-term response to severely disruptive behavior that has not responded to individualized interventions in the Personalized Learning Plan or the Individual Behavior Support Plan (PLP-IBSP).

- Kendra Broad and Susanne Larsen provided details of when a PDP would be considered and the guidelines for exclusions:
 - o Student Development
 - To develop skills and stamina for success.
 - Gradually increase time spent at school.
 - o ESS Team Support
 - Meet student needs by adjusting schedule and learning environment.
 - o Plan Development
 - Develop or revise PLP-IBSP or VTRA Intervention Plan.
- Year-over-year data for the school years 2021-22 to 2024-25 was provided, detailing the number of students on Partial Day Plans.
- Further discussion took place surrounding the programming investments into:
 - o Positive Learning Environments and Partial Day Supports.
 - o Additional FTE to support student programming where needed.
 - o Invested in Board Certified Behavior Analysts.
 - o Increased the number of EAs, School Based Social Workers, Behavior Intervention Mentors.
 - o Offered additional training to strengthen IBSP planning and implementation for students.
- Dialogue continued further to offer details of the next steps:
 - o Continue to increase awareness of PDP guidelines to strengthen implementation.
 - o Encourage additional Professional Learning opportunities to strengthen Behavior Intervention Plans.
 - o Explore ways to strengthen collaboration practices with outside agencies with the focus of supporting students and families.
- Kendra Broad and Suzanne Larsen offered details of the steps involved in a consultation, confirming the homelife of the student is considered and added that while the number of applications is growing, not all applicants meet the criteria. Kendra Broad expressed the growing need to have parents on board with available programs and or the plans that can be put in place and provide parents with a clear and concise pathway from Point A to Point B and the current priority is students who are within grades K-8.
- As a result of the media interest in the recent past, the Superintendent and Kendra Broad shared a visual representation of the Seclusion and Restraint data.
- In the event of frequent violent behavior, a PLP-IBSP is required for both seclusion and restraint.
- Non-Violent Crisis Intervention is core training for staff in all ASD-W schools
- Physical restraint is a last resort.
- Definitions of Restraint and Seclusion, along with guidelines for restraint and seclusion procedures, were also provided.
- **New Business:**
- **Statement on Council Staff Relations Policies Review – DEC Chairperson Thomas Geburt:**
- Chairperson Thomas Geburt indicated that the Council performed an annual review of the Staff Relations Policies at the March 13th, 2025, meeting. Council agreed no further amendments were required and next annual review would take place in 2026.
- **Statement on Name for McAdam Avenue School – DEC Chairperson Thomas Geburt:**
- Chairperson Thomas Geburt provided an update on the new school that is scheduled to open in September 2025. The DEC Chair offered details of the Council's responsibility to name the new school and provided a summary of what was involved in this process:
 - o The creation of a naming committee
 - o Welcoming staff and public participation by advertising on social media and local newspapers that the public can submit school name suggestions via the ASD-W website.
 - o The committee received 550 submissions and shortlisted three final choices for consideration by the DEC.
 - o In a prior private session, the Council selected their preferred name for the school. Chairperson Thomas Geburt will draft a letter to the Minister of Education and Early Childhood Development requesting approval of the name chosen, which will be followed by a public announcement at a later date.

- **Statement on DEC budget expenditure on Physical Education Equipment - DEC Chairperson Thomas Geburt:**
- Chairperson Thomas Geburt discussed the Council's decision on March 13, 2025, to allocate \$22,000 from the DEC's budget surplus to physical education equipment.
- The equipment will be available to loan to schools for their physical activity initiatives.
- Chairperson Thomas Geburt reported the surplus of funds were utilized effectively.
- **Motion on School Hours and Busing - DEC Chairperson Thomas Geburt:**
- Chairperson Thomas Geburt stated the changes to the collective agreement hours of instruction for K-2 resulted in changes to school start times and bus schedules for the 2024/25 school year.
- As a result of public concern, a decision was made to hire a consulting firm to gather feedback from the public. Porter O'Brien was hired to obtain valuable feedback from parents, staff and stakeholders. Participation included an on-line survey and in-person meetings for staff and public.
- It was clear from the important feedback compiled by Porter O'Brien in the report, the collective agreement, legislation surrounding instructional time, and the complexities of busing and resources available needed to be thoroughly reviewed ahead of the upcoming 2025/26 school year. The ASD-W worked as a team to develop a plan that will be publicly available tomorrow, March 28th, 2025.
- The Superintendent stated that while this issue is an operational matter, he appreciated the thoughts of Council and their continued support.

