



ASD-W
Anglophone School District West



**ANGLOPHONE WEST SCHOOL DISTRICT
DISTRICT EDUCATION COUNCIL
Fredericton Education Centre 20 Knowledge Park Drive
Fredericton, NB
Public Meeting Minutes
September 25, 2025**

Council Members Present:

- Katelyn McGrath – Sub-district 2
- Candice Browse – Sub-district 3
- Tanya Cloutier – Sub-district 4
- Serena Bradford – Sub-district 5
- Ruth Eden – Sub-district 6
- Jim Mills – Sub-district 11
- Thomas Geburt – Sub-district 13, Chairperson
- Rowan Seahra – Student Councillor

Council Member Regrets:

- Charlotte Burhoe – Sub-district 7
- Janet Dean – Sub-district 8
- Michael Mazerolle – Sub-district 9
- Wallace Carr – Sub-district 12
Vice Chairperson

Council Vacancies:

- Sub-districts 1 & 10
- First Nation Representation

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
- Paul MacIntosh – Director of Communication
- Collin Tibbits - IT Technology Support Specialist

District Staff Regrets:

Members of the Public

- 0 Media
- 1 Guest

• **Call to Order:**

- DEC Chairperson, Thomas Geburt, called the public meeting to order at **6:32 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.
- Chairperson Geburt welcomed everyone to the public District Education Council (DEC) meeting and noted that, although four Councillors were absent, quorum was achieved.
- Chairperson Geburt acknowledged and introduced new Councillors, Katelyn McGrath sub-district 2, Chalotte Burhoe sub-district 7, (who is absent due to illness), and new student representative Rowan Seahra. Chairperson Geburt reminded attendees of the vacancies in sub-districts 1 and 10 and First Nations, noting continued engagement with Wolastoqey communities to find a volunteer for that position.
- Chairperson Geburt introduced ASD-W Superintendent David McTimoney, who then introduced ASD-W staff who were in attendance.

- Chairperson 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 and approved by consensus.

MOTION: I move that the Council approve the September 25, 2025, agenda.

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

- **Review and Approval of Previous Public Meeting Minutes (June 19, 2025)**
- The minutes were reviewed by the Council and approved.
- ACTION:** The Executive Assistant will ask the Director of Communications to post the June 19th, 2025, minutes on the ASD-W website.

MOTION: I move that the Council approve the June 19, 2025, public meeting minutes.

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

- **Business Arising from the Minutes:**
- Currently, there is no business arising from the minutes.
- **Superintendent Monitoring Reports:**
- Superintendent Report – ASD-W-ER2.0: Mission, Vision, & Core Values Statement**
- The Superintendent presented the monitoring report for DEC Policy ER2.0 on Mission, Vision, and Core Values. This policy guides decision-making, policy development, and strategic planning, ensuring alignment with community expectations and continuous improvement.
- The District Education Plan incorporates these guiding principals to set priorities, goals, and actions, with the focus on literacy, numeracy, well-being, and diversity under the over-arching themes “Learn, Be Well, and Be Respectful.”
- The current mission, vision, and values—approved in 2023 after broad stakeholder collaboration—are clearly communicated across the district through posters, the website, and leadership practices.
- The Superintendent concluded his presentation to Council and welcomed any questions.
- The Superintendent confirmed the ASD-W DEC Policy ER2.0 report will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.

Superintendent Report – ASD-W-EL0: Global Executive Limitations

- The Superintendent is responsible for maintaining strong internal controls and practices to prevent unethical or unlawful staff behavior, ensuring all actions align with legislation, policy, and collective agreements.
- When issues arise, the Superintendent must take appropriate action—formal or informal—based on the situation, demonstrating reasonableness in the absence of clear standards.
- Regular reviews, collaboration with leadership teams, and accepted monitoring reports confirm the Superintendent’s compliance with DEC policies, culminating in a positive performance assessment in June 2025.
- The Superintendent concluded his presentation to Council and welcomed any questions.
- The Superintendent confirmed the ASD-W DEC Policy EL0 report will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.

Superintendent Report – ASD-W-EL1: Emergency Superintendent Succession

- The Superintendent must ensure district operations and leadership continuity in case of an unexpected absence, including understanding of DEC governance and relationships.
- Two qualified educational directors are confidentially identified and confirmed to the DEC as potential Acting Superintendents, meeting all required credentials and leadership standards.
- Credentials are verified annually, and performance reviews are conducted bi-annually to ensure readiness and alignment with leadership expectations.

