ASD-W
Anglophone School District West

District Education Councils
Working Together to Improve Education

ANGLOPHONE WEST SCHOOL DISTRICT
DISTRICT EDUCATION COUNCIL
Fredericton Education Centre
20 Knowledge Park Drive, Fredericton, NB
Public Meeting Minutes
September 17, 2026

Council Members Present:
- Tanya Cloutier – Sub-district 4
- Serena Bradford – Sub-district 5, Vice-Chairperson
- Ruth Eden – Sub-district 6
- Jeffrey Bogan – Sub-district 8
- Jennifer Morehouse – Sub-district 9
- Wallace Carr–Sub-district 12, Chairperson
- Fifi Chen– Student Councillor

Council Member Regrets:
- Harmien Dionne - Sub-district 1
- Katelyn McGrath – Sub-district 2
- Candice Browse – Sub-district 3
- Bethany Ryan – Sub-district 10

Council Vacancies:
- Indigenous Representation
- Sub-district 7
- Sub-district 11
- Sub-district 13

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
- Karen Morton, Director of Human Resources
- Jon Hoyt-Hallett, Director of Curriculum & Instruction
- Katharine McNeilly, Director of Education Support Services (Acting)
- Darla Day, Director of Schools – Fredericton Ed. Centre
- Gina Dunnett, Director of Schools – Oromocto Ed. Centre
- Jay Colpitts, Director of Schools – Woodstock Ed. Centre
- Sarah Francis, Nihkanatpat ‘ciw Skicinuwi Kehkiketuwakon – Director – Leader for Indigenous Teachings
- Paul MacIntosh, Director of Communications
- Anna Marie Hayes, Director of Early Childhood Services
- Beth Henderson, Director of System Improvement
- Stephen Bubar, IT Technology Specialist

District Staff Regrets:

Members of the Public
- 0 Media
- 4 Guests

- **Call to Order:**

- Chairperson Carr, called the meeting to order at **6:35 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 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.
- Chairperson Carr welcomed all attendees to the District Education Council (DEC) meeting and noted the regrets received from Councillors. Councillors in attendance introduced themselves, followed by introductions of District staff led by the Superintendent.

- **Review the Agenda**

- Council reviewed the agenda and approved it as amended, removing the Swearing in Of Councillor Katelyn McGrath.
  MOTION: I move that the Council approve the amended September 17, 2026, DEC public meeting agenda.

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

- **Review of Previous Public Meeting Minutes (July 6, 2026)**

- The minutes were reviewed by Council and approved.
  ACTION: Executive Assistant will ask the Director of Communications to post the July 6, 2026, minutes on the ASD-W website.

  MOTION: I move that the Council approve the July 6, 2026, public meeting minutes.

  MOVED BY: Ruth Eden SECONDED BY: Jennifer Morehouse MOTION CARRIED

- **Business Arising from Minutes:**
- **Recommendation to Minister – Councillor Sub-district 7**

- Chairperson Carr noted three expressions of interest were received for Sub-district 7. Council has had an opportunity to review the candidates. Council will forward the names with its prioritisation and recommendation to the Minister of Education and Early Childhood Development. The name will not be publicly identified until the Minister responds to Council's written correspondence.

- **Search continues to fill vacancies in Sub-districts 11, 13 and First Nation representation**

- The council had two candidates for Sub-district 11 and learned of another possible candidate. Because there is no fixed cut-off date, Council deferred consideration until the next meeting to allow the additional candidate to decide. Thus far no candidates have come forward for Sub-district 13. Sarah Francis reported that First Nation organizations had been contacted regarding representation. Council will await responses and continue its recruitment efforts.

- **Superintendent Monitoring Reports:**
- **Superintendent Report – ASD-W-EL0: Global Executive Limitations**

- The Superintendent presented the Global Executive Limitations monitoring report to Council, stating the policy requires the Superintendent to not knowingly permit unlawful, unethical, unsafe, disrespectful, imprudent, immoral, disreputable, or policy violating practices. The Superintendent stated he relies on directors, principals, vice-principals, provincial and district policies, and formal and informal resolution processes to maintain a safe and respectful organization.
- The Superintendent described regular reviews of provincial and district policy, collaboration with Human Resources and Finance and Administration, and meetings with school leaders.
- The Superintendent concluded his monitoring report on EL0 Global Executive Limitations Council and welcomed any questions. No questions were posed.
- The Superintendent confirmed the ASD-W DEC Policy EL0 Global Executive Limitations monitoring report will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.

- **Superintendent Monitoring Reports:**
- **Superintendent Report – ASD-W-EL1: Emergency Superintendent Succession**

- The Superintendent indicated that the DEC Policy EL1 Emergency Superintendent Succession policy requires at least two senior administrative staff to understand Council and Superintendent processes and be capable of assuming superintendent responsibilities on an emergency basis. The arrangement is intended for an extended absence, such as a month or longer, rather than a short holiday. The potential successors' names were provided to Council privately.

