



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
June 22, 2026**

Council Members Present:

- Sofia Rodriguez Gallagher Sub-district 1
- Katelyn McGrath – Sub-district 2
- Candice Browse – Sub-district 3
- Serena Bradford – Sub-district 5, Vice-Chairperson
- Ruth Eden – Sub-district 6 Virtual Presence
- Charlotte Burhoe – Sub-district 7
- Janet Dean – Sub-district 8
- Wallace Carr–Sub-district 12, Chairperson
- Rowan Seahra – Student Councillor

Council Member Regrets:

- Tanya Cloutier – Sub-district 4
- Michael Mazerolle – Sub-district 9
- Jim Mills – Sub-district 11

Council Vacancies:

- First Nation Representation
- Sub-district 10
- Sub-district 13

ASD-W District & School Staff Present:

- David McTimoney Superintendent
- Kendra Hatheway, Executive Assistant to the Superintendent & District Education Council
- Karen Morton, Director of Human Resources
- Shawn Tracey, Director of Finance and Administration
- Paul MacIntosh, Director of Communications
- Susan Young, Director of Data & Accountability
- Kelly Harris, Subject Coordinator Creative Arts & Enrichment
- Stephen Bubar, IT Technology Support Specialist

District Staff Regrets:

Members of the Public

- 1 Media
- 2 Guests

• **Call to Order:**

- DEC Chairperson, Wallace Carr, called the public meeting to order at **6:43 PM.**

• **Welcome & Comments by the Chairperson:**

- Chairperson Carr, 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 Carr welcomed everyone to the public District Education Council (DEC) meeting.
- Chairperson Carr noted Council member regrets in Sub-districts 4, 9, and 11 further stating that quorum requirements were met and the meeting proceeded as scheduled.
- Chairperson Carr introduced ASD-W Superintendent David McTimoney, who then introduced ASD-W staff who were in attendance.
- Chairperson Carr thanked the public for signing in and reminded everyone time will be allowed at the end of the DEC meeting for public questions and comments as per the ***Governance DEC Policy ASD-W-GP5 – DEC Public Meeting Procedure.***

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

- The June 22, 2026, Public DEC Meeting Agenda was reviewed and approved with the following additions:
 - Recognition of the ASD-W winners of the Minister's Award for Excellence in Education
 - Councillor Rodriguez Gallagher to bring forward two motions proposing amendments to the ASD-W Executive Limitation EL6 – Effective Use of Schools

MOTION: I move that the Council approve the June 22, 2026, DEC public meeting agenda, as amended to include two additional items.

MOVED BY: Katelyn McGrath **SECONDED BY:** Sofia Rodriguez Gallagher **MOTION CARRIED**

- **Review and Approval of Previous Public Meeting Minutes (May 21, 2026)**

- The minutes were reviewed by the Council.

MOTION: I move that the Council approve the May 21, 2026, public meeting minutes.

MOVED BY: Candice Browse **SECONDED BY:** Sofia Rodriguez Gallagher **MOTION CARRIED**

ACTION: Executive Assistant will ask the Director of Communications to post the May 21, 2026, minutes on the ASD-W website.

- **Business Arising from Minutes:**

- There was no business arising from the minutes.

- **Presentation - Augmentative and Alternative Communication (AAC) – Jessica Fletcher**