- The Superintendent concluded his presentation to Council and welcomed any questions.
- The Superintendent confirmed the ASD-W DEC Policy EL1 report will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.

- **New Business:**

- **DEC Meeting Schedule for 2025-2026**

- Chairperson Geburt displayed the revised DEC schedule that includes public and working meetings in Fredericton, with future flexibility for blended (in-person/virtual) participation as needed. The schedule outlines key presentations on anti-racism, early childhood, Education Support Services (ESS) and civics, plus a student leaders report in May 2026.
- Chairperson Geburt reminded Council of the Spring 2026 elections and provided the scheduled dates for nominations and voting. Further adding a new DEC will be formed by June 30, 2026, and its first meeting will be chaired by the Superintendent, following a set transition timeline.

MOTION: I move that the proposed DEC meeting schedule for the school year 2025-2026 be approved as presented.

MOVED BY: Serena Bradford SECONDED BY: Candice Browse MOTION CARRIED

- **DEC Priorities for 2025-2026**

- Chairperson Geburt noted that at the September 13, 2025, working meeting, the Council agreed that the 2024-2025 priorities should be the basis of the 2025-2026 DEC priorities with updates to align with the new 2025-2028 District Plan, as well as including text acknowledging the increasing diversity within the district school communities.

MOTION: I move that the following DEC priorities for 2025-2026 be approved:

Infrastructure

We will continue with our efforts to create a long-term capital plan for the District while continuing to enhance and maintain all of our district facilities/infrastructure to ensure they are safe, structurally sound, technologically savvy, and are a welcoming environment for all students and staff. Engagement with our school communities will be essential in this endeavour.

District Plan

We will support the Superintendent in the implementation and monitoring of the new three-year District Plan (2025-2028) with the overarching themes of “Learn, Be Well, Be Respectful”. We will closely monitor the district’s progress in the areas of numeracy and literacy while ensuring that our district policies continue to reinforce our commitment to creating a positive learning environment by providing students and staff with the proper tools, training, and facilities needed to promote continuous student learning and growth.

First Nation and Diversity

The Council will continue to become more aware of the history, culture and teachings the First Nations people and will support efforts to acknowledge and accept the work of the Truth and Reconciliation Commission. Additionally, we commit to ensuring that our school communities are supportive of all learners regardless of race, ethnicity, cultural background, gender, lived experience, ability, or socioeconomic status.

MOVED BY: Jim Mills SECONDED BY: Candice Browse MOTION CARRIED

- **DEC Flagpole Initiative - Amendment**

- Chairperson Geburt announced that while the original plan aimed to install permanent flagpoles at all schools to display national, provincial, and First Nations flags, high costs led to a revised approach using mobile flagpoles for flexibility and affordability. Permanent flagpoles will still be included in all new school construction.

MOTION: I move to rescind the DEC motion regarding flagpoles, passed at the January 23, 2025, Public Meeting and replace it with the following:

The Superintendent will procure mobile flagpoles for the existing ASD-West schools, in a phased approach over the next five years, as finances become available. Any new school infrastructure will include three outside flagpoles as part of the building plans.

MOVED BY: Candice Browse **SECONDED BY:** Katelyn McGrath **MOTION CARRIED**

- **ASD-W-GP5 – DEC Public Meeting Procedure**
- Chairperson Geburt highlighted the need for a written policy to address clarity around how public DEC meetings are conducted, including meeting structure, order of participation, expected behaviors, and public involvement—aligned with the Education Act, Regulation 20, and existing governance policies.
- After a month of review and discussion, including the recent addition of Appendix A outlining meeting conduct, the proposed policy is ready for final approval and adoption.

MOTION: I move that the proposed DEC Public Meeting Procedure Policy be approved and adopted as ASD-West Governance Process Policy 5 effective immediately.

MOVED BY: Katelyn McGrath **SECONDED BY:** Serena Bradford **MOTION CARRIED**

ACTION: The Executive Assistant will ensure that the new policy is added to the ASD-W website as soon as possible.

- **Capital Improvements Recommendations for 2026-2027**
- The Superintendent stated each September, the facilities team presents a prioritized list of capital improvement projects—this year totaling \$5 million—to ensure readiness for departmental selection. The list excludes roof repairs, which are handled separately due to their critical impact on building safety and integrity.
- The list includes 28 projects ranging from structural repair to upgrades in heating, lighting, and security. While the DEC approves the list in principle, final project selection depends on provincial priorities and available funding, with updates expected in winter.
- A discussion took place as it pertains to clarifying asbestos-related projects, such as those at George Street Middle School and Upper Miramichi Elementary School. While asbestos removal is typically funded through a separate budget, these were included in the capital list due to missed timing or broader scope (e.g., full gym floor replacement) and may still be prioritized due to low-cost urgency.
- In response to a departmental request for full-scale proposals, three major projects—drainage at Andover Elementary School, septic system retirement at Lincoln Elementary School, and grounds upgrades at Doaktown Elementary School—were added to the capital submission along side the prioritized project list.

MOTION: I move that the proposed Capital Improvements List for 2026-2027 be approved and submitted to the Department by 30 September 2025.

MOVED BY: Ruth Eden **SECONDED BY:** Katelyn McGrath **MOTION CARRIED**

- **Correspondence**
- Chairperson Geburt briefed Council and attendees on correspondence received from Department of Education and Early Childhood Development (EECD), Minister Claire Johnson as it pertains to appointing the following approved new DEC Councillors: Katelyn McGrath Sub-district 2, Charlotte Burhoe Sub-district 7 and Sofia Rodriguez Gallagher whose appointment was approved today for Sub-district 1.

ACTION: The Executive Assistant will facilitate the onboarding of Sofia Rodriguez Gallagher.

- **Public Comments:**
- Chairperson Geburt asked the public if they had any questions, comments, or concerns.

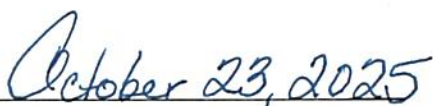
- A public attendee expressed a strong sense of civic responsibility, attending meetings regularly as a taxpayer and parent who values public education. They noted that the newly proposed public meeting procedure was not made available with enough time for public review, and they intend to provide feedback once they've had a chance to read it fully.
- The attendee acknowledged the district's revised approach to the flagpole initiative, noting it was a thoughtful decision that reduced costs while effectively meeting the district's needs.
- When asked if there is an upcoming change in DEC Chairperson - Chairperson Geburt clarified that there has been no change in DEC leadership; the reference was to upcoming District Education Council elections, which will take place on May 11, 2026, alongside municipal elections across the province.
- The attendee inquired about the purpose, engagement, and feedback of DEC Public Meetings. Chairperson Geburt indicated DEC public meetings are held to meet legislative requirements and to keep the public informed about district priorities, policies, and progress—primarily through superintendent reports and council updates. Chairperson Geburt further added that while attendance is often low, the DEC values public input, responds to comments when possible, and encourages ongoing engagement through meeting attendance, written submissions, and participation in broader consultations like infrastructure and sustainability studies.
- **Closing Comments:** Chairperson Geburt offered appreciation to those who attended this evening.
- **Date of Next Public Meeting:** Thursday, October 23, 2025, Public Meeting at the Fredericton Education Centre 20 Knowledge Park Drive, Fredericton, NB E3C 2B5

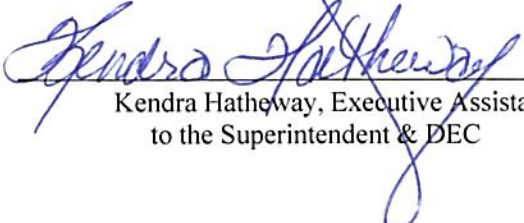
Chairperson Geburt called for a motion to adjourn the meeting.

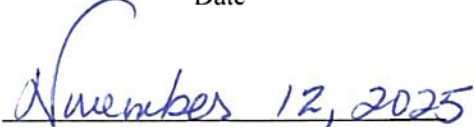
MOVED BY: Katelyn McGrath **SECONDED BY:** Tanya Cloutier **MOTION CARRIED**

- **Adjournment:** The meeting was adjourned at 7:35 PM.


Thomas Geburt, Chairperson


Date


Kendra Hatheway, Executive Assistant
to the Superintendent & DEC


Date