



**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**

**October 23, 2025**

### **Council Members Present:**

- Sofia Rodriguez Gallagher – Sub-district 1
- 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
- Charlotte Burhoe – Sub-district 7
- Michael Mazerolle – Sub-district 9
- Jim Mills – Sub-district 11
- Thomas Geburt – Sub-district 13, Chairperson
- Rowan Seahra – Student Councillor

### **Council Member Regrets:**

- Janet Dean – Sub-district 8
- Wallace Carr – Sub-district 12, Vice Chairperson

### **Council Vacancies:**

- Sub-district 10
- First Nation Representation

### **ASD-W District & School Staff Present:**

- David McTimoney Superintendent
- Carol Clark-Caterini, Acting Executive Assistant to the Superintendent & District Education Council
- Shawn Tracey, Director of Finance & Administration
- Paul MacIntosh, Director of Communications
- Susan Young, Director of Data & Improvement
- Jon Hoyt-Hallett, Director of Curriculum & Instruction
- Brenda Cameron, Technology & Skilled Trade Subject Coordinator
- Wayne Annis, Retired Director of Schools/Project Support
- Stephen Bubar - IT Technology Support Specialist

### **District Staff Regrets:**

- Kendra Hatheway, Executive Assistant to the Superintendent & District Education Council

### **Members of the Public**

- 0 Media
- 0 Guest

### **• Call to Order:**

- DEC Chairperson, Thomas Geburt, called the public meeting to order at **6:31 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.
- Chairperson Geburt recognized two new Councillors who were sworn-in earlier this evening: Sofia Rodriguez Gallagher from Sub-district 1, and Charlotte Burhoe from Sub-district 7.
- Chairperson Geburt introduced ASD-W Superintendent David McTimoney, who then introduced ASD-W staff who were in attendance.
- Chairperson Geburt reiterated time will be allowed at the end of the DEC meeting for public questions and comments as per the new *Governance DEC Policy ASD-W-GP5 – DEC Public Meeting Procedure*. He went on to say that although there are no members of the public in attendance tonight, this policy along with *DEC Policy ASD-W-GP6-DEC Agenda* procedures will be reviewed at the beginning of every meeting.



- **Review and Approval of the Agenda:**

- The Chairperson requested to add Saint Mary's Academy (SMA) renovations update and remove the Executive Steering Committee Meeting from the agenda. The revised agenda was reviewed by the Council and approved by consensus.

**MOTION:**

**I move that the Council approve the revised October 23, 2025, agenda that includes SMA renovations update and excludes the Executive Steering Committee Meeting.**

**MOVED BY: Tanya Cloutier**

**SECONDED BY: Michael Mazerolle**

**MOTION CARRIED**

- **Review and Approval of Previous Public Meeting Minutes (September 25, 2025)**

- The minutes were reviewed by the Council and approved as presented. **ACTION:** The Executive Assistant will ask the Director of Communications to post the September 25, 2025, minutes on the ASD-W website once signed.

**MOTION:**

**I move that the Council approve the September 25, 2025, public meeting minutes.**

**MOVED BY: Serena Bradford**

**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-EL4: Budgeting/Forecasting (1 of 4)**

- The Superintendent presented the monitoring report for DEC Policy ASD-W-EL4 on Budgeting/Forecasting. This report is presented by the Superintendent four times per year and although this is the first report during the 2025-2026 school year, this reporting is on the second quarter financials as ASD-W follows a fiscal year of April 1<sup>st</sup> to March 31<sup>st</sup>. Therefore, ASD-W is halfway through this fiscal year, and the next reports will be presented in January 2026, March 2026 and June 2026.
- The Superintendent reviewed a document called the Second Quarter Summary DEC Report: Big Picture Overview which outlined a global operating budget of \$336M dollars that is divided amongst 11 categories. A slight projected deficit of \$34,000.00 is expected, mostly due to the salaries of additional Educational Assistance (EA), minor repairs, and cleaning supplies. The Superintendent informed the Council that ASD-W is funded by the Province of NB for 875 EAs, but based on the current student needs, 963 positions are, currently needed and employed for this school year.
- The Chairperson indicated that at the upcoming Ministers Forum in December 2025, the increase in Educational Assistants needs to be a topic of discussion as year after year, a shortfall is seen in this budget line that contributes to the overall balance.
- Chairperson Geburt requested that an update be provided by the Superintendent on the employment status of ASD-W Library Workers. The Superintendent informed the Council that in early May 2025 a decision was made in two of the four Anglophone school districts that this role, would be eliminated as part of the budget reduction plan. This reduction in salaries would allow for \$780,000.00 to be used to offset the greater deficit. However, CUPE 2745 argued that this bargaining group was in a statutory freeze and grieved the lay-off decision. An adjudication occurred, and a decision was made in support of CUPE 2745 for Library Workers to be reinstated. It is expected that once school districts are in a legal position, 29 Library Workers and approximately 83 Administrative Assistants, who will be moved to a teacher's calendar of 195 days instead of 202 days, will return to a lay-off status. These employees will be eligible to bump another CUPE 2745 employee with less seniority, and 83 resulting Administrative Assistant positions with the revised calendar will be posted as available.