- Jessica Fletcher (Author and Parent Advocate) shared her work inspired by her son Hunter, a non-speaking child with autism who uses Augmentative and Alternative Communication (AAC).
- The presentation highlighted how communication barriers – not disability itself – are often the greatest challenge, and outlined the development of books, classroom resources, and interactive workshops that help students understand different forms of communication, including Picture Exchange Communication System (PECS), communication boards, and other visual supports to promote inclusion and accessibility.
- Through read-aloud, demonstrations, and hands-on activities, students gain awareness that communication extends beyond speech, build empathy, and learn that non-speaking does not mean non-thinking. Feedback from educators and students show increased understanding of autism and inclusion, with meaningful classroom discussions and reduced assumptions. The long-term goal is to expand these scalable resources and workshops across New Brunswick and beyond to support communication access as a fundamental human right.
- Councillor Bradford expressed sincere thanks to Jessica for presenting.
- Councillor McGrath expressed appreciation for the individual's efforts, noting that recognizing each child's unique needs and sharing personal experiences can positively impact others. They value the importance of communication between students, educators, and peers, and thank them for their contribution.
- Chairperson Carr asked for clarification about whether the discussion relates to the increasing use of communication boards in schools. There is strong support for these boards, mentioning individuals have advocated for installing them in public spaces like parks. They also believe the district has either installed or made available communication boards at most schools. Jessica indicated she was the advocate for the signage.

- **Superintendent Monitoring Reports:**
- **Superintendent Report – ASD-W-EL4: Budgeting/Forecasting (2 of 2) & (4 of 4)**
- The Superintendent presented the EL4 monitoring report on Budgeting / Forecasting.
- The Superintendent indicated the EL4 monitoring report is supported by the following individuals: Shawn Tracey, Director of Finance and Administration; and Terri McKellar, Budget and Accounting Manager. The Superintendent must ensure that the financial position does not place undue strain on the ability of the school district to maintain its focus on achieving a balanced budget and preventing loss of services to its stakeholders. Likewise, the Superintendent must ensure that financial management staff follow Generally Accepted Accounting Principles (GAAP, CPA Handbook) and that any material discrepancies are investigated and reported during the financial reporting cycle. District staff prepare and review financial reports regularly, engaging the Superintendent as required. The Superintendent reviews quarterly reports, which are presented to the District Education Council (DEC) for approval and submission to the Department of Education and Early Childhood Development (EECD).
- The Fourth Quarter Report shows a global budget of \$344,698,769 and actual expenditures of \$345,022,571, resulting in a projected deficit of **\$323,802**. There is another entry of \$803,822 that may be posted before June 30, 2026, that will push our deficit to a total of **\$1,127,624**. As previously agreed, EECD will provide coverage of the deficit in full which will result in a zero-ending balance.
- The Expenditure Plan shows a global budget of \$350,597,300 and actual expenditures of \$62,758,105 to May 31, 2027. Forecasted expenditures total \$287,839,195, leaving ASD-W with a balanced budget for this report.
- The District Education Council (DEC) Final Budget shows an initial budget of \$50,000 reduced to \$35,000 as part of the Budget reduction. Total expenditures for the year were \$23,046 leaving a surplus balance of \$11,954. This surplus was absorbed by the deficit prior to being covered by EECD.
- The Superintendent concluded his presentation on the EL4 monitoring report to Council and welcomed any questions.
- Chairperson Carr inquired about the number of EAs for the next school year? The Superintendent indicated there are 1029 EAs funded for the 2026-2027 school year.
- Councillor Rodriguez Gallagher asked how the EA calculation is different this year than last year?
- The superintendent explained that school staffing is determined using a “school needs factor,” which is calculated based on each school’s specific plans and requirements. This factor is then applied to a formula to determine appropriate staffing levels.
- He notes that while the explanation is simplified, the actual process is detailed and has been shared with principals, resource teachers, and ESS teams. Additionally, there is a newer process for requesting extra support staff (such as educational assistants), which involves collaboration between school leadership and district officials, including the Director of Schools and Director of ESS.
- Councillor Browse asked how the message was received by principals; the Superintendent feels the principals will accept the new approach.
- Councillor Rodriguez Gallagher inquired if the transportation amount includes fuel. The Director of Finance and Administration responded that it does.
- Councillor Eden inquired about the \$800,000 that was pending? The Director of Finance and Administration, Shawn Tracey, stated that a group of salary-related expenses was mistakenly recorded in a suspense account outside the correct set of books. The issue is determining why the expenses were placed in the wrong account and correcting them.
- The government is now working to resolve this, as the expenses are believed to properly belong to the correct account. However, it depends on whether the controller’s office will reopen the books to reallocate the entries. The issue spans two fiscal years (2024–25 and 2025–26) and is related to Fusion.
- Councillor Eden ask for clarification on whether the funding level for Educational Assistants (EAs) is set at 1,029 positions for the current or upcoming fiscal year.
- The superintendent indicates that the district is currently staffed above its funding level (1,010 EAs vs. 984 funded this year) and expects around 1,013 EAs going into the next year.
- Chairperson Carr asked whether the recent teacher collective agreement will result in additional funding for the Instruction and School Services budget line, noting that this increase was not reflected in the original budget. Staff will seek clarification on how and when the additional funds (e.g., for retroactive pay) will be incorporated.
- Chairperson Carr inquired about the reason for the shortfall in transportation? Shawn Tracey indicated the shortfall is a combination of a variety of shortfalls within transportation. Some has to do with the replacement cost of drivers, overtime for drivers, fuel and operational costs as well.