- The Superintendent concluded his monitoring report on EL1 Emergency Superintendent Succession to Council and confirmed it will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.

- **Superintendent Monitoring Reports:**
- **Superintendent Report – ASD-W-ER2.0: Mission, Vision & Core Values**
- The Superintendent described that the district mission is to nurture learning in a healthy, safe, and inclusive environment so students thrive and become confident, contributing community members. The vision is for each student to be a successful learner who makes positive contributions to the world.
- The Superintendent noted the district's core values are learning, professionalism, well-being, belonging and citizenship. These are incorporated into the three-year district education plan, which is aligned with the provincial education plan and prioritizes numeracy, literacy, student well-being, and diversity under the themes 'learn, be well, and be respectful'.
- David explained that executive limitation policies set the boundaries within which the superintendent operates, while end-result policies define the outcomes the council expects. The reports were made available through the council portal and are to be published on the district website after approval.
- The Superintendent concluded his monitoring report on ER2.0 Mission, Vision & Core Values to Council and confirmed it will be posted publicly on the ASD-W website and reported compliance of the policy; the Council accepted.

- **New Business:**
- **Capital Improvement Projects**
- The Superintendent explained the facilities team maintains a database of projects across 70 schools and three education centres, prioritising work required for student and staff safety. Shawn consolidates the highest priorities for council recommendation, including roofs, electrical systems, security, windows, heating and ventilation, paving, doors, and other building work. Project estimates are updated annually using cost-per-square-foot and cost-per-job information supplied by the Department of Transportation and Infrastructure. Costs are not shown publicly because disclosure could affect tendering. The district maintains a larger priority list than it expects to receive funding for; the potential project value was described as approximately $67 million. The district generally completes between five and ten capital improvement projects each year, depending on project size and available funding. A large project, such as a $750,000 air-handling replacement, can reduce the number of smaller projects completed in the same year. Projects exceeding $1 million may be delivered over two years when they are too large for ordinary capital improvements but do not qualify as major capital projects. An Andover Elementary School drainage project was cited as an example, with work planned across two summers.
- The council approved the major capital improvement list as presented.

MOTION: I move that the Council approve the Capital Improvements Projects list as presented.

MOVED BY: Tanya Cloutier SECONDED BY: Jennifer Morehouse MOTION CARRIED

- **Kingsclear Community School – Consideration of Sustainability**

The Superintendent explained that Provincial Policy 409 requires consideration of a sustainability study for schools with fewer than 100 students or a functional capacity below 30%. The previous council sought exemptions for eight of nine qualifying schools but left Kingsclear Community School for the new council to decide. Kingsclear previously underwent a sustainability study that concluded in February 2018 with a recommendation to maintain the status quo and seek investment in the school. A 2023 catchment-area study also concluded that the existing catchment should remain unchanged. Current enrolment was reported as approximately 47 students, although numbers may fluctuate early in the school year. A sustainability study requires a council motion and vote and generally takes about six months. The process includes three public meetings: a staff presentation of school information, stakeholder presentations, and a final public debate and vote. Possible outcomes are maintaining the status quo, recommending major capital investment to the Minister, or recommending school closure to the Minister.

- Shawn Tracey, Director of Finance and Administration, advised that Kingsclear has outstanding capital needs, including window replacement and other building upgrades. The study will assess capital avoidance, meaning future capital requests that might no longer be needed if the school closed.
- If closure were eventually recommended, students could potentially attend Hanwell Park Academy or Garden Creek Elementary School immediately, without waiting for new schools. Transport impacts would vary: some students already live closer to Hanwell Park, while students living close to Kingsclear could face a longer but reasonable journey; current middle-level students from the catchment travel by bus to George Street Middle School.

MOTION: I move that the Council approve a sustainability study for Kingsclear Community School during the current school year.

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

- **Correspondence:**
- There was no correspondence to discuss at this time.

- **Public Comments:**
- Fredericton Lincoln, MLA David Coon attended the meeting to stay informed on district initiatives, expressed appreciate for the work of Council, the Superintendent, and district staff, and noted that he values the insights gained from DEC meetings.

- **Closing Comments:** Chairperson Carr offered appreciation to those who attended this evening.

- **Date of Next Working Meeting**: **Monday, October 19, 2026,** at **6:00PM** at the Fredericton Education Centre 20 Knowledge Park Drive, Fredericton, NB E3C 2B5

- **Date of Next Private Meeting**: **Thursday, October 29, 2026,** at **6:00PM** at the Fredericton Education Centre 20 Knowledge Park Drive, Fredericton, NB E3C 2B5

- **Meeting Adjournment**

The DEC Public Meeting was adjourned at **7:39 PM.**

Wallace Carr, Chairperson — Date: OCT 29/26

Kendra Hatheway, Executive Assistant to the Superintendent & DEC — Date: Oct 29/2026