MOTION: I move that the minutes reflect that the Council has been briefed on the new school hours and busing schedule for ASD-West schools for the 2025-26 school year and we are fully supportive of the plan that the Superintendent has produced and will release tomorrow.

MOVED BY: Wallace Carr **Unanimously Supported** **MOTION CARRIED**

- **Motion on location new Southeast Fredericton (SEF) school – DEC Chairperson Thomas Geburt:**
- Chairperson Thomas Geburt noted a discussion took place in the earlier private meeting as it pertains to the Doak Road / Lincoln Heights area for the construction of a new K-8 school. The Council agreed to the two areas displayed on the projector, their preference for the new school would be in the area of #1.
- It was agreed that the Superintendent would advise EECD of the Councils' decision.

MOTION: I move that the new K-8 school being planned for construction in Southeast Fredericton be located in the general area indicated on the attached map / diagram with our preference being in area #1.

MOVED BY: Candice Browse **SECONDED BY:** Ruth Eden **MOTION CARRIED**

- **Update on Flagpole Site, Selection, and Procurement of Flags – DEC Chairperson Thomas Geburt**
- Chairperson Thomas Geburt summarized the actions taken since the onset of conversation last fall into flagpole site, selection, and procurement.
- The DEC Council feels strongly about having three flagpoles at each school and have addressed the matter with the province as it pertains to the protocol of flying flags. The provincial government is expected to review and update the existing "Flying and Displaying Flags in New Brunswick" protocol.
- The Superintendent indicated 20 schools were initially examined. Of those schools, 12 do not have a full compliment of 3 flagpoles. Six of those schools serve Indigenous students, and those schools are the first priority.
- A contractor will be secured, with the goal to have Phase 1 completed by August 22, 2025.
- The Superintendent and Nihkanatpat ciw Skicinowi Kehkiketuwakon will craft a letter to communicate this endeavor to the principals.
- The Superintendent indicated he will share pictures with Council during the next meeting
- ACTION:** Superintendent and Nihkanatpat ciw Skicinowi to craft a letter to school principals.
- ACTION:** Superintendent will have the Executive Assistant add pictures to the DEC Portal so they can be shared at the next meeting.

- **Education Specification for Replacement for George Street Middle School – DFA Shawn Tracey**
- The Director of Finance and Administration, Shawn Tracey, provided an overview of the vision for the project and design features and notes specific for the architect.
- The committees' vision was to have an open and welcoming entrance area, spacious, carefully selected earth products or materials, as a way to bring some of nature's elements into the design. Design notes include colorful aggregate, polished concrete, hallways that can be used when not in classrooms and moveable walls with separate rooms. This new school will have a First Nation Learning Center which will be designed for smudging and drumming. A breakfast room, a much larger gym, and a stage area between the cafeteria and the gym to incorporate performing arts are also incorporated. A third flagpole will be added during the construction.
- Site components to be included are space for 14 buses to arrive at one time, space for 15-20 parent drop off vehicles and 120 parking stalls for staff and visitors, and bike racks to accommodate 75 bicycles for those students and teachers who wish to bike to school.
- The new school is designed to accommodate 810 students.
- Functional space – 32 classrooms, break out rooms, a number of art classrooms, general science, and combined art/science rooms which offers students flexibility to have a learning environment along with an area specific for hands-on science experiments or art stations
- Student service area – resource rooms, quiet room, calming room and offices for staff and visiting professionals, as well as 2 multifunction rooms.
- Library, cafeteria, kitchen, administration area, principals' office, custodial service, and electrical rooms are all present.
- Councillor Wallace Carr asked how much space is available for custodians; the response is 55 square meters.
- Councillor Tanya Cloutier questioned if there is a plan to provide sufficient space for tournament events to house players, parents, etc.; the response was bleachers are a component of a middle school, and a request was made for sufficient space around the gym floor for the placement of benches.
- Councillor Ruth Eden offered positive feedback as it pertains to the input from the principal Michelle Ashfield.
- Chairperson Thomas Geburt asked if washrooms were gender neutral and if the breakout rooms were accessible from the hallway or the classroom. The response was washrooms are indeed gender neutral, and confirmation was provided that the breakout rooms are in fact accessible from the hallway.