MOTION: I move that the District Education Council (DEC) approves the 2026-2027 fiscal year expenditure plan.

MOVED BY: Candice Browse **SECONDED BY:** Rowan Seahra **MOTION CARRIED**

ACTION: Executive Assistant will ask the Director of Communications to post the Superintendent's Report ASD-W- EL4 on the ASD-W website.

Executive Assistant will ensure the Director of Finance and Administration receives a copy of the minutes.

- **Council of Student Leaders Report – President Violet MacDonald & Secretary Lily O'Neil**
 - Chairperson Carr acknowledged the Council of Student Leaders (CSL) Report on AI Education and Use in Anglophone West School District (ASD-W).
 - The Council of Student Leaders spent the school year examining the use of AI across ASD-W, using both qualitative and quantitative research methods. This work highlighted the need for improved learning resources and clearer guidelines, resulting in four key recommendations.
 - Drawing on firsthand student experiences, the Council offers a current and informed perspective and is urging schools across ASD-W, as well as the Department of Education and Early Childhood Development, to act on these recommendations. The Council emphasizes that AI use in education will continue to grow and should be further supported through research and instruction.
 - The Council expressed a strong desire to continue its work in future years, recognizing its value in surfacing student perspectives. Members acknowledged the ongoing support of Superintendent David McTimoney, noting its importance in enabling this work and reinforcing the role of student voices.
 - CSL reaffirmed its commitment to representing student voices—especially those who feel unheard—and expressed pride in seeing their recommendations lead to meaningful action.
 - Councillor Eden inquired if the teachers in their interviews discussed the digital literacy framework. Rowan replied that the teachers she interviewed did mention this important framework. The other students did not note the same response but acknowledged that not every teacher is in the same place with AI.
 - The Chairperson inquired on the thoughts of the Superintendent regarding the recommendations and the Superintendent replied that he had seen the recommendations but had not read the entire report. He is comfortable with the recommendations and sees them as getting proper attention in the future from proper stakeholders.
 - The Superintendent applauded the Council of Student Leaders and their supervisors for a very successful year and quality of work.
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- **ASD-W-CSR 1.4: Annual Summative Evaluation of the Superintendent**
 - Chairperson Carr stated that the Council conducts a formal, summative evaluation of the Superintendent in June of each year, as per DEC Policy. The evaluation is based upon data collected during the year from the monitoring of the Council's Ends Results and Executive Limitations policies. The Council conducts this review during an in-camera meeting and will provide the Superintendent with a copy of the evaluation.

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 demonstrated good communication skills and collaboration along with prioritizing community relationships. 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: Charlotte Burhoe **SECONDED BY:** Candice Browse **MOTION CARRIED**

- **New Business:**
- **Minister's Excellence in Education Awards**
- Chairperson Carr announced the ASD-W Minister's Excellence in Education Awards as:
 - Lindsay Fairweather, Academic Support Teacher – Gagetown Community School
 - Sylvie Michaud-Sirois – Teacher – John Caldwell School
 - Ami Morgan – Teacher – Nackawic Elementary School

- **Motions from the Floor**

- Councillor Rodriguez Gallagher presented three motions, all of which were discussed among Council, with commentary from the Superintendent at the invitation of the Chair.