- It is expected that the media will continue to follow this story.
  - Councillor McGrath requested to know if a school will be without an Administrative Assistant during this time-period. The Superintendent informed the Council that although there is a process to follow, a school will not be without administrative support. Councillor Mills inquired to know why a deficit would not be covered by the Department of Education and Early Childhood Development as in past years. The Superintendent responded that it is good financial practice to provide quarterly updates. It was noted that ASD-W does have a contingency plan in place and that this plan will be initiated when needed.
  - Councillor Rodriguez Gallagher inquired to know where the school rental budget was reflected in this report. The Superintendent informed the Councillor that the reporting provided tonight is a Provincial global budget that does not carry forward from year to year. The revenue from school and cafeteria rentals is a carry forward district budget that is shared with schools and used for other needed initiatives.
  - The Superintendent confirmed the ASD-W DEC Policy EL4 report will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.
- **Superintendent Report – ASD-W-EL8: Communication to the Council**
    - The Superintendent presented the monitoring report for DEC Policy ASD-W-EL8 on Communication to Council. This policy is presented by the Superintendent one time per year, during the month of October. The Superintendent's role and responsibilities of this policy are to maintain open and effective communication to the Council and the sharing of information on key matters pertaining to the district and education. This information can come in forms of data trends, and internal and external changes to the education system. The formal way communication is shared with the Council is during DEC meetings. In addition, as key points and media request are known, an e-mail is shared with the Council.
    - The Superintendent recognized the support of Paul MacIntosh, Director of Communications, who during the 2024-2025 school year responded to 188 media requests, 52 reporter inquiries, and 8 media outlets. Highlights of inquiries included the bats of Tobique Valley High School, District Budget Reduction Exercise, and Bell Schedules for the Fredericton/Oromocto Half Days.
    - The Superintendent concluded his report on ASD-W DEC Policy EL8, and he reported compliance of the policy; the Council accepted.
- **Other:**
    - The Chairperson informed the new Councillors of a DEC Portal where all meeting documents are located. Councillors are to review these documents, which are posted in advance (the Friday before) in preparation of the meetings.
    - Shawn Tracey, Director of Finance and Administration, informed the Council that the revenue received during the last school year from the rental of schools amounts to \$153, 223. This revenue carries forward from year to year.
- **New Business:**
  - **Capital Improvements for 2026-2027 update**
    - Shawn Tracey identified three major projects, in the amount of \$800K, that were omitted from the most recent approved Capital Improvements submission for the 2026-2027 school year. These three projects (identified as project number 3, 4, and 5) were missed as they were approved in a previous year, however, were not completed. As such, they needed to be added to the 2026-2027 report. It is expected that these projects will be completed in the 2026-27 school year. Chairperson Geburt informed new Councillors that this approved Capital Improvements list is our request to the Department of Education and Early Childhood Development (EECD) and occurs annually. The total amount of potential projects noted in our database amount to approximately \$67M.



- **AI Guidelines Briefing**

- Chairperson Geburt recognized the increase in Artificial Intelligence (AI) media coverage, so a request had been made to the Superintendent to arrange for a presentation be made to Council for a better understanding. Brenda Cameron, Technology & Skilled Trades Subject Coordinator presented to the DEC. She shared that AI guidelines are available to the public from the ASD-W website.
- In 2023, EECD began their initial research around AI education when they were updating Provincial Policy 311.
- In July 2024, EECD published their recommended approach to AI usage. Guidelines were created and a list of seven approved AI platforms were provided. Educators were informed on how they could use this technology for their own professional responsibilities and the feedback from students is that AI is helpful for real time support and for idea generation.
- Councillor Mills asked if there was a district cost associated with this technology and if teachers are accessing this tool. It was shared that the cost of a 1-year license agreement is covered by EECD, and it is expected that only 180 ASD-W teachers are currently using the tool, but all teachers in NB have the AI program access. A review was provided of the various AI sites available, and it was noted that Microsoft Office Suite now includes an AI Copilot. Teachers are eager to learn more about specific AI programs for instruction.
- Jon Hoyt-Hallett, Director of Curriculum & Instruction, responded to a Councillors question asking if a teacher would know if a student or AI answered the question. It was explained that good assessment practices would say not only the essay response is evaluated but also the writing process needs to be assessed by the teacher.
- Chairperson Geburt indicated that an update on this issue will be requested for a future meeting.