MOTION: I move that the Council accept the educational specifications for the replacement for George Street Middle School, as presented.

MOVED BY: Ruth Eden

SECONDED BY: Candice Browse

MOTION CARRIED

- **Education Specifications for Addition to Saint Mary's Academy – DFA Shawn Tracey**
- The Director of Finance and Administration, Shawn Tracey, indicated Saint Mary's Academy will be undergoing some renovation and the construction of additional space.
- It was very important to have outdoor space & limit the destruction of nature.
- Vision is cohesive connection between the existing building and the new space, while maintaining areas for elementary, middle, and high school.
- Designed with security in mind, a vestibule that can be secured.
- Technology throughout the building to support and embrace innovation in the classrooms; moveable walls in some class settings as well.
- The library, which is not currently used as a library today, will be returned to being a functional library.
- The current computer lab will be converted to a general science lab as stated above at the George Street Middle School.
- Currently not accessible, the stage will be renovated so it is accessible.
- The cafeteria will be extended to accommodate current and future students.
- Space for 8 buses at one time, 10 parent drop off spaces, 85 parking stalls, and 24 bicycles.
- This is the only Anglophone school in the area and target enrollment is 465 students.

- There will be an early childhood room for the potential of daycare or afterschool program. There will be an addition of 2 kindergarten classrooms, five grade 1 to 5 classrooms, 4 break out rooms, a music room, an art class, and a performing arts classroom. There will be a computer lab, a vocational shop, and a shared technology classroom for computers. There will also be the addition of a gymnasium that will be 280 square meters. Additional visiting professional offices and a First Nation Space, a Student Council room, and a common student area for the kids to enjoy.
- The Director of Finance and Administration indicated the committee did a great job of advocating and supporting the principal with her visions.
- The DEC Council Chairperson, Thomas Geburt, expressed concern about the portables and the need to move them in order to begin construction and wondered how this will affect students.

MOTION: I move that the Council accept the educational specifications for the addition Saint Mary's Academy, as presented.

MOVED BY: Ruth Eden **SECONDED BY:** Candice Browse **MOTION CARRIED**

ACTION: Shawn Tracey will advise EECD of the Council's approval of both Education Specifications.

ACTION: The Executive Assistant will need to provide a copy of these minutes to the Education and Early Childhood Department once they are approved at the next DEC Public Meeting.

- **Correspondence:**
 - Chairperson Thomas Geburt updated Council regarding a recent letter sent to the Minister as it pertains to the request to retain Forest Hill Elementary School.
- **Public Comments:**
 - Chairperson Thomas Geburt asked the public if they had any questions, comments, or concerns.
 - Chairperson Thomas Geburt provided clarification to a member of the public as it pertains to the 3rd flagpole.
 - The Superintendent offered his thoughts and viewpoint to a member of the public as it pertains to some of the terminology used by educators today.
- **Closing Comments:** Thanks was offered for attending this evening.
- **Date of Next Public Meeting:** Thursday, April 24, 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: Candice Browse **SECONDED BY:** Ruth Eden **MOTION CARRIED**

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

Thomas Geburt

Thomas Geburt, Chairperson

24 April 2025

Date

Kendra Hatheway

Kendra Hatheway, Executive Assistant
to the Superintendent & DEC

24 April 2025

Date