Motion #1

1) Revise the Executive Limitation policy ASW-D EL6 “Effective Use of Schools” to replace the second bullet with the following: The Superintendent shall not fail to report on the wholistic considerations taken in decisions to change any programs at any schools annually, including socioeconomic considerations.

MOVED BY: Sofia Rodriguez Gallagher SECONDED BY: Ruth Eden MOTION DEFEATED

Motion #2

2) Revise the Executive Limitation policy ASW-D EL6 “Effective Use of Schools” to include that the Superintendent shall not “Fail to report on how youth are being prioritized in the community use of schools”

MOVED BY: Sofia Rodriguez Gallagher SECONDED BY: Serena Bradford MOTION CARRIED

Motion #3

3) DEC recommends a revision to Policy ASD-W 407-1 to include ASD-W 360-5.

MOVED BY: Sofia Rodriguez Gallagher SECONDED BY: Ruth Eden MOTION CARRIED

- **Announcement of New Student Councillor for 2026-2027 school year**

- Chairperson Carr expressed appreciation to DEC Student Representative Rowan Seahra for her contributions to the Council and extended best wishes for her continued success as she begins university in the fall.
- Chairperson Carr stated that following a district-wide call for applications across all 19 high schools, the Council received 3 submissions for the position of Student Representative. After reviewing all applications and conducting a vote, the District Education Council (DEC) selected a new Student Representative Councillor.
- Chairperson Carr announced that the Minister of Education has appointed Fifi Chen as the new 2026-2027 District Education Student Representative joining us in September.

- **Correspondence:**

- Chairperson Carr noted the letter written to the Minister requesting the appointment of Fifi Chen as the next DEC Student Representative, further adding receipt of the appointment letter from the Minister.

- **Public Comments:**

- There were no public comments.

- **Closing Comments:** Chairperson Carr closes by expressing appreciation for both departing members and staff, acknowledging their service and the positive experience of working together. He noted plans for the returning council members, including a July 6 meeting to conduct swearing-in ceremonies, elect new leadership, and plan the upcoming year. Chairperson Carr ends by reflecting that it has been a pleasure serving in the role over the past five months.

- **Date of Next Private Meeting:** Monday, July 6, 2026, at the Fredericton Education Centre 20 Knowledge Park Drive, Fredericton, NB E3C 2B5

- **Review and Approval of June 22, 2026, Public Meeting Minutes**
 - The minutes were reviewed by the Council and approved.

MOTION: I move that the Council approve the June 22, 2026, public meeting minutes in principle.

MOVED BY: Charlotte Burhoe **SECONDED BY:** Serena Bradford **MOTION CARRIED**

ACTION: Executive Assistant will ask the Director of Communications to post the June 22, 2026, minutes on the ASD-W website.

- **Meeting Adjournment**

MOTION: Councillor Browse moved to adjourn the meeting.

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

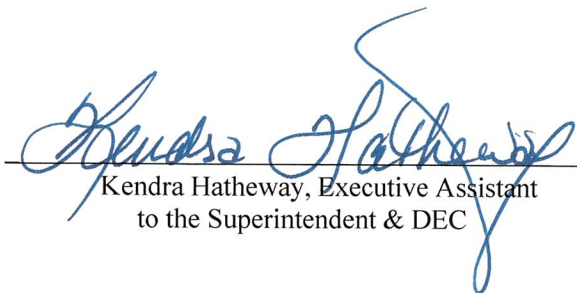
The DEC Public Meeting was adjourned at 8:55 PM.



Wallace Carr, Chairperson

July 6, 2026

Date



Kendra Hatheway, Executive Assistant
to the Superintendent & DEC

July 6, 2026

Date