- **Report on Chronic Absenteeism**

- The Superintendent introduced Mr. Wayne Annis, a retired Director of Schools for the Fredericton area, who has been secured by EECD to support the Long-Term Recommendations work on Chronic Absenteeism. Wayne provided the timeline and history of this important initiative, and he reviewed the eleven long-term recommendations, including chronic absenteeism, classroom composition, technology, & e-sports. Chronic absenteeism is defined as missing more than 10% of instructional time. Therefore, if a student misses two days per month, they are going to be chronically absent. This was noticed during the onset of the COVID pandemic. The Province of NB is asking that each school tackle chronic absenteeism beginning with this school year. A four-point plan that involves the standard protocol has been shared with the Council. The immediate goal is to see a 5% improvement in absenteeism during the 2025-2026 school year.
- Councillors were engaged in the presentation, and they had identified support from home as being needed. A strong partnership with parents is needed for student success, but it was noted, that there are situations where the parent also needs support. The Superintendent added that this is when the Department of Social Development need to become aware.
- Retention is not common but is an option and school district policy can be enforced, if it is the right thing to do.
- **ACTION:** Chairperson Geburt requested that the Superintendent arrange for an update to be given on this topic in the new year.

- **Southeast Fredericton K-8 School – Planning Committee**

- Chairperson Geburt identified a Tier 1 project scheduled for the Doak Road area is to be built. In the past the Sub-district Councillor for the area would be nominated to be a part of a planning committee, however, with the recent DEC vacancy, Chairperson Geburt was appointed as the DEC representative. Other ASD-W members include Darla Day, Director of Schools; Shawn Tracey, DFA; Nadine Peters, Facilities Manager; Montgomery Street Elementary School and Bliss Carman Middle School Principals, and the Director of Planning for the City of Fredericton.
- Chairperson Geburt reported that two of the more recent schools (Hanwell Park Academy and Sunset Acres School) were toured. The expectation is for a school to be built for a capacity of 450 students; however, concerns were raised by the planning committee that this size is not large enough based on the projected enrolment calculations. It was asked by Councillor McGrath the opinion of the City of Fredericton employee. It was noted that he was not in attendance at the end of the tour of the schools or the brief meeting. It was noted by Councillor Mazerolle that these schools are being built too small as Cuffman and Gibson Neill

- Memorial Elementary School is soon to be at capacity with the recent population growth. Chairperson Geburt made the Council aware that further discussions are needed with EECD Staff on the guidelines that are being followed.

- **SMA Renovations**

- Chairperson Geburt reviewed the text from the March 27, 2025, DEC Public Meeting Minutes, that included a motion to approve and accept the education specifications for the Saint Mary's Academy addition renovation. The Council has since learned that an Early Childhood Development Room for the potential of a daycare or afterschool intervention space is being removed from the approved specifications.
- The Council agreed that EECD must come back to the Council with this revision and that their approval is needed prior to this renovation. **ACTION:** A letter will be prepared and forwarded by Chairperson Geburt to the Minister of Education and Early Childhood Development tomorrow regarding these concerns.

- **New Education Plan**

- **ACTION:** Councillors were asked to read the new education plan discussion document in preparation of the working meeting that will be held on November 6, 2025.

- **Review Comments on Policy 322 and Policy 323**

- Chairperson Geburt had asked Councillor Eden to support Councillor Browse, in her absence, for additional comments be provided by the Council by **Tuesday, October 28, 2025.**
- Chairperson Geburt showed the new Education Plan discussion document that referred to the term educator for early childhood and a teacher to those working in K-12. A discussion followed about the topic.

- **Correspondence**

- Correspondence was received from the Minister regarding the appointment of Sofia Rodriguez Gallagher as the Councillor for Sub-district 1.

- **Public Comments:**

- Chairperson Geburt noted that there were no members from the public in attendance tonight for public comments.

- **Closing Comments:**

- Chairperson Geburt offered his appreciation to those who attended this evening.

- **Date of Next Public Meeting:**

- **Thursday, November 20, 2025,** at the Fredericton Education Centre, 20 Knowledge Park Drive, Fredericton, NB, E3C 2B5

**Adjournment:**

- Chairperson Geburt called for a motion to adjourn the meeting.

**MOTION:**

**I move to adjourn the meeting.**

**MOVED BY: Ruth Eden**

**SECONDED BY: Candice Browse**

**MOTION CARRIED**

The meeting was adjourned at **9:05 PM.**




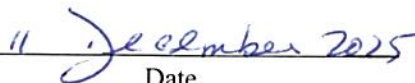


Thomas Geburt, Chairperson



Date

  
Carol Clark-Caterini, *Acting* Executive Assistant  
to the Superintendent & DEC